

TITLE 89: SOCIAL SERVICES
CHAPTER III: DEPARTMENT OF CHILDREN AND FAMILY SERVICES
SUBCHAPTER f: GENERAL ADMINISTRATION

PART 433
USE OF DEPARTMENT FACILITIES AND GROUNDS

Section

- 433.1 Purpose
- 433.2 Definitions
- 433.3 Employee Organization Requests
- 433.4 Community Citizen Group Requests (Repealed)
- 433.5 Solicitation of Employees by For-Profit Organizations or Individuals
- 433.6 Request Approval

AUTHORITY: Implementing and authorized by Section 4 of the Children and Family Services Act [20 ILCS 505/4]

SOURCE: Adopted and codified at 5 Ill. Reg. 5495, effective May 27, 1981; amended at 38 Ill. Reg. 22631, effective November 21, 2014.

Section 433.1 Purpose

This rule defines the conditions under which Department facilities and grounds may be used for non-Department business.

Section 433.2 Definitions

"Department facilities and grounds" means properties owned or leased by the Department of Children and Family Services for the purpose of providing, or supporting the provision of, child welfare services.

"Facility administrator" means the Department employee who is administratively responsible and accountable for the day-to-day operation of a Department facility.

Section 433.3 Employee Organization Requests

Official employee organizations representing Department employees may request permission from a facility administrator to use assembly halls, auditoriums, and similar meeting rooms to conduct union business on an as needed basis, free of charge. Official requests will be made with reasonable notice to the facility administrator each time the facility is to be used. Requests for strike votes or strike preparation activities, organizing efforts, and non-work related activities in Department facilities are not condoned and will not be granted.

USE OF DEPARTMENT FACILITIES AND GROUNDS
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Section 433.4 Community Citizen Group Requests

(Source: Repealed at 38 Ill. Reg. 22631, effective November 21, 2014)

Section 433.5 Solicitation of Employees by For-Profit Organizations or Individuals

- a) No individual or collective solicitations by persons representing for-profit organizations shall be permitted on Department owned or leased property during either work or non-work hours. Names of individual employees shall not be provided to persons acting as agents for such companies or organizations.
- b) This rule shall not apply to not-for-profit general charitable or other State and Department approved campaigns such as savings bonds and United Fund drives. Also, this rule shall not apply where a sales representative is on State premises to meet with an authorized Department staff member to effect State Business.

Section 433.6 Request Approval

The facility administrator shall grant employee organizations permission to use facility space on a non-discriminatory first come, first serve basis when:

- a) The meetings do not interfere with the Department's operation and use of the facilities; and
- b) The meeting will not disrupt the Department services offered in the facility; and
- c) The Department will incur no additional cost as a result of the meeting. Some examples of additional costs are additional overtime for security guards or supervisory personnel required to assure the facility is locked, and unreasonable energy costs to maintain heating or air conditioning; and
- d) The organization or group will leave the facility in the same condition as it was found.

(Source: Amended at 38 Ill. Reg. 22631, effective November 21, 2014)