

PROPOSED ORDINANCE AMENDMENT

THEREFORE BE IT ORDAINED , by the Cook County Board of Commissioners, that Chapter 44, Section 44-47 of the Cook County Code is hereby amended as follows:

Sec. 44-47. - Human resource rules.

The Chief of Human Resources shall issue rules to implement the provisions of this article. Prior to the effective date of such rules, the Chief of Human Resources shall give public notice in one or more newspapers of general circulation, and in no case shall such publication be less than ten days before the effective date of the proposed rule or amendment to the rule. Such public notice shall include information concerning where the rules can be reviewed and where comments may be directed. Nothing contained herein shall prohibit the Chief of Human Resources from giving other appropriate public notice. The rules shall provide for:

(1)

Preparation, etc., of position classification plan. The preparation, maintenance and revision of a position classification plan for all positions, except those exempted in [Section 44-44](#) based upon similarity of duties performed and responsibility assigned, so that the same qualifications may reasonably be required for and the same schedule of pay may be applied equitably to all positions in the same class;

(2)

Submission of pay plan. The annual submission of a pay plan to the President;

(3)

Selection of persons for career service. The recruitment and selection of persons in the career service on the basis of their qualifications. Whenever it is appropriate in the judgment of the Chief of Human Resources a fair and open lottery procedure may be applied to develop the order of candidates to be considered for selection. Other selection procedures including, but not limited to interviews, performance tests, or medical examinations may be applied after the use of a lottery;

(4)

Establishment of lists of eligibles for promotion in career service. The establishment of lists of eligibles for appointment and promotion in career service, upon which lists shall be placed the names of successful candidates in order of their relative excellence in the respective examinations, where such examinations are administered. ~~For all positions requiring open, competitive written examinations, qualified eligible veterans shall be entitled to receive five points added to any final adjusted passing score provided that the veteran has served in the~~

~~United States Armed Forces on active duty for a period of not less than six months of continuous service, was not dishonorably discharged, and provides documentation confirming status as an eligible veteran. Five additional points shall be added to a passing score for veterans holding proof of service connected disability from the United States Veterans Administration or recipients of a purple heart decoration. Those seeking veterans' preference under this section must submit documentation confirming their eligibility to the Bureau of Human Resources within five working days of the examination. The Chief of Human Resources may substitute categorical rankings such as excellent, well qualified and qualified for numerical rating and establish eligible lists accordingly. Such rules may provide for lists by area or location, by department or other agency, for removal of those not available for or refusing employment, for minimum and maximum duration of such lists, for the addition of names of successful candidates to list and for such other provisions as may be necessary to provide rapid and satisfactory service to the operating agencies. The rules may authorize removal of eligibles from lists if those eligibles fail to furnish evidence of availability upon forms sent to them by the Chief of Human Resources;~~

(5)

Veterans' Preference. Qualified, eligible veterans shall receive two-tenths of a point added to a combined overall average interviewer evaluation score of 3 or above as calculated in accordance with Section V.O.3 of the Cook County Employment Plan adopted on March 19, 2012 ("Employment Plan") provided that the veteran has served in the United States Armed Forces on active duty for a period of not less than six months of continuous service, was not dishonorably discharged, and provides documentation confirming status as an eligible veteran. An additional two-tenths of a point shall be added to a combined overall average interviewer evaluation score of 3 or above for veterans providing proof of a service connected disability from the United States Veterans Administration and recipients of a purple heart decoration. In addition, qualified, eligible veterans shall be included on the interview list and granted an interview even if they were not selected through the use of the computer-based randomization function referenced in Section V.K.1 of the Employment Plan. In such cases, the interview list will consist of the 10 candidates selected through the randomization process plus the qualified, eligible veterans who applied for the position. Those seeking veterans' preference under this section must submit documentation confirming their eligibility to the Bureau of Human Resources at the time they submit their application for employment.

~~(5)~~(6)

Certification of applicants. The certification to an appointing authority of the names of a minimum of seven persons, or all applicants if less than seven apply, with the highest numerical ratings available on the appropriate eligible list to fill each vacancy, or from the highest ranking group if the list is by categorical rankings instead of numerical ratings;

~~(6)~~(7)

Promotions. Promotions which shall give appropriate considerations to the applicant's qualifications, record of performance and ability;

~~(7)~~(8)

Probationary period after original appointment. Probationary periods after original appointment not to exceed one year. An employee who completes a probationary period shall have the status of a career service employee;

~~(8)~~(9)

Probationary period after promotion. Probationary periods after promotional appointment not to exceed one year. The rules may also provide for the restoring of an employee's career service status to the class from which a promotion was made when an employee does not successfully complete a promotional probationary period or when an employee requests a return to the next lower rank with the approval of the department head;

~~(9)~~(10)

Emergency employment. Emergency employment for not more than 60 days with the consent of the Chief of Human Resources and for provisional employment when there is no appropriate eligible list available;

~~(10)~~(11)

Performance records. Keeping records of performance of employees in the career service, which performance records shall be considered in determining salary increments or increases for meritorious services; as a factor in promotions; as a factor in reinstatements; and as a factor in discharges and transfers. Appropriate performance records will be maintained for other employees;

~~(11)~~(12)

Layoffs. Layoffs in the career service, by reason of lack of funds or work, or abolition of a position, or material change in duties or organization, and for reemployment of employees so laid off;

~~(12)~~(13)

Grievance procedure. Implementation and administration of the grievance procedure provided by this article;

~~(13)~~(14)

Disciplinary measures. The establishment of disciplinary measures such as suspension, demotion in rank or grade, or discharge where employees are subject to a collective bargaining agreement and that agreement establishes disciplinary or grievances procedures, those procedures control. For all other career service employees, such disciplinary measures shall provide for a statement of the charges on which discipline is based, together with an explanation of the evidence supporting the charges and an opportunity for the employee to respond to the charges in writing before action is taken, appeals after such disciplinary action, and a hearing on the charges upon request of the employee in case of discharge, demotion or suspension exceeding ten work days, and review of suspensions not exceeding ten work days, consistent with the requirements of due process of law. The charges and explanation of evidence need not be in any particular form, but must be sufficient to apprise the employee of the matters on which discipline may be based. The employee's response must be reviewed by the department head or designee responsible for making the decision, provided that such designee may be the person who initiated the charges against the employee. No career service employee may be discharged, demoted or suspended for more than ten work days unless the statement of charges and any matters in support are first reviewed by the Chief of Human Resources, before the employee is notified of such action;

~~(14)~~ (15)

Programs to improve work effectiveness. Development and operations of programs to improve work effectiveness, including training, education, safety, health, welfare, counseling, recreation and employee relations.

(Ord. No. 92-O-54, § 4, 11-19-1992; Ord. No. 00-O-08, art. 1(4), 4-5-2000; Ord. No. 00-O-28, art. 1, 10-17-2000.)

This amendment shall be effective immediately.