



# Illinois Ethics Matters

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*Honesty, Integrity, Service*

A newsletter from the Office of Executive Inspector General for the Agencies  
of the Illinois Governor

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## Recent News

- The OEIG is pleased to announce the hiring of **Shamice Terrell** as an Investigator in its Chicago office.

## Timekeeping Requirements

Two recently released investigations highlight the importance of proper timekeeping as well as agency oversight of timekeeping.

In OEIG Case No. 17-01669, the OEIG investigated allegations that an Illinois Department of Natural Resources (IDNR) employee was abusing time. By surveillance and review of video taken at an IDNR entrance, the OEIG determined that, over a five-month period, the employee was not present at the IDNR building for 46 ½ hours that he claimed to be working. The employee claimed that his supervisor endorsed his “mobile lifestyle,” but could not explain what he was working on those times he was observed arriving late or leaving early from the IDNR building. The employee also had not submitted a work-at-home authorization as required and overtime was not pre-approved as required. In addition to finding that the employee abused time, the OEIG concluded that his supervisor engaged in mismanagement.

The OEIG also found that IDNR’s timekeeping procedures allowed employees to simply mark their time worked with a “W” in contradiction to the Ethics Act’s requirements that timekeeping policies require the documenting time spent on State business to the nearest quarter hour. The OEIG first reported this deficiency to IDNR in 2009. In response to the report, IDNR now requires employees to document their worktime the nearest quarter hour.

In OEIG Case No. 21-00553, the OEIG found that an Illinois Department of Human Services employee had conducted secondary employment on State time and using State resources and had failed to report secondary employment.

Especially when remote work is more common, agency supervisors should develop procedures to track when and how employees work. The reports are available on the OEIG website: [OEIG Case No. 17-01669](#) & [Case No. 21-00553](#).

## Improper Disclosure

Employees are routinely trusted not to share confidential information with unauthorized individuals.

The OEIG investigated allegations regarding an Illinois State Police Merit Board (Merit Board) employee. The Merit Board is responsible for the processes of discipline, removal, demotion, and suspension of Illinois State Police (ISP) sworn officers who violate the rules and regulations of the ISP, as well as developing processes for section and promotion of ISP officers. As such, Merit Board employees enter into a confidentiality agreement upon employment.

The investigation revealed that a Merit Board employee was engaged in a personal relationship with an ISP officer, and regularly shared confidential Merit Board information with the officer. The OEIG concluded that the Merit Board employee failed to disclose her potential conflict of interest, and that she had disclosed information in violation of the confidentiality agreement. OEIG Case No. 17-00932 is available [here](#).