

## **Revolving Door GENERAL INSTRUCTIONS**

State Employee or Former State Employee

Certain employees of the Treasurer's Office have been notified that they are subject to the revolving door provisions of the State Officials and Employees Ethics Act (Ethics Act). To comply with this Act, these employees must notify the Office of the Executive Inspector General for the Office of the Treasurer ("OEIG") by completing a Revolving Door Notification of Non-State Employment Offer **BEFORE** accepting an offer of non-State government employment while employed by the Office of the Treasurer or within a one-year period after the employee leaves for non-State employment.

The OEIG will determine whether you, as an employee or former employee of the State Treasurer is prohibited from accepting a non-State employment offer under the restrictions of the Ethics Act within 10 calendar days from the receipt of **ALL** necessary information and documentation required in the notification form (including required signatures of the Division Head and the Ethics Officer).

An individual's notification to the OEIG is not considered complete until all required information has been provided to the OEIG. Once a decision has been made, you, the Treasurer, the Attorney General and the Executive Ethics Commission ("EEC") will be notified in writing of the determination. You or the Attorney General may appeal the decision, within ten 10 days, to the EEC.

Failure to provide all required information may result in a determination that the individual is restricted from accepting the employment offer.

All fully completed forms, statements, signatures and attachments must be hand delivered, mailed, faxed or emailed to:

Office of the Executive Inspector General  
Attn: Revolving Door Determinations  
400 W. Monroe, St., Suite 401  
Springfield, IL 62704  
Email Address: [oeig@illinoistreasurer.gov](mailto:oeig@illinoistreasurer.gov)  
Fax: (217) 557-4052

If you have any questions or require assistance to complete the paperwork please contact:

Raymond J. Watson, Executive Inspector General  
(217) 557-1972 [rwatson@illinoistreasurer.gov](mailto:rwatson@illinoistreasurer.gov)  
or  
Gwendolyn Drake, Ethics Officer  
(312) 814-3642 [gdrake@illinoistreasurer.gov](mailto:gdrake@illinoistreasurer.gov)