

COOK COUNTY

**EMPLOYMENT PLAN
SUPPLEMENTAL POLICIES MANUAL**

Amended 08/29/13

COOK COUNTY
EMPLOYMENT PLAN
SUPPLEMENTAL POLICIES MANUAL

I. General.

The provisions of the Cook County Employment Plan, as amended from time to time (the "Plan"), the Cook County Personnel Rules and Regulations, as amended from time to time (the "Personnel Rules"), and the terms of any applicable collective bargaining agreement will be applicable to all policies contained in this Supplemental Policies Manual (this "Manual"). The most current version of the Personnel Rules should be consulted before taking any related action. All defined terms in this Manual shall have the meanings given such terms in the Plan. BHR Forms implemented in accordance with the Supplemental Policies are attached hereto as Exhibit A and may be amended from time to time by BHR.

II. Definitions.

The majority of definitions contained in the Plan that are applicable to this Manual are listed below. The most current version of the Plan and its definitions should be consulted before taking any related action. In the event of a conflict between a definition in this Manual and a definition in the Plan for the same term, the definition in the Plan shall govern.

Applicant: A person who has submitted an online application to BHR for a Position and whose name appears on the Preliminary Eligibility List.

BHR: See Bureau of Human Resources.

Bureau of Human Resources ("BHR"): The Bureau of Human Resources of the County.

CA: See Compliance Administrator.

Candidate: An Applicant whose name is included on the Validated Eligibility List pursuant to Section V of this Employment Plan.

CBA: See Collective Bargaining Agreement.

Collective Bargaining Agreement ("CBA"): Any current collective bargaining agreement between the County and any legally-recognized collective bargaining representative of employees of the County.

Compensatory Time: Time off earned pursuant to law by eligible County employees who works beyond his or her scheduled shift.

Compliance Administrator: The County's Shakman Compliance Administrator appointed pursuant to Section I on the Supplemental Relief Order for the County agreed to by the Cook County Board of Commissioners on November 29, 2006, and approved February 7, 2007 in the Shakman Case.

Compliance Officer: The County employee in charge of compliance who shall perform all tasks and responsibilities as described in the Plan and as may be assigned from time to time.

County: The County of Cook, Illinois.

Day or day: A calendar day unless otherwise indicated.

Demotion: A downgrade from one Position to another lower-level Position that may or may not result in lower compensation.

Department: A unit of the County, including, but not limited to, a bureau, operating unit or department.

Department Head: The individual assigned to head or direct a Department.

Desk Audit: The procedure used to determine whether a particular Position's duties and responsibilities match its job classification and salary grade.

Discipline: An action taken by the County in response to an employee's behavior or performance, including oral or written warnings, suspensions and Terminations, but not including counseling.

Employment Action: Any action (positive or negative) related to any aspect of employment, including, but not limited to, hiring, Promotion, Transfer, assignment of Overtime and other benefits of employment, Discipline, and Termination.

Exempt Position: Any Position that is on the Exempt List

Hiring Department: The Department in which an Applicant who is hired will be assigned to work.

Interim Assignment: The authorized temporary assignment of a non-exempt employee to perform and be held accountable for all of the employee's current and additional duties assigned by the Department Head that distinguish a specific higher-graded funded Position within or outside his/her current department that is temporarily vacant.

Internal Applicant: An Applicant who applies for a Position and is actively employed by the County at the time of application.

Job Description: The written job description that describes the Minimum Qualifications and current responsibilities of a Position and the skills, education and abilities needed to perform those responsibilities.

Minimum Qualifications: The specific minimum qualifications that an Applicant or Candidate must possess to be considered for employment in a Position.

No Political Consideration Certification ("NPCC"): The certification that, to the signer's knowledge and agreement, no Political Reasons or Factors have been or will be taken into consideration or have or will influence the Employment Action involved.

Non-Exempt Position: Any Position that is not included on the Exempt List.

NPCC: See No Political Consideration Certification.

Overtime: Time worked by an eligible employee beyond the regularly-scheduled workweek for which additional compensation is earned.

Performance Evaluation: A formal written review of an employee's job-related performance.

Personnel Rules: The County Personnel Rules, as amended from time to time.

Politically-Related Person or Organization: Any elected or appointed public official or any person employed by, acting as an agent of or representing any elected or appointed public official or any political organization or politically-affiliated group.

Political Reasons and Factors: Any reasons or factors relating to political matters in connection with any Employment Action, including, but not limited to: (1) any recommendation for or against the hiring, Promotion, Transfer or the taking of any other Employment Action with respect to any Applicant, potential Applicant or County employee from any Politically-Related Person or Organization that is not based on that Politically-Related Person's or Organization's personal knowledge of the Applicant's, potential Applicant's or County employee's skills, work experience or other job-related characteristics; (2) the fact that an Applicant, potential Applicant or County employee works or worked for a Politically-Related Person or Organization, or works or worked on a political campaign, unless related to a recommendation based on an Applicant's, potential Applicant's or County employee's skills, work experience or other job-related characteristics; (3) the fact that an Applicant, potential Applicant or County employee is or was, or is not or was not, a member of any political party or a politically related organization; (4) the fact that an Applicant, potential Applicant or County employee contributed or raised money, or provided anything of monetary value, to a Politically-Related Person or Organization, or refrained from doing so; (5) the fact that an Applicant, potential Applicant or County employee is a Democrat or a Republican or a member of any other political party or group, or is not a member; or (6) the fact that an Applicant, potential Applicant or County employee may express any views or beliefs on political matters.

Position: Any County employment position.

Promotion: The appointment of a current Employee into a Position that is a higher grade than his or her previous Position.

Promotional Position: A Position that has been identified by the Department and approved by BHR as offering a promotional opportunity to current employees in the Department because prior experience working for the Hiring Department is determined to be an asset to the Position.

Recall: The process of offering re-employment to an individual who has been laid off from a Position due to a reduction in force.

Recall Candidate: An individual who has been laid off from a Position and is eligible for recall/reinstatement in accordance with the Personnel Rules or an applicable CBA.

Reclassification: The process by which a non-vacant Position is reclassified to another lower or higher classification.

Reassignment Candidate: An individual who is subject to layoff, who may transfer under the Personnel Rules or an applicable CBA to other County employment because of such layoff and who is actively employed in a Position at the time he/she is subject to layoff.

Reinstatement Candidate: An individual who has been on an authorized leave of absence and may seek reinstatement in accordance with the Personnel Rules or an applicable CBA.

Supervisor: Any employee of the County who, among other managerial duties, has the authority to authorize, execute or recommend any Employment Action.

Termination: The involuntary separation of an employee from employment with the County for performance or disciplinary reasons.

Third Party Providers: An outside third-party vendor or individual retained by the County for the purpose of recruiting, screening, and/or interviewing applicants and/or Candidates for various vacant Positions.

Transfer: The transfer of a Position (including an employee holding such Position) from one work location or unit within a Department to another work location or unit in that Department.

Transitional Assignment: The assignment given to a current Employee who is scheduled to terminate his or her employment on a specified date for a period of no more than 30 days during which he or she will train the Employee who is hired to fill his or her former Position.

Upgrade: The process by which a Position is upgraded from one pay grade to a higher pay grade pursuant to the Personnel Rules.

Written or in writing: Written or in writing in hard copy or electronically, unless otherwise indicated.

III. Supplemental Polices.

In accordance with the provisions of Section XIII of the Cook County Employment Plan, the following Supplemental Polices are included herein.

Reclassification of Positions.....Policy Number: 2013-2.1

Interim Assignment and Interim Pay.....Policy Number: 2013-2.3

Temporary Assignment.....Policy Number: 2013-2.4

Transfer.....Policy Number: 2013-2.5

Training Opportunities.....Policy Number: 2013-2.6

Overtime and Compensatory Time.....Policy Number: 2013-2.7

Disciplinary ActionPolicy Number: 2013-2.8

Demotion.....Policy Number 2013-2.9

Layoffs/Recall.....Policy Number 2013-2.10

Third-Party Providers.....Policy Number 2013-2.11

Desk Audits.....Policy Number 2013-2.12

Ineligible for Rehire ListPolicy Number 2014-2.13



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: Reclassification of Positions		PAGE 1 of 1
Date of Approval: July 24, 2013 Effective Date: August 1, 2013	Policy Number: 2013-2.1 Associated Personnel Rule: 2.02 and 2.09	Policy Form: Reclassification Request Form

PURPOSE: The purpose of this Policy is to set forth the process for conducting a Reclassification of (1) a Position, (2) a series of Positions, or (3) a group of different Positions whose principal job duties are substantially equivalent.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and all employees holding Non-Exempt Positions working under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: Non-Exempt Positions may undergo Reclassification in accordance with the following procedure:

No Political Reasons or Factors. All Reclassifications must be done in accordance with this Policy, the Personnel Rules, and the Plan, as and if applicable. No Employment Action relating to the Reclassification of a Non-Exempt Position or affecting an employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.

Conditions for Reclassification. A Position, a series of Positions, or a group of different Positions that are not vacant and whose principal job duties are substantively equivalent may be reclassified to a lower or higher classification in the event the duties of the Position(s) have changed, diminished, increased or otherwise changed due to circumstances not related to any individual holding the Position(s). Such circumstances include, but are not limited to, reorganization, layoff, or technological changes that materially affect the job duties and/or responsibilities of the Position(s). A request for the Reclassification of any specific Position(s) may not be submitted more than once in any 12-month period.

Reclassification Procedure. Department Heads seeking the Reclassification of a non-vacant Position or Positions must complete a Reclassification Request Form and submit it to the Chief of BHR or his or her designee and the Compliance Officer. Such request must include: (1) a list of the Position(s) proposed for reclassification; (2) the name(s) and grade(s) of the employee(s) and Position title(s) for the Position(s) proposed for reclassification; (3) identification of the Position title and grade that the Position or Positions should be reclassified to, if known by the Department Head; (4) a written justification for the requested reclassification including discussion of the specific job duties, comparison of those duties to the new Position title, and an existing or proposed organization chart; (5) copies of market data for similar or equivalent Position(s), if available; (6) copies of the current and proposed Job Descriptions for the Position(s); and (7) a NPCC.

BHR Procedures Upon Receipt of a Reclassification Request. The Chief of BHR and the Compliance Officer shall independently review the proposed Reclassification Request Form and related documents to ensure that the Reclassification is justified based on the documentation provided and other related objective criteria. The Chief of BHR may also authorize BHR to conduct a Desk Audit to determine if any requested Reclassification is justified and appropriate. The results of any Desk Audit will be communicated to the Chief of BHR and the Compliance Officer.

The Chief of BHR and the Compliance Officer may require the Department Head to provide additional information. Such requests for additional information will be in writing to the Department Head, with copies to the Compliance Officer.

Approval/Denial of Reclassification Request. After reviewing the Request for Reclassification Form and documents and the results of any authorized Desk Audit, the Chief of BHR or his or her designee and the Compliance Officer or his or her designee will meet to review the request for Reclassification, should the Chief of BHR and the Compliance Officer disagree, the Compliance Officer's determination shall govern. The Chief of BHR or his or her designee shall send written notification of the determination to the Department Head; approved Reclassification requests by BHR will be contingent on funding approval from the Budget Department. Copies of the determinations and notification will be sent to the Compliance Officer. Any grade, title and compensation changes applicable to an approved Reclassification will be carried out by BHR in accordance with this Policy, the Personnel Rules and the Plan.

NPCC. All employees holding Non-Exempt Positions reclassified pursuant to this Policy and all Employees participating in any Reclassification of a Non-Exempt Position or any Employment Action relating to it must sign a NPCC certifying that no Political Reasons or Factors were considered.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
RECLASSIFICATION REQUEST FORM**

Date: _____

Department: _____

Reclassification of the following position(s) is requested:

Position/Grade	Incumbent

Describe in detail the basis of the request for Reclassification:
(Identify the Position title and grade Positions should be reclassified to if known.)

Additional information in support of this request:

Required Attachments:

- Attach a copy of all documents requested in the Reclassification Procedure noted in Policy 2013-2.1-Reclassification of Positions.
- Current and proposed organizational chart must be provided.

DEPARTMENT HEAD CERTIFICATION

I hereby certify that this request for Reclassification is in compliance with the Reclassification Policy, the Personnel Rules and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Reclassification Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____

FOR BUREAU OF HUMAN RESOURCES USE ONLY

BHR DETERMINATION

Disposition of Request: Approved _____ Denied _____

Chief of BHR: _____ Date: _____

Disposition of Request: Approved _____ Denied _____

Compliance Officer: _____ Date: _____

(In the event of disagreement, the Compliance Officer's decision will govern.)

BHR CHIEF CERTIFICATION

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowing inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Reclassification Request or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: INTERIM ASSIGNMENT AND INTERIM PAY		PAGE 1 of 2
Date of Approval: July 24, 2013 Effective Date: August 1, 2013	Policy Number: 2013-2.3 Associated Personnel Rule: NA	Policy Form: Interim Assignment Request Form

PURPOSE: The purpose of this Policy is to establish the terms and conditions under which employees may be given Interim Assignments and to establish guidelines for the compensation of such employees while working in designated Interim Assignments.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and all employees under the jurisdiction of the County Board President or Departments covered under the Employment Plan. Employees in Positions covered under a collective bargaining agreement are not eligible to be placed in an Interim Assignment unless specifically provided in any applicable collective bargaining agreement. Exempt employees are not eligible for an Interim Assignment to a Non-Exempt Position. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern. Only employees who possess the Minimum Qualifications of the Interim Assignment Position will be considered eligible for such Interim Assignment.

POLICY AND PROCEDURE: The County may make an Interim Assignment and authorize the payment of Interim Pay as follows:

No Political Reasons or Factors. All Interim Assignments and any related Employment Action established under this Policy must be done in accordance with Personnel Rules and the Plan, as and if applicable. No Employment Action relating to an Interim Assignment of an employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.

Employees Eligible for Interim Assignment. In order to be eligible for an Interim Assignment, an employee must (1) not be in an initial or promotional probationary period and (2) possess all of the Minimum Qualifications contained in the Job Description for the Interim Assignment Position. Employees holding Non-Exempt Positions and Exempt Positions are eligible for an Interim Assignment to a vacant Exempt Position and only employees holding Non-Exempt Positions are eligible for an Interim Assignment to a vacant Non-Exempt Position.

Submission of Request for Interim Assignment By Department Head. A Department Head must complete an Interim Assignment Request Form and submit it to the Chief of BHR or his or her designee requesting approval of an Interim Assignment to a vacant Position in his or her Department. The Interim Assignment Request Form must include: (1) the reason the Position is vacant; (2) the specific reason(s) justifying the need for the Interim Assignment; (3) a copy of a current Job Description for the Interim Assignment Position; (4) the name, current Position, current Job Description, and assigned Department of the employee recommended for the Interim Assignment. Additionally, both the Department Head of the Department in which the proposed employee is assigned and the proposed employee must sign the Interim Assignment Request Form and the Chief of BHR or his or her designee will send a copy of the completed Interim Assignment Request Form and any attachments to the Compliance Officer.

Review of Request for Interim Assignment. The Chief of BHR will verify all information contained on the Interim Assignment Request Form and verify that the employee recommended possesses all of the Minimum Qualifications contained on the current Job Description for the Interim Assignment Position. The Chief of BHR or his or her designee and the Compliance Officer shall also review and confirm the accuracy of the information contained in the Interim Request Form and review the operating needs of the affected Department(s).

Approval/Denial of Request for Interim Assignment. After review, the Chief of BHR and the Compliance Officer will either approve or deny the Interim Assignment. If the Chief of BHR and the Compliance Officer disagree, the Compliance Officer's determination shall govern. The Department Head will receive written notification of the determination. BHR shall take all actions necessary to effectuate the Interim Assignment and applicable Interim Pay to which the employee is entitled.

Interim Pay. If the Interim Assignment is approved, a temporary pay increase (designated as "interim pay") may be given to the employee placed in an Interim Assignment. Interim Pay shall be afforded in an amount to account for an increase in the employee's current salary by 10% unless a greater increase is needed to bring the employee's current salary up to the first step of the higher graded position. Employees on an Interim Assignment will also receive any regular increase(s) they would ordinarily receive in

their pre-Interim Assignment Position that occurs during the period they are on an Interim Assignment. The employee will stop receiving interim pay when the Interim Assignment terminates for any reason or as described above. The Bureau of Human Resources will work with the requesting department to generate any required documentation to process the Interim Pay.

Performance of Interim Assignment. Upon approval of the Interim Assignment, the selected employee must assume all of the duties of the Interim Assignment Position. Not more than one employee may be given an Interim Assignment to a specific Position at any given time. If the vacancy of a Position designated for an Interim Assignment is based on any reason other than a leave of absence from which the incumbent in the Position is expected to return, the vacant Position must be posted within 60 days of the effective date of the Interim Assignment and filled in accordance with the Plan.

Cessation of Interim Assignment and/or Interim Pay. If an employee in an Interim Assignment is absent from work for 10 consecutive workdays for any reason other than a pre-approved vacation, interim pay will cease until he or she returns to work and resumes the Interim Assignment. If an employee on an Interim Assignment is absent from work for more than 10 consecutive workdays for any reason, he or she will be removed from the Interim Assignment, interim pay will cease, and the employee will not be eligible to return to the Interim Assignment.

Length of Interim Assignment. Interim Assignments may be for periods of no less than one month and no more than six months; provided the Head of the Department may request a maximum three-month extension of an Interim Assignment by submitting a second Interim Assignment Request Form to the Chief of BHR and the Compliance Officer. Such a request will be granted only upon a showing of good cause. The Chief of BHR and the Compliance Officer will either approve or deny the Interim Assignment extension. If the Chief of BHR and the Compliance Officer disagree, the Compliance Officer's determination shall govern. The Department Head will receive written notification of the determination. Under no circumstances may an Interim Assignment exceed a total of nine months for any Position.

NPCC. All employees assigned to an Interim Assignment pursuant to this Policy and all employees participating in the request or approval on an Interim Assignment must also sign a NPCC certifying that no Political Reasons or Factors were considered, provided that Exempt Employees assigned to Interim Assignments to Exempt Positions need not complete a NPCC.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
INTERIM ASSIGNMENT REQUEST FORM**

Initial Request ___ **Request for Extension** ___

If request is for an extension, what was the initial term of the original Interim Assignment?

Provide the following regarding the proposed Interim Assignment Position:

Title: _____

Grade: _____ Rate of Pay: _____ Position ID: _____

Reason position is currently vacant:

Date vacancy began, if known: _____

Estimated date vacancy is expected to end: _____

Is the employee who previously held the position on a Leave of Absence and expected to return?

Yes ___ No ___

If yes, when is return anticipated? _____

What, if any, steps have been taken to fill the position?

Additional information in support of this request:

Provide the following information regarding the employee you propose to fill the Interim Assignment:

Name: _____

Current Title: _____

Current Department: _____

Grade: _____ Rate of Pay: _____ Position ID: _____

Proposed Start Date: _____ Anticipated End Date: _____

Required Attachments:

- Job description of Interim Assignment Position
- Resume, copies of diplomas, licenses, certifications and/or other qualifying documentation of employee proposed to fill Interim Assignment

EMPLOYEE AND DEPARTMENT HEAD(S) CERTIFICATION

I hereby certify that the employee I am requesting to select for this Interim Assignment possesses all of the minimum requirements of the position as listed on the Job Description and that this request is in compliance with the Interim Assignment Policy and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Interim Assignment Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____
(Employee)

Title: _____ Date: _____

Print Name: _____ Signature: _____
(Department Head requesting assignment)

Title: _____ Date: _____

Print Name: _____ Signature: _____
(Department Head of department in which requested employee works, if different)

Title: _____ Date: _____

FOR BUREAU OF HUMAN RESOURCES USE ONLY

BHR DETERMINATION

Disposition of Request: Approved _____ Denied _____

Chief of BHR: _____ Date: _____

Disposition of Request: Approved _____ Denied _____

Compliance Officer: _____ Date: _____

(In the event of disagreement, the Compliance Officer's decision will govern.)

BHR CHIEF CERTIFICATION

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Interim Assignment Request or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: TEMPORARY ASSIGNMENT		PAGE 1 of 2
Date of Approval: July 24, 2013 Effective Date: August 1, 2013	Policy Number: 2013-2.4 Associated Personnel Rule: NA	Policy Form: Long-Term Temporary Assignment Request Form and Volunteer Request for Long-Term Temporary Assignment

PURPOSE: To establish the terms and conditions under which the County may make Temporary Assignments of employees to a different Department if the Department reports vertically up to a Bureau Chief or to a different work location or unit within a Department.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and to all employees that are under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: The County may place a Non-Exempt or Exempt employee in a Short Term Temporary Assignment in a Non-Exempt or Exempt Position. The County may place a Non-Exempt employee in a Long Term Temporary Assignment only in a Non-Exempt Position. Temporary Assignments may be located in a different Department or in a different work location or unit within the same Department. All Temporary Assignments must be (1) in the same job title, and (2) based on a verified operational or other business-related needs, , provided the County complies with the following procedures:

No Political Reasons or Factors. All Temporary Assignments and any related Employment Action established under this Policy must be done in accordance with Personnel Rules and the Plan, as and if applicable. No Temporary Assignment or Employment Action relating to a Temporary Assignment of any employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.

Short Term Temporary Assignments (Less than Two Weeks in Duration) A Department Head may assign an employee within his or her Department or the Department Head may request the Chief of BHR to assign an employee to cover a Short-Term Temporary Assignment in the event there is a verified operational or other business-related need for a Short-Term Temporary Assignment and the assignment is for a period of less than two weeks. The Department Head or Chief of BHR must assure the employee is returned to his or her regular assignment within two weeks.

Long-Term Temporary Assignments (Two Weeks or More in Duration). In the event the Department Head determines there is a need for a Long-Term Temporary Assignment of an employee in a Non-Exempt Position to a different Non-Exempt Position, the Department Head shall place a notice and invitation to submit a written request to volunteer for the Long-Term Temporary Assignment for a period of at least five business days prior to the selection of the employee for the Long-Term Temporary Assignment. Such notice shall include the start date and projected end date, the location of the Long-Term Temporary Assignment, and the basis on which the Long-Term Temporary Assignment will be made. Such notice will be placed in highly visible areas in the Department; notice may also be placed by email if applicable.

In the event more than one employee volunteers for a Long-Term Temporary Assignment, the Department Head shall select the employee with the most seniority in the Position. If the selected employee works in a different Department than the Department in which the Long-Term Temporary Assignment is located, the Department Head of the Department in which the employee works and the Chief of BHR must first approve the Long-Term Temporary Assignment in writing. If not approved, the next most senior employee in the Position who volunteers shall be selected. If the only employee or employees who volunteer work in the same Department in which the Long-Term Temporary Assignment is located, the Department Head may elect to withdraw his or her request for a Long-Term Temporary Assignment. Such withdrawal shall be in writing and sent to the Chief of BHR, with a copy to the Compliance Officer.

In the event no employee volunteers for a Long-Term Temporary Assignment or there are no employees approved or selected in accordance with the previous paragraph and the Department Head elects not to withdraw his or her request for the Long-Term Temporary Assignment, the Department Head, with the assistance of the Chief of BHR shall select the employee with the least seniority in the Position. If not approved, the next least senior employee in the Position shall be selected.

Department Heads shall send a Long-Term Temporary Assignment Request Form to the Chief of BHR or his or her designee and the Compliance Officer for approval before the Long-Term Temporary Assignment is made. The Request must include (1) the number of employee(s) needed for the Long-Term Temporary Assignment, (2) the start date and the projected end date of the Long-Term Temporary Assignment, (3) an explanation of the specific operational or other business-related need on which the request is based, (4) the names of the employees selected pursuant to the Department's posting for a Long-Term Temporary Assignment and (5) a NPCC.

Length of Long-Term Temporary Assignment. Long-Term Temporary Assignments may be for periods of no less than two weeks and no more than six months; provided the Head of the Department may request a maximum three month extension of a Long-Term Temporary Assignment by submitting a second Long-Term Assignment Request Form to the Chief of BHR and the Compliance Officer. The Chief of BHR and the Compliance Officer will either approve or deny the extension request. If the Chief of BHR and the Compliance Officer disagree, the Compliance Officer's determination shall govern. The Department Head will receive written notification of the determination. Under no circumstances may a Long-Term Temporary Assignment exceed a total of nine months for any Position.

NPCC. All employees applying for or assigned to Long-Term Temporary Assignments pursuant to this Policy and all employees participating in any Employment Action relating to the request or approval of a Long-Term Temporary Assignment must also sign a NPCC certifying that no Political Reasons or Factors were considered.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
LONG-TERM TEMPORARY ASSIGNMENT REQUEST FORM**

Date: _____

Department: _____

Number of Employee(s) Needed: _____

Start Date: _____

End Date: _____

Explain the specific operational or other business-related need on which the request is based:

Name of Employee(s) Selected for Long-Term Temporary Assignment

DEPARTMENT HEAD CERTIFICATION

I hereby certify that this request for this Long-Term Temporary Assignment is based on the verified operational or business needs as described above and not on any Political Reasons or Factors and is in compliance with the Temporary Assignment Policy and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Long-Term Temporary Assignment Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Name: _____

Signature: _____

Title: _____

Date: _____

FOR BUREAU OF HUMAN RESOURCES USE ONLY

BHR DETERMINATION

Disposition of Request: Approved _____ Denied _____

Chief of BHR: _____ Date: _____

Disposition of Request: Approved _____ Denied _____

Compliance Officer: _____ Date: _____

(In the event of disagreement, the Compliance Officer's decision will govern.)

BHR CHIEF CERTIFICATION

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Long-Term Temporary Assignment or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____



**COOK COUNTY BUREAU OF HUMAN RESOURCES
VOLUNTEER REQUEST FOR LONG-TERM TEMPORARY ASSIGNMENT FORM**

Date: _____

Name: _____ Current Position ID: _____

Provide the following regarding the Position you volunteer to temporarily fill:

Department: _____

Grade: _____ Title: _____

Start Date: _____

End Date: _____

Location: _____

EMPLOYEE CERTIFICATION

I hereby certify that my request for this Long-Term Temporary Assignment is based on the verified operational or business needs as described above and not on any Political Reasons or Factors and is in compliance with the Temporary Assignment Policy and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Long-Term Temporary Assignment. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: TRANSFER

PAGE 1 of 1

**Date of Approval: July 24, 2013
Effective Date: August 1, 2013
Amended: August 26, 2013**

**Policy Number: 2013-2.5
Associated Personnel Rule: 2.06
and 4.06**

**Policy Form: Transfer
Certification Form**

PURPOSE: To establish the process for the transfer of a Position in accordance with Cook County Personnel Rules.

AREAS AFFECTED: This Policy applies to all Departments and to all employees holding Non-Exempt Positions that are under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: A Position may be transferred to a different work location or unit within a Department (including within a Bureau if the Department reports to a Bureau) in order to meet the operational needs of the Department. If the Position is not vacant at the time of the Transfer, the employee holding the transferred Position will be transferred to the new work location or unit as well. A Position may also be transferred from one Department to another for purposes of implementing a determination to reassign the function(s) served by the Position to a different Department as authorized by BHR. BHR will document the reasons for the transfer and provide notice of the transfer and the reasons therefore to the Compliance Officer. The employee holding the Position will be offered the opportunity to remain in the position in the new Department. If the employee elects not to be transferred, he or she will be terminated, and the Position will be filled in accordance with the Employment Plan.

Requirements for a Transfer. The Department Head must submit a Transfer Certification Form to the Compliance Officer indicating (1) the Position that is being transferred, including the Position Identification Number, (2) the current work location or unit of the Position, (3) the new work location and unit of the Position, (4) the name of the employee holding the Position, and (5) the specific operational reason the Transfer is being made.

No Political Reasons or Factors. Transfers may not be offered, required or withheld based on any Political Reasons or Factors.

NPCC. All employees transferred and all employees participating in the request for and selection of Positions and employees for a Transfer must sign a NPCC certifying that no Political Reasons or Factors were considered.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
TRANSFER CERTIFICATION FORM**

Date: _____

Employee Name: _____ Position ID: _____

Employee Title: _____

Current Department/Work Location: _____

Proposed Department/Work Location: _____

Explain operational needs which are the basis for the request:

Explain Employee selection method used:

DEPARTMENT HEAD AND COMPLIANCE OFFICER CERTIFICATION

I hereby certify that this request for a Transfer is in compliance with the Transfer Policy, the Personnel Rules and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Transfer Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Department Head Name: _____ Signature: _____

Title: _____ Date: _____

Compliance Officer: _____ Signature: _____

Title: _____ Date: _____



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: TRAINING OPPORTUNITIES

PAGE 1 of 1

Date of Approval: July 24, 2013

Effective Date: August 1, 2013

Policy Number: 2013-2.6

Associated Personnel Rule: 11

Policy Form: NA

PURPOSE: To provide the supplemental policy addressing the process for training of employees in accordance with Cook County Personnel Rules for employees in the offices and departments under the jurisdiction of the Cook County Board President.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and to all Non-Exempt employees holding Positions under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in a collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall prevail.

POLICY AND PROCEDURE: The following procedures must be followed when offering and selecting employees to receive Training Opportunities:

No Political Reasons or Factors. All Training Opportunities for employees holding Non-Exempt Positions must be offered and provided in accordance with the Personnel Rules and the Plan, as and if applicable. No Training Opportunity relating to a Non-Exempt Position or to an employee holding a Non-Exempt Position may be granted or denied based on any Political Reasons or Factors.

Training Opportunities. Employees may be offered training in connection with their positions in accordance with the BHR Personnel Rules. Subject to any applicable CBA, training that is not Department-wide or mandatory will be offered to employees based on the operating needs of the Department, and Departments shall make a reasonable, good-faith effort to equitably distribute training based upon operational needs among all employees in the same classification and work unit. Department Heads shall maintain records regarding the types of training offered and employee attendance; said records shall be provided to the Compliance Officer upon request.

Mandatory Training. All mandatory training will be provided to all employees in the same Position(s) or Department(s), as and if applicable. If there is not sufficient space or time to provide such training to all eligible employees in a single session, additional training sessions must be provided.

NPCC. All employees considered for any Training Opportunity pursuant to this Policy and all employees participating in the offer and selection of employees for such training must sign a NPCC certifying that no Political Reasons or Factors were considered.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: OVERTIME AND COMPENSATORY TIME		PAGE 1 of 1
Date of Approval: July 24, 2013 Effective Date: August 1, 2013	Policy Number: 2013-2.7 Associated Personnel Rule: NA	Policy Forms: NA

PURPOSE: To describe the process for assigning Overtime and Compensatory Time in an equitable manner and that assures compliance with the Personnel Rules, the Plan and applicable law.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and to all employees who are not exempt from the provisions of the Fair Labor Standards Act (“FLSA”) and who hold Positions that are under the jurisdiction of the Cook County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in a collective bargaining agreement or the Plan, the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: The following procedures must be followed when assigning Overtime and awarding Compensatory Time:

No Political Reasons or Factors. All Overtime for employees must be offered in accordance with the Policy, the Personnel Rules and the Plan, as and if applicable. No Overtime or Compensatory Time given to an employee may be granted or denied based on any Political Reasons or Factors.

Conditions for Overtime. All Overtime must be approved in advance by the Department Head or his or her designee before it is worked. Advance notice of Overtime must be provided and eligible employees must be given an opportunity to volunteer whenever the need for Overtime is foreseeable unless the Overtime is assignment specific. Overtime may not be requested or approved more than 60 days in advance.

Eligible Employees. An employee may not be selected to perform or offered Overtime if the employee has received a suspension during the twelve-month period preceding the Overtime, unless the Overtime required is assignment specific. Employees are eligible to perform Overtime only if the Overtime is for work that is in the same Position held by the employee.

Assignment of Overtime. In the event a Department Head determines that there is a need for Overtime and advance notice is feasible the Department Head shall provide eligible employees an opportunity to volunteer. If advance notice is not feasible because of an unforeseen event or circumstance, the Department Head shall take steps to assure that all Overtime is equitably distributed among all employees in the same classification and work unit as the classification and work unit in which the overtime is needed, unless the Overtime is assignment specific. For purposes of equitable distribution, an employee who declines an offer of overtime shall be treated as if he/she accepted the offer. Department Heads shall maintain written records regarding overtime assignment which may be reviewed from time to time by the Compliance Officer upon request.

NPCC. All employees assigned to or given Overtime and Compensatory Time pursuant to this Policy and all Employees participating in the request for or approval of Overtime and Compensatory must also sign a NPCC certifying that no Political Reasons or Factors were considered.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: DISCIPLINARY ACTION		PAGE 1 of 2
Date of Approval: July 24, 2013 Effective Date: August 1, 2013 Amended: August 29, 2013	Policy Number: 2013-2.8 Associated Personnel Rule: 8	Policy Form: Disciplinary Action Form Discipline Notice and Request for Approval Form

PURPOSE: To provide procedures for imposing Discipline on all employees in the offices and Departments under the jurisdiction of the Cook County Board President that is in compliance with this Policy, the Personnel Rules and the Plan.

AREAS/EMPLOYEES COVERED: This Policy applies to all Departments and to all County employees under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: The County has established and will follow the Rules of Conduct contained in the Personnel Rules when assessing the performance and conduct of all employees. The County also will apply the principles of corrective progressive discipline contained in its Personnel Rules when disciplining employees, and complete the Disciplinary Action Form documenting all steps of the disciplinary process. The Independent Inspector General shall be notified in writing of the time and place of any pre-disciplinary hearing scheduled by a Department resulting from a sustained OIIG finding in order for the Independent Inspector General or his or her designee to present any testimony or evidence regarding his or her findings. Additionally, the County shall adhere to the Grievance/Appeals Procedure contained in the Personnel Rules when employees seek to appeal discipline imposed.

No Political Reasons or Factors. All Disciplinary Action for employees must be offered in accordance with the Policy, the Personnel Rules and the Plan, as and if applicable. No Disciplinary Action given to an employee may be granted or denied based on any Political Reasons or Factors.

Documentation of Discipline. Disciplinary action is defined as an oral reprimand, a written warning, a suspension or termination. All disciplinary action consisting of a written warning, a suspension or termination must be documented using a Disciplinary Action Form. All Disciplinary Action Forms must be signed by the authorized manager imposing or recommending the discipline, as well as the Department Head of Department to which the employee is assigned. A copy of all Disciplinary Action Forms (1) must be retained by the Department Head and (2) given to the employee at the time the discipline is imposed. Additionally, a copy of all Disciplinary Action Forms consisting of a suspension or termination must be sent to the Chief of BHR or his or her designee and the Compliance Officer within five days of the discipline.

Terminations and Suspensions of More Than Ten Days. All terminations and all suspensions for more than ten days in length of non-probationary employees must be reviewed in advance by the Chief of BHR or his or her designee. Department Heads must complete and send Discipline Notice and Request for Approval Form, along with the proposed Disciplinary Action Form, to the Chief of BHR or his or her designee and receive his or her approval in advance of the discipline. If, in the opinion of the Department Head, the continued presence of the employee at the work location poses a threat of physical harm or unacceptable disruption, in accordance with the Personnel Rules, the Department Head may place the employee under Emergency Suspension.

The Chief of BHR or his or her designee shall review and approve or deny the proposed Discipline and send written notice of his or her determination to the Department Head, with a copy to the Compliance Officer. The Chief of BHR may consult with the Department Head and request additional information regarding the request prior to making his or her determination. He or she may also change the recommended discipline based upon the provisions of the Personnel Rules and the Plan. If and as approved, the Department Head shall (1) give a copy of the Disciplinary Action Form to the employee, (2) retain a copy in his or her files, and (3) send a copy to the Chief of BHR or his or her designee and the Compliance Officer.

Appeal of Disciplinary Action. Appeals of Disciplinary Action shall be made in accordance with the Personnel Rules or applicable Collective Bargaining Agreement. Notice of all hearings and reschedule dates of all hearings relating to Discipline scheduled at the Employee Appeals Board must be sent to the Compliance Officer at least five days prior to the scheduled or rescheduled hearing. The Compliance Officer may attend and monitor such hearings in order to assure compliance with this Policy and the Plan; the Compliance Officer shall not monitor the deliberative process unless specifically authorized by the Employee Appeals Board. Copies of transcripts, evidence and any written decisions will be made available to the Compliance Officer upon request.

NPCC: All employees involved in recommending or implementing Discipline pursuant to this Policy or an Employment Action relating to Discipline must also sign a NPCC certifying that no Political Reasons or Factors were considered.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
DISCIPLINARY ACTION FORM**

This form must be completed for all disciplinary action other than oral reprimands. Attach a copy of ALL related documents, including the Notice of Pre-Disciplinary Hearing. Print clearly.

Employee's Name: _____

Department: _____

Employee's Job Title: _____ Position ID: _____

Employee's Collective Bargaining Representative: _____

Supervisor's Name: _____

Department Head's Name: _____

Date of Pre-Disciplinary Hearing: _____

Discipline Imposed:

Written Reprimand _____ Suspension _____ Termination _____

Effective Date: _____

SUPERVISOR AND DEPARTMENT HEAD CERTIFICATION

I hereby certify that the above Disciplinary Action is not based on any Political Reasons or Factors and is in compliance with the Disciplinary Action Policy and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Disciplinary Action. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Supervisor Name: _____ Signature: _____

Title: _____ Date: _____

Department Head Name: _____ Signature: _____

Title: _____ Date: _____

ACKNOWLEDGEMENT OF RECEIPT

Employee Signature: _____ Date: _____



COOK COUNTY BUREAU OF HUMAN RESOURCES
DISCIPLINE NOTICE AND REQUEST FOR APPROVAL FORM

Date: _____

Department: _____

Name of Employee: _____

Title: _____ Position ID: _____

Immediate Supervisor: _____

Discipline Recommended:

Termination _____ Suspension (more than 10 days) _____ Number of Days: _____

Previous Disciplinary Action(s):

(Attach copies of all Disciplinary Action Forms documenting previous discipline.)

Form of Discipline	Date of Discipline	Reason(s) for Discipline

Describe in detail the basis or bases for the recommended disciplinary action:

(Attach relevant supporting documentation.)

DEPARTMENT HEAD CERTIFICATION

I hereby certify that the Discipline Request described above is not based on any Political Reasons or Factors and is in compliance with the Disciplinary Action Policy and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Discipline Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____

FOR BUREAU OF HUMAN RESOURCES USE ONLY

BHR DETERMINATION

Disposition of Request: Approved _____ Denied _____

Chief of BHR: _____ Date: _____

Disposition of Request: Approved _____ Denied _____

Compliance Officer: _____ Date: _____

(In the event of disagreement, the Compliance Officer's decision will govern.)

BHR CHIEF CERTIFICATION

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowing inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Discipline Request or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: DEMOTION

PAGE 1 of 2

**Date of Approval: July 24, 2013
Effective Date: August 1, 2013**

**Policy Number: 2013-2.9
Associated Personnel Rule: 2.09**

**Policy Form: Demotion
Request Form**

PURPOSE: To provide guidelines for implementing the Demotion of all employees holding Non-Exempt Positions under the jurisdiction of the Cook County Board President and the Plan.

AREAS/EMPLOYEES COVERED: This Policy applies to all Departments and to all employees holding Non-Exempt Positions that are under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan shall govern. Employees holding an Exempt Position may not be demoted to a Non-Exempt Position.

POLICY AND PROCEDURE: The County may demote employees holding Non-Exempt Positions pursuant to the Personnel Rules and the Plan, in accordance with the following procedures:

No Political Reasons or Factors. Employees holding Non-Exempt Positions may be subject to Demotion in accordance with this Policy, the Personnel Rules and the Plan, as and if applicable. No employee holding a Non-Exempt Position may be subject to a Demotion based on any Political Reasons or Factors.

Conditions for Demotion. An employee promoted to a Non-Exempt Position may be involuntarily or voluntarily demoted to his/her former Position within his or her current Department or, in the case of a voluntary demotion, such other Position as allowed pursuant to this Policy, during the six-month promotional probationary period and provided such Position is vacant and funded. Employees may not be demoted if the probationary period has expired. A Position will not be considered vacant if it has been posted and offered to any Candidate for employment or otherwise filled. All demotions must be based on the employee's inability to perform the duties of the promoted Position. Demotions may not be based on a willful failure to perform acceptably, the refusal to perform job duties, or any other disciplinary reasons or to avoid Discipline.

Involuntary Demotions. If during a promotional probationary period an employee's work performance is deemed unsatisfactory for any reason, the employee's direct supervisor shall give written notice of such failure to the employee. If the immediate supervisor issues two written notices of such failure during the promotional probationary period and the employee's performance continues to be unsatisfactory, the direct supervisor shall submit a Demotion Request Form, including copies of the notices of unsatisfactory performance, to his or her Department Head for approval. Upon approval, the Department Head shall forward the Demotion Request Form to the Chief of BHR or his or her designee for approval and shall provide a copy to the Compliance Officer.

The Chief of BHR or his or her designee shall confirm whether the Demotion is appropriate and in compliance with this Policy, the Personnel Rules and the Plan. The Chief of BHR may consult with the Department Head and request additional information regarding the request prior to making his or her determination. The Chief of BHR or his or her designee shall also determine whether the employee's former Position remains vacant and funded. If, vacant, the Chief of BHR or his or her designee shall approve or deny request for involuntary demotion and send written notice of his or her determination to the Department Head, with a copy to the Compliance Officer and the Compliance Administrator, while acting. If approved, BHR shall take appropriate action to complete the Demotion.

Voluntary Demotions. An employee previously holding a Non-Exempt Position who was promoted to a Non-Exempt Position may request to be voluntarily demoted to his or her previous Non-Exempt Position at any time during the promotional probationary period by submitting a written request to his or her Department Head. Upon approval, the Department Head shall complete a Demotion Request Form, including the employee's written request to the Chief of BHR or his or her designee for approval. He or she shall also send a copy to the Compliance Officer.

The Chief of BHR or his or her designee shall confirm whether the employee's former Position remains vacant and funded. If vacant, the Chief of BHR or his or her designee shall approve or deny the request for voluntary demotion and send written notice of his or her determination to the Department Head, with a copy to the Compliance Officer. The Chief of BHR may consult with the Department Head and request additional information regarding the request prior to making his or her determination. If approved, BHR shall take appropriate action to complete the Demotion.

NPCC. All employees subject to voluntary Demotion pursuant to this Policy and all employees participating in any Employment Action related to any voluntary or involuntary Demotion must also sign a NPCC certifying that no Political Reasons or Factors were considered.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
DEMOTION REQUEST FORM**

Date: _____

Department: _____

Department Head: _____

Employee's Immediate Supervisor: _____

Name of Employee Requesting/Recommended for Demotion: _____

Current Position: _____ Position ID: _____

Date Promoted to Current Position: _____

Prior Position: _____ Department: _____

Demotion is:

Voluntary _____ Involuntary _____
(If voluntary, the employee's written request for demotion must be attached.)

Describe in detail the basis or bases for the requested/recommended demotion:
(Attach all relevant supporting documentation, including at least two previously issued notices of unsatisfactory performance in the case of an involuntary demotion.)

SUPERVISOR AND DEPARTMENT HEAD CERTIFICATION

I hereby certify that my request for the Demotion described above is not based on any Political Reasons or Factors and is in compliance with the Demotion Policy and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Demotion Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution

Supervisor Name: _____ Signature: _____

Title: _____ Date: _____

Department Head Name: _____ Signature: _____

Title: _____ Date: _____

FOR BUREAU OF HUMAN RESOURCES USE ONLY

BHR DETERMINATION

Disposition of Request: Approved _____ Denied _____

Chief of BHR: _____ Date: _____

Disposition of Request: Approved _____ Denied _____

Compliance Officer: _____ Date: _____

(In the event of disagreement, the Compliance Officer's decision will govern.)

BHR CHIEF CERTIFICATION

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowing inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Demotion Request or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: Layoff/Recall

PAGE 1 of 1

**Date of Approval: July 24, 2013
Effective Date: August 1, 2013**

**Policy Number: 2013-2.10
Associated Personnel Rule: 4.031,
4.032, 7**

Policy Form: NA

PURPOSE: To provide a supplemental policy and related procedures regarding the layoff and recall of Non-Exempt Employees, in accordance with Cook County Personnel Rules, in the offices and Departments under the jurisdiction of the Cook County Board President and the Cook County Employment Plan.

AREAS AFFECTED: This policy applies to all non-exempt County employees assigned to work in Departments and offices under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this policy conflicts with a specific provision in any collective bargaining agreement covering Cook County employees, the provision in the collective bargaining agreement shall prevail for employees so covered.

POLICY AND PROCEDURE: The Department Head shall comply with the Layoff and Recall procedures contained in the Personnel Rules and with the following when implementing any Layoff or Recall of employees holding Non-Exempt Positions:

No Political Reasons or Factors. Employees holding Non-Exempt Positions may be subject to Layoff or Recall in accordance with this Policy, the Personnel Rules and the Plan, as and if applicable. No employee holding a Non-Exempt Position may be subject to a Layoff or Recall based on any Political Reasons or Factors.

Basis or Bases for Layoff. All layoffs shall be based on specific operational and/or budgetary needs of the Department.

Layoff Determined by Position and Seniority. The Department Head shall determine which Position(s) within a classification shall be affected by Layoff based on the specific operational and/or budgetary needs, provided that all probationary employees in the same Position within the affected Department must be laid off before any non-probationary employee in the same Position within the Department is laid off. The order of Layoff within a Position shall be based on the employee's length of service in the Position within the Department. The Department Head shall consult with the Chief of BHR or his or her designee to determine accurate seniority dates. The Chief of BHR shall provide the Office of the Independent Inspector General and the Compliance Officer with the names of laid off employees and the operational and/or budgetary reason for selecting the affected positions/employees.

Recall. Employees who retain Recall rights shall be recalled pursuant to this Policy, the Personnel Rules and the Plan. The Chief of BHR or his or her designee shall maintain a Recall list, which shall be updated as necessary, containing (1) the names of all employees laid off, (2) the Departments in which they were employed, (3) the Positions held at the time of layoff, (4) the date of Layoff, (5) the date on which Recall rights expire, and (6) the date the employee was recalled, if applicable. A copy of the Recall list must be updated and a copy sent to the Compliance Officer and the OIIG on a quarterly basis. In the event of a Recall, the Chief of BHR will be responsible for notifying employees of their eligibility for Recall in compliance with the Personnel Rules. Copies of such notices shall be sent to the Compliance Officer and the OIIG.

NPCC. All employees subject to Layoff or Recall pursuant to this Policy and all Employees participating in any Employment Action related to any must also sign a NPCC certifying that no Political Reasons or Factors were considered. No Layoff or Recall decision affecting an employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: THIRD-PARTY PROVIDERS		PAGE 1 of 1
Date of Approval: July 24, 2013 Effective Date: August 1, 2013	Policy Number: 2013-2.11 Associated Personnel Rule: 4.031	Policy Form: NA

PURPOSE: To establish the requirements that must be followed by the County when it retains and uses a Third-Party Provider to perform any aspect of the hiring process for Non-Exempt Positions.

AREAS/EMPLOYEES COVERED: This Policy applies to all Departments and to all County employees holding Non-Exempt Positions under the jurisdiction of the County Board President and the Plan. To the extent that any provision in this Policy conflicts with a specific provision in a collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: Third-Party Providers may be used to recruit, validate, interview and recommend Applicants and Candidates for Non-Exempt Positions under the jurisdiction of the County Board President or Departments covered under the Employment Plan under the following terms and conditions:

No Political Reasons or Factors. No employment activities performed by Third Party Providers relating to any Employment Action performed on behalf of the County involving Non-Exempt Positions may be based on any Political Reasons or Factors.

Retention of Third Party Provider. All Third Party Providers may be retained by the Chief of BHR or a Department Head upon approval by the Chief of BHR or his or her designee. Any Department Head seeking to retain a Third Party Provider to perform any activity relating to an Employment Action, including any hiring activity, must submit a written request to the Chief of BHR for approval. If approved, the Chief of BHR shall work with the Department Head to ensure that the terms of the Third Party Provider agreement is in compliance with the contract, the Personnel Rules, the Employment Plan and this Policy. The Compliance Officer shall be authorized to monitor the performance of any Third Party Provider.

Activities of Third-Party Providers. Third-Party Providers may be retained by written contract to perform activities relating to the Plan's General Hiring Process, provided they follow the specific procedures for such activities described in the Plan.

NPCC. Third-Party Providers performing any hiring activities relating to any Employment Action on behalf of the County will be required under the terms of their contracts with the County to comply with this Policy, the Personnel Rules and the Plan and to refrain from engaging in any activities based on any Political Reasons or Factors relating to any Employment Action or any aspect of the hiring process performed on behalf of the County that relate to any Non-Exempt Position. Third-Party Providers will be required to execute a NPCC on behalf of the business entity or owner and to obtain executed NPCCs from all of their employees who engage in any activities on behalf of the County and all Applicants and Candidates identified as a result of their activities on behalf of the County.



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: DESK AUDITS

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**Date of Approval: July 24, 2013
Effective Date: August 1, 2013**

**Policy Number: 2013-2.12
Associated Personnel Rule: NA**

Policy Form: NA

PURPOSE: To establish the terms and conditions under which to determine if a Reclassification is warranted.

AREAS AFFECTED: This policy applies to all Non-Exempt Positions under the jurisdiction of the County Board President or Departments covered under the Employment Plan.

POLICY AND PROCEDURE: A Desk Audit is the procedure used by BHR, to determine whether a particular Position's duties and responsibilities match its job classification and to determine whether a Reclassification is warranted. BHR will determine if a Desk Audit is required and BHR has the operational support to conduct the Desk Audit; Desk Audits will not be required for all Reclassification requests.

No Political Reasons or Factors. All Reclassifications must be done in accordance with this Policy, the Personnel Rules, and the Plan, as and if applicable. No Employment Action relating to the Reclassification of a Non-Exempt Position or affecting an employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.

Conditions for Desk Audit. A Position, a series of Positions, or a group of different Positions that are not vacant and whose principal job duties are substantively equivalent may be subject to a Desk Audit to determine whether a higher or lower classification is warranted in the event the duties of the Position(s) have changed, diminished, increased or otherwise changed due to circumstances not related to any individual holding the Position(s).

Performance of Desk Audit. Only trained human resource professionals shall conduct Desk Audits within Departments under the jurisdiction of the County Board President or Departments covered under the Employment Plan. Desk Audits shall evaluate the following with respect to an employee's Position: (1) job responsibilities, (2) the nature and variety of work performed, (3) authority and autonomy, (4) Position interdependence, (5) required qualifications, (6) originality of work produced, and (7) guidance and supervision. Desk audits pursuant to Reclassifications shall be completed by BHR and a Position will not be subject to a Desk Audit more than once in any 12 month period. Prior to any desk audit being initiated for cases other than Reclassifications and Upgrades, the process for doing a desk audits must be approved in writing by the Chief of BHR, and the Compliance Officer.

NPCC. All employees conducting Desk Audits must sign a NPCC certifying that no Political Reasons or Factors were considered when conducting the Desk Audit.



COOK COUNTY BUREAU OF HUMAN RESOURCES

POLICY TITLE: Ineligible for Rehire List

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Date of Approval: May 1, 2014
Effective Date: September 30, 2014

Policy Number: 2014-2.13
Associated Authority:
Cook County Employment Plan and Personnel Rules

Policy Form: Ineligible for Rehire List

PURPOSE: To provide the Supplemental Policy addressing the process and guidelines for placement of Affected Individuals on the Ineligible for Rehire List.

AREAS AFFECTED: This Policy applies to all Cook County employees under the jurisdiction of the County Board President or Departments covered under the Cook County Employment Plan ("Plan"). To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement of the Plan, the provision in the collective bargaining agreement or the Plan, if applicable, shall govern.

POLICY AND PROCEDURES: Pursuant to the Plan, an Ineligible for Rehire List ("List") has been established to regulate the rehiring of individuals who were terminated, discharged, resigned in lieu of discharge as a result of or resigned under inquiry prior to a finding related to unlawful political discrimination, engagement of prohibited political activity or other violation of an applicable Personnel Rules.

BHR Process for Determining if an Affected Individual is Placed on the Ineligible for Rehire List: Department Heads must notify the Chief of BHR or his or her designee in all instances where an employee is Terminated, Discharged or Resigns in lieu of Discharge or Termination. Notification of employee Termination or Discharge shall be completed using the Disciplinary Action Form. Notification of Resignation in Lieu of Discharge or Termination shall be made by contacting the Chief of BHR or his or her designee in writing on the date that the resignation is tendered and shall include documentation of any disciplinary materials that are in the possession of the Department Head that may have led to the resignation as well as a copy of the letter of resignation.

The Chief of BHR or his or her designee shall review all Terminations, Discharges and Resignations in Lieu of Discharge or Termination to determine if the individual who was previously employed with the County would be disqualified or ineligible for employment with the County based on the reasons listed in Personnel Rules 3.03(b)(1), (5), (6), (7), (8), (9), and (10) which would include individuals who have been terminated, discharged or resigned in lieu of discharge or termination as a result of a finding related to unlawful political discrimination or engagement of prohibited political activity will be placed on the Ineligible for Rehire List. The Chief of BHR or his or her designee may also place an employee previously employed with the County on the Ineligible for Rehire List pursuant to a recommendation by the Independent Inspector General.

The Chief of BHR or his or her designee shall notify the Compliance Officer and the Cook County Independent Inspector General in writing five (5) days in advance of adding an Affected Individual to the List. The Chief of BHR shall provide the Affected Individual notice prior to adding his or her name on the List. Such written notice shall cite the reason for placement on the List and review procedures. An Affected Individual may submit a written request to the Chief of BHR for review of his or her placement on the List in the event he or she believes his or her name has been added to the List in error. Such request for review must be mailed to the Chief of BHR and postmarked within 14 calendar days of the date of the notice of such placement by BHR. If the Chief of BHR determines that the Affected Individual should be removed after review, the Chief of BHR shall notify the OIG and the Compliance Officer in accordance with the provisions of the Plan.

Duration of Ineligibility for Rehire: An Affected Individual placed on the Ineligible for Rehire List shall remain on the List for a minimum of two years. An Affected Individual that has been Terminated, Discharged or has Resigned in Lieu of Discharge or Termination after being found in violation of Section 44-54 or 44-56 of the County's Code of Ordinances shall remain on the List for a minimum of five years.

Maintenance and Use of the Ineligible for Rehire List: BHR shall maintain the Ineligible for Rehire List and use the List as an initial check during the employment validation process described in the Employment Plan and when validating candidates for Exempt positions. BHR shall also check the Ineligible for Rehire List prior to extending an official offer of employment. Any decision to disqualify a Candidate from a validated eligibility list shall be documented by BHR. The Chief of BHR and the Compliance Officer will confirm any determination that an Applicant or Candidate appears on the Ineligible for Rehire List before that Applicant or Candidate is excluded from consideration for employment.

Removal from Ineligible for Rehire List: BHR shall include on the Ineligible for Rehire List the date when an Affected Individual may be removed from the Ineligible for Rehire List. BHR shall give written notice to the Compliance Officer and the Independent Inspector General at least five (5) business days before removing any Affected Individual from the Ineligible for Rehire List.