**Section 2510.101 Definitions**

For purposes of this Part, the following terms shall have the meaning given in this Section:

"Act": The Voluntary Payroll Deductions Act of 1983 [5 ILCS 340].

"Advisory Board": The board created pursuant to Section 2650.10(b) of this Part.

"Agency": Agencies, boards, commissions and other entities under the Governor. Constitutional officers, universities, retirement systems and other agencies shall be governed by this Part, unless such entities adopt their own rules governing solicitation of contributions at the workplace.

"Annuitant": A State annuitant, as defined by the Act.

"Calendar Year": Any 12-month period beginning January 1.

"Chief Officer": The head of any agency, except institutions of higher education and their governing bodies, board or commission appointed by the Governor.

"Department": The Illinois Department of Central Management Services.

"Director": Unless a different agency is specified, "Director" shall mean the Director of the Department or his or her designee.

"Employee": An Employee, as defined by the Act.

"Newly Qualified Charitable Organization": A Newly Qualified Charitable Organization will be defined, for privilege and financial purposes, as one which is participating in the SECA campaign for the first time.

"Qualified Charitable Organization": Any organization recognized by the Office of the Comptroller as eligible to receive payroll deductions under the Voluntary Payroll Deduction Act.

"Retirement System": A Retirement System, as defined by the Act.

"SECA": State and University Employees Combined Appeal. The annual combined drive of Qualified Charitable Organizations.

"Withholding": The authorization by an employee or annuitant for a specific amount to be deducted from salary, wages, or an annuity or disability benefit, to be paid over promptly to the organization designated by the employee or annuitant by means of warrants drawn by the State Comptroller, a Retirement System or other appropriate source.

"Work Place": The physical location for an employee to perform her or his work but not including any area accessible to the public or any area used exclusively for rest or refreshment.

"Work Time": That period of the workday for which the employee is paid to perform services for the State of Illinois, but not including unpaid meal periods or paid rest periods.

(Source: Recodified from Section 2650.1 of 80 Ill. Adm. Code 2650 (Central Management Services) pursuant to P.A. 102-291 at 46 Ill. Reg. 14713)