



**SECOND AMENDED AND RESTATED
SUPPLEMENTAL POLICIES MANUAL**

MAY 2014

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**FOREST PRESERVE DISTRICT OF COOK COUNTY
SUPPLEMENTAL POLICIES MANUAL**

I. General. The provisions of the Cook County Personnel Rules, promulgated pursuant to the Bureau of Human Resources Ordinance, and the terms of any applicable Collective Bargaining Agreement will be applicable to all policies contained in this Supplemental Policies Manual (this “Manual”). Employees who are involved in any of the procedures described in this Manual are required to complete a NPCC, and all forms used will incorporate a NPCC. All undefined terms in this Manual shall have the meanings given such terms in the Forest Preserve District Employment Plan (the “Plan”).

II. Definitions.

Definitions contained in the Plan that are relevant to this Manual are listed below. 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.

Acting Up: The temporary assignment of an employee in a Non-Exempt Position to a higher level Position that is temporarily vacant because the incumbent is on a leave of absence.

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

BHR: See Bureau of Human Resources.

Bureau of Human Resources: The Bureau of Human Resources of the County.

CBA: See Collective Bargaining Agreement.

Collective Bargaining Agreement: Any current collective bargaining agreement between the District and any legally recognized collective bargaining representative of employees of the District.

Compensatory Time: Time off with pay in lieu of pay earned for Overtime.

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 department of the District.

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

Director of Compliance: The District employee in charge of compliance who shall perform all tasks and responsibilities of such function as described in the Employment Plan and as may be assigned from time to time.

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

District: The Forest Preserve District of the County of Cook, Illinois.

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

HRD: See Human Resources Department.

Human Resources Department: The Human Resources Department of the District.

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: 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. A copy of the current No Political Consideration Certification language (which must accompany or be included on forms relating to any Employment Action) is attached as Exhibit II.

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

NPCC: See No Political Consideration Certification.

Overtime: Time worked by an employee who is covered by the Fair Labor Standards Act in excess of 40 hours in a work week.

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, which by statute are also applicable to the District. See 70 ILCS 810/17.

Politically-Related Person or Organization: Any elected or appointed public official or any person 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 District 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 District employee's skills, work experience or other job-related characteristics; (2) the fact that an Applicant, potential Applicant or District 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 District employee's skills, work experience or other job related characteristics; (3) the fact that an Applicant, potential Applicant or District 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 District 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 is a Democrat or a Republican or a member of any other political party or group, or the fact that the Applicant, potential Applicant, or District employee is not a member; or (6) the fact that an Applicant, potential Applicant or District employee may express any views or beliefs on political matters.

Position: Any District employment position.

Promotion: The appointment of a current District employee to a higher graded position than his or her current position through a hiring sequence limited to Internal Applicants.

Recall: The process by which an individual who has been laid off from a Position is recalled back to work in accordance with the Personnel Rules or an applicable CBA.

Reclassification: The process by which a Position is reclassified to another lower or higher classification pursuant to the Personnel Rules.

Resident Watchmen Program: The program whereby District employees are selected to reside in and watch over residences on District property.

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

Temporary Assignment: Temporary assignment of a District employee within the same job title from one Department or location to a different Department or a different location within the same Department.

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

Transfer: Permanent transfer of a District employee within the same job title and job classification from one location within a Department to a different location within the same or different Department.

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

- III. Acting Up Policy. In the event a Position is temporarily vacant because the employee holding the Position is on an approved leave of absence, the District may assign another employee in a lower level Position to Act Up. The Department Head must complete an Acting Up form and submit it to the Director of HRD, Chief Financial Officer and General Superintendent (or his or her designee) for written approval prior to making the Acting Up assignment. The Department Head shall provide the Director of Compliance with a copy of such written approval. The Acting Up will require the selected employee to perform substantially all of the duties and responsibilities described in the Job Description for such higher level Position and the Acting Up will be for a period of 30 or more days. The Acting Up form is attached hereto and incorporated herein as Exhibit III.

Employees will be selected by their Department Head to Act Up based on the provisions of any applicable CBA. If there is no applicable CBA or the CBA is silent with respect to Acting Up, the selection will be based on seniority within the Department. In no event will an employee be selected to Act Up if he or she does not possess the Minimum Qualifications of the Position as described on the most-recent Job Description or if his or her immediate past Performance Evaluation indicates his or her job performance did not meet or exceed expectations. In the event more than

one employee has the same seniority within the Department, the Director of HRD shall make the selection using a computer-based randomization program.

No employee shall be assigned to Act Up for a period of more than 60 calendar days in any 12-month period unless the Department Head submits a second Acting Up form to the Director of the HRD, Chief Financial Officer, and General Superintendent (or his or her designee) for approval, which may be granted for a maximum of 60 additional days. The Department Head shall provide a copy of such written approval to the Director of Compliance. In no event shall an employee be assigned to Act Up for more than 120 calendar days in any calendar year.

Any employee who is assigned to Act Up shall be paid at the lowest pay step of the higher level Position necessary for the employee to realize an increase in compensation. Such increase shall extend for the period of time the employee is assigned to Act Up.

This Acting Up policy is subject to any applicable CBA and only applies to employees in Non-Exempt Positions. Employees will not be selected to Act Up based on any Political Reasons or Factors.

- IV. Temporary Assignments. An employee may be given a Temporary Assignment to a different Department or a different work location within the same Department only if the Temporary Assignment is (a) within the same job title, and (b) based on verified operational or other business-related needs, subject to the terms of any applicable CBA. In the event the Department Head determines there is a need for a Temporary Assignment of an employee and the assignment will be less than two weeks, then the Department Head shall follow the temporary assignment procedures of any applicable CBA. If such procedures do not exist or apply, then the Department Head shall make the Temporary Assignment and on the next business day after giving such Temporary Assignment, provide written confirmation of the Temporary Assignment to the Director of HRD and the Director of Compliance. Such written confirmation shall include the name of the employee selected, a description of the selection criteria, and a NPCC.

If the Temporary Assignment will be two weeks or more, then the Department Head shall send the Temporary Assignment request in writing to the Director of HRD. The request must include the number of employee(s) needed for the Temporary Assignment, the start date and the projected end date of the Temporary Assignment, and an explanation of the specific operational or other business-related need on which the request is based. Temporary Assignments shall not exceed 60 days in a calendar year for any employee; provided that Laborers may be subject to Temporary Assignments not to exceed 180 days in a calendar year.

The Director of HRD shall approve or deny any request for Temporary Assignment and send notice of his or her determination to the Department Head, with a copy to the Director of Compliance. If approved, the Department Head shall follow the temporary assignment procedures of any applicable CBA. If such procedures do not exist, then the Department Head shall place a notice and invitation to submit a written request to volunteer for the Temporary Assignment for a period of at least five business days prior to the selection of the employee for the Temporary Assignment. Such notice shall include the start date and projected end date, the location of the Temporary Assignment, and the basis on which the Temporary Assignment will be made. Such notice will be placed in highly visible areas at the District's General Headquarters and the Department or, if applicable, the affected region within the Department, in which the Temporary Assignment is located.

In the event more than one employee volunteers for a 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 Temporary Assignment is located, the Department Head of the Department in which the employee works and the General Superintendent must first approve the 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 Temporary Assignment is located, the Department Head may elect to withdraw his or her request for a Temporary Assignment. Such withdrawal shall be in writing and sent to the Director of HRD, with a copy to the Director of Compliance.

In the event no employee volunteers for a 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 Temporary Assignment, the Department Head, with the assistance of the Director of HRD shall select the employee with the least seniority in the Position. If the least senior employee works in a different Department than the Department in which the Temporary Assignment is located, the Department Head of the Department in which the employee works and the General Superintendent must first approve in writing the Temporary Assignment. If not approved, the next least senior employee in the Position shall be selected. Within two business days after making a Temporary Assignment, the Department Head shall send written confirmation of such Temporary Assignment to the Director of Compliance. Any written confirmation of a Temporary Assignment shall include (1) the name of the employee selected, (2) a description of the selection criteria, and (3) a NPCC.

This Temporary Assignment policy applies only to employees in Non-Exempt Positions. Temporary Assignments shall not be based on any Political Reason or

Factor. For convenience, a Temporary Assignment Flowchart is attached as Exhibit IV.

- V. Overtime. Employees may be assigned Overtime based on verified operational or other business-related needs within their respective Departments, or respective regions within Departments, subject to the terms of any applicable CBA. If such procedures do not exist or apply, the procedures described below shall be used. Overtime assignments shall not be given or withheld based on Political Reasons or Factors.

A. Overtime With No Advance Notice.

In the event a Department Head determines there is a need for Overtime and advance notice is not feasible, the Department Head shall assign the Overtime and send written confirmation of such assignment to the General Superintendent or his or her designee the first business day of the following workweek after such Overtime has been worked. Such written confirmation shall include: (1) the reason advance notice was not feasible, (2) the name(s) of the employee(s) selected, (3) a description of the selection criteria, (4) the business reason for assignment of Overtime, and (5) a NPCC. Such confirmation must be provided by the first business day of the following workweek following the Overtime assignment, and a copy of such confirmation shall be sent to the Director of Compliance. In the event the General Superintendent or his or her designee determines that he or she would have denied the request for Overtime if advance notice had been provided, disciplinary action shall be taken against the Department Head.

B. Overtime With Advance Notice.

In the event a Department Head determines that there is a need for Overtime and advance notice is feasible, he or she shall complete an Overtime Request Form (a copy of which is attached as Exhibit V.A.) and submit it to the General Superintendent or his or her designee. The request shall include dates and times of Overtime, number of employee(s) needed, and the operational need for Overtime. The General Superintendent or his or her designee shall approve or deny the request and send notice of his or her determination to the Department Head, with a copy to the Director of Compliance. Overtime will be assigned in accordance with Sections V.B.1 or V.B.2 below. After assignment of Overtime, the Department Head shall send written confirmation of such assignment to the General Superintendent or his or her designee by the first business day of the following workweek. Such written confirmation shall include: (1) the name of the employee(s) selected, (2) a description of the selection criteria, and (3) a NPCC. Such confirmation must be provided by the first business day of the following workweek following the Overtime assignment and

a copy of such confirmation shall be sent to the Director of Compliance. The Department Head will be responsible for maintaining Overtime assignment records and assuring that all Overtime assignments are made in accordance with this Section V.B. Such records shall be available for review by the Director of Compliance or OIIG upon request.

1. Overtime Assignment Based on Unique Need.

In the event a Department Head determines that a particular Overtime assignment requires a specific expertise or familiarity with a particular event, project or assignment, such assignment need not be based on seniority or reverse seniority. The Department Head shall assign the Overtime based on unique need and provide written confirmation in accordance with this Section V.B.

2. Posted Overtime.

If Overtime is not based on unique need, the Department Head shall place a notice and invitation to submit a written request to volunteer for Overtime in highly visible areas in the Department or, if applicable, the affected region within the Department, in which the Overtime will be worked. The notice shall be posted for at least five business days prior to the assignment of Overtime. Such notice shall include the dates and times Overtime will be required, the specific Positions employees must hold in order to be eligible to work Overtime, the type of work to be done, and an explanation of the basis on which Overtime will be awarded.

In the event more than one employee volunteers to work a posted Overtime, the Department Head shall select the volunteer with the most seniority in the Position within the Department or, if applicable, the affected region within the Department, in which the Overtime will be worked. Thereafter, the selection of volunteers for Overtime shall be made on a rotating basis based on seniority. Once an employee accepts an Overtime assignment, he or she will not be eligible to work another Overtime assignment within the Department, or the affected region within the Department, until all eligible more junior employees who volunteer for Overtime have been offered an opportunity to work an Overtime assignment.

In the event no employee volunteers to work a posted Overtime, the Department Head shall assign the Overtime to the employee with the least seniority in the Position within the Department or, if applicable, the affected region within the Department, in which the Overtime will be worked. Once an employee is assigned an Overtime assignment by reverse seniority, he or she will not be selected to work another Overtime assignment by reverse seniority within the

Department, or the affected region within the Department, until all eligible more senior employees have been selected for Overtime assignments by reverse seniority.

C. Compensation for Overtime.

Employees who are assigned Overtime will be compensated with Compensatory Time instead of overtime pay to the extent allowed under any applicable CBA and applicable law. In no event will an employee be given an Overtime assignment if such assignment will result in the employee exceeding his or her allowable accumulated Compensatory Time under any applicable CBA or District policy. For convenience, an Overtime Flowchart is attached as Exhibit V.B.

- VI. Demotions. A demotion is appropriate only after it has been determined that an employee is unable (as opposed to unwilling or refusing) to perform the job duties of a Position to which he or she has recently been promoted. An employee may be demoted to a previously held Position in accordance with the following requirements: (1) the employee's most recent Performance Evaluation, if applicable, in the previously held Position was at least satisfactory, (2) the employee has been in the new Position for a period of at least one month but less than six months, and (3) the employee's immediate Supervisor has given the employee at least two written notices that document the employee's inability to perform the duties of the new Position, including any inability to complete job responsibilities in a timely manner. In the event the Department Head determines there is a need for an employee to be demoted, he or she shall submit a demotion request in writing to the Director of HRD, along with a copy of the Supervisor's documentation of the employee's inability to perform and a NPCC. The Director of HRD shall approve or deny the request and send notice of his or her determination to the Department Head, with a copy to the Director of Compliance. Employees may not be demoted in any other circumstances. Employees in Non-Exempt Positions shall not be demoted based on any Political Reasons or Factors.
- VII. Desk Audits. A desk audit is the procedure used to determine whether a particular Position's duties and responsibilities match its job classification and salary grade. The District will only conduct desk audits on a Department wide or District wide basis, except in cases of Reclassification, as described below. Only trained human resource professionals shall conduct desk audits within the District. 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. 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, the process for doing a desk audits must be approved in writing by the Director of the HRD, the General Superintendent, and the Director of Compliance. Desk audits of Non-Exempt Positions may not be based on any Political Reasons or Factors.

- VIII. Discipline. An employee may be disciplined in accordance with the provisions of any applicable CBA and Rule 8 (Personnel Rules). Supervisors will receive periodic training regarding appropriate procedures for disciplining employees, and they are responsible for disciplining employees in compliance with the Personnel Rules and any guidelines or training. An employee in a Non-Exempt Position shall not be disciplined based on Political Reasons or Factors.
- IX. Layoffs. Employees may be laid off pursuant to the provisions of any applicable CBA. If none are applicable, the procedures contained in Rule 7 (Personnel Rules) will apply. Lay off decisions involving Non-Exempt Positions may not be based on Political Reasons or Factors.
- X. Performance Evaluations. Department Heads are responsible for ensuring that each employee in their respective Departments receives regular written Performance Evaluations in accordance with Rule 5 (Personnel Rules) and the District's Performance Management Program. All Supervisors are responsible for preparing written Performance Evaluations on a timely and accurate basis. This includes an annual written Performance Evaluation using the District's evaluation form. If at any time an employee is not performing his or her job responsibilities, the employee's Supervisor shall put the employee on a performance improvement plan. If the lack of performance also involves a disciplinary matter, the Supervisor will also take disciplinary action pursuant to Section VIII above. Any performance improvement plan must be submitted to and approved by the Director of HRD in writing before implementation.

Supervisors also must prepare written Performance Evaluations approximately 3 months and 6 months after the date of hire for new employees with a one year or longer probationary period. Supervisors must provide interim written Performance Evaluations approximately 1 month and 3 months after the date of hire for new or promoted employees with a 6 month probationary period.

All Performance Evaluations must be discussed by the Supervisor with the reviewed employee on an individual basis, and a copy of the Performance Evaluation must be given to the employee. The Department Head must send copies of all completed Performance Evaluations to the Director of HRD or his or her designee for inclusion

in the employee's personnel file. Performance Evaluations may not be based on Political Reasons or Factors.

- XI. Promotions. Unless provided otherwise under the terms of an applicable CBA or the Employment Plan, current employees may be promoted to higher level Non-Exempt Positions only pursuant to the general hiring process described in Section V of the Employment Plan. Promotion decisions with respect to Non-Exempt Positions may not be based on Political Reasons or Factors.
- XII. Recalls. Recall Candidates may be reemployed pursuant to the provisions of any applicable CBA, as well as Rule 4.031 and Rule 7 (Personnel Rules). The Director of HRD will be responsible for maintaining any Recall list, and a copy of such list shall be provided to BHR. In the event of a Recall, the Director of HRD will be responsible for notifying employees of their eligibility for reemployment in compliance with any CBA and the Personnel Rules. Recall decisions relating to Non-Exempt Positions may not be based on Political Reasons or Factors.
- XIII. Reclassification. A Non-Exempt Position that is not vacant may be reclassified in accordance with Rules 2.02 and 2.09 (Personnel Rules), in the event the duties of such Position have changed, diminished, increased or otherwise changed due to circumstances not related to any individual holding the Position. 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.

Department Heads seeking the Reclassification of a non-vacant Non-Exempt Position must submit a Reclassification request in writing to the Director of HRD and the Director of Compliance. Such request must include: (1) the Position proposed for Reclassification; (2) the name and grade of the employee in the Position proposed for Reclassification; (3) identification of the Position title and grade that the Position 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; and (7) a NPCC.

The Director of HRD and the Director of Compliance shall independently review the written request for Reclassification and related documents to ensure that the Reclassification is justified based on the documentation provided and other related objective criteria. The Director of HRD may also authorize a desk audit to determine if any requested Reclassification is justified and appropriate. The results of any desk audit will be communicated to the Director of HRD and the Director of Compliance.

The Director of HRD 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 Director of Compliance.

After reviewing the written request for Reclassification, related documents, and the results of any authorized desk audit, the Director of HRD and the Director of Compliance will meet to review the request for Reclassification. Should the Director of HRD and the Director of Compliance disagree, the Director of Compliance's determination shall govern. The Director of HRD or his or her designee shall send written notification of the determination to the Department Head. Copies of the determinations and notification will be sent to the Director of Compliance. If the Director of HRD approves the Reclassification, the District's Chief Financial Officer and General Superintendent shall authorize the Reclassification, provided the District's budget is sufficient to cover any salary increase. Any grade, title and compensation changes applicable to an approved Reclassification will be carried out by HRD in accordance with this Section XIII, the Personnel Rules and the Plan.

A request for the Reclassification of any specific Non-Exempt Position may not be submitted more than once in any 12-month period. Reclassification of Non-Exempt Positions may not be approved or denied based on Political Reasons or Factors.

- XIV. Reinstatement. An employee may be reinstated in accordance with the terms of any applicable CBA or in accordance with Rule 4.032 (Personnel Rules). The Director of HRD shall keep a list of all employees who are on leaves of absence and who retain a right to Reinstatement. Supervisors and Department Heads may allow an employee to return from work after a leave of absence (including any medical leaves) only upon prior written authorization from the Director of HRD. Reinstatement or denial of reinstatement of employees in Non-Exempt Positions may not be based on Political Reasons or Factors.
- XV. Training. Employees may be offered training in connection with their positions in accordance with Rule 11 (Personnel Rules). Subject to any applicable CBA, training that is not Department wide will be offered by Department Heads to employees based on seniority within Positions, provided, however, that employees may turn down any optional training that is offered. Training may not be offered or withheld based on Political Reasons or Factors.
- XVI. Transfers. An employee may be transferred on an indefinite basis to a different work location within the same or a different Department in accordance with the provisions of any applicable CBA and as described below. Employees may only be transferred

within the same job title and job classification. Transfers may not be offered or withheld based on Political Reasons or Factors.

In the event a Department Head would like to seek an employee to Transfer to a Position in his or her Department, the Department Head shall submit a written request for Transfer to the Director of HRD, which request will include, but not be limited to: (1) a description of the job title and classification of the Position subject to the Transfer, (2) any required and preferred qualifications, (3) an explanation of the specific operational needs which are the basis for the request, and (4) a NPCC. The Department Head shall send a copy of such request to the Director of Compliance and the General Superintendent.

If the Director of HRD approves the request to Transfer, the Department Head shall place a notice of the Transfer opportunity on bulletin boards located in highly visible areas of the Departments which have employees in the applicable Position. Such notice shall be in place for at least five business days prior to selection of the transferee. Such notice shall include the projected start date, the location of the Position subject to Transfer, and the basis on which the Transfer will be made. All employees wishing to volunteer for the Transfer must submit a Volunteer Transfer Request form within the period of time specified in the notice, which shall be no less than five days. A copy of the Volunteer Transfer Request form is attached as Exhibit XVI.A.

In the event more than one employee applies for the Transfer, the Department Head shall select the employee to be transferred based on seniority in the Position and any applicable required and preferred qualifications referenced in the posting. The Department Head requesting the Transfer shall send written confirmation of the selection process and the name of the employee selected to the Director of HRD, the Director of Compliance, and employee's Department Head (if applicable). If feasible, the Department Head shall give the employee written notification of the Transfer at least five business days prior to the effective date of the Transfer. In the event the Department Head does not receive any qualified volunteer to meet the Department's need, the Department Head shall have the option to either (1) send notice of such lack of volunteers to the Director of HRD and, if permissible under Section V of the Employment Plan, submit a Request to Hire for the Position; or (2) select the employee with the least seniority (with any applicable required and preferred qualifications referenced in the posting) in the Position within the Department Head's Department or, if applicable, the affected region within the Department.

This Transfer policy only applies to employees in Non-Exempt Positions. For convenience, a Transfer Flowchart is attached as Exhibit XVI.B.

XVII. Resident Watchmen Program. The guidelines for the Resident Watchmen Program are attached hereto as Exhibit XVII.

EXHIBIT II

No Political Consideration Certification

Employment Action:

- Interview of: _____
(candidate's name)
- Request to Hire for: _____
(position)
- Interview Ranking for: _____
(position interviewed)
- Other: _____
(describe)

All Forest Preserve District employees are strictly prohibited from taking political reasons or factors or other unlawful influence into consideration regarding any employment action with respect to non-exempt employees or positions. I certify that I understand that prohibition and have complied with it. I certify, under penalty of perjury, that, to the best of my knowledge, political reasons or factors did not enter into consideration with regard to the Forest Preserve District employment action(s) identified in the document which accompanies this *Certification*. I understand that failure to comply with the above and/or failure to submit an accurate *Certification* may result in disciplinary action up to and including immediate discharge and may subject me to prosecution for perjury under Illinois law.

Signature: _____

Printed Name: _____

Date: _____

EXHIBIT III

Acting Up Form

(See Attached)



ACTING UP FORM

TO: General Superintendent
Director of HRD
Chief Financial Officer

FROM: _____,
_____ Department

DATE: _____

Start Date/Time: _____ Extension: Y or N

Projected End Date/Time: _____

Reason for Acting Up Request: _____

Approved:

Director of HRD _____
Signature Date

Chief Financial Officer _____
Signature Date

General Superintendent _____
Signature Date

Cc: Department Head
Director of Compliance

Project No.: _____

EXHIBIT IV

Temporary Assignment Flowchart

Flowchart below attached for convenience only. Please consult Section IV of this Manual for process with respect to Temporary Assignments.

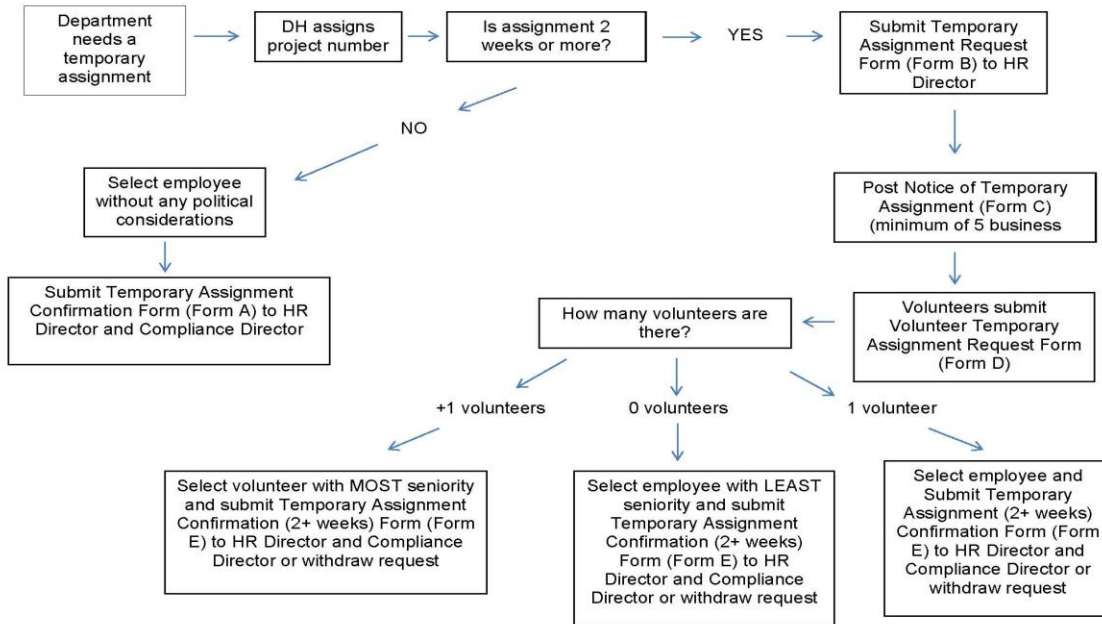


EXHIBIT V.A

Overtime Request Form

(See Attached)



OVERTIME REQUEST FORM

TO: General Superintendent

FROM: _____
_____ Department

DATE: _____

Start Date/Time: _____

Projected End Date/Time: _____

Number of Persons Needed: _____

Please describe operational or business-related need for Overtime:

Approved:

General Superintendent _____
Signature Date

Cc: Department Head
Director of Compliance

Project No.: _____

EXHIBIT V.B

Overtime Flowchart

Flowchart below attached for convenience only. Please consult Section V of this Manual for process with respect to assignment of Overtime.

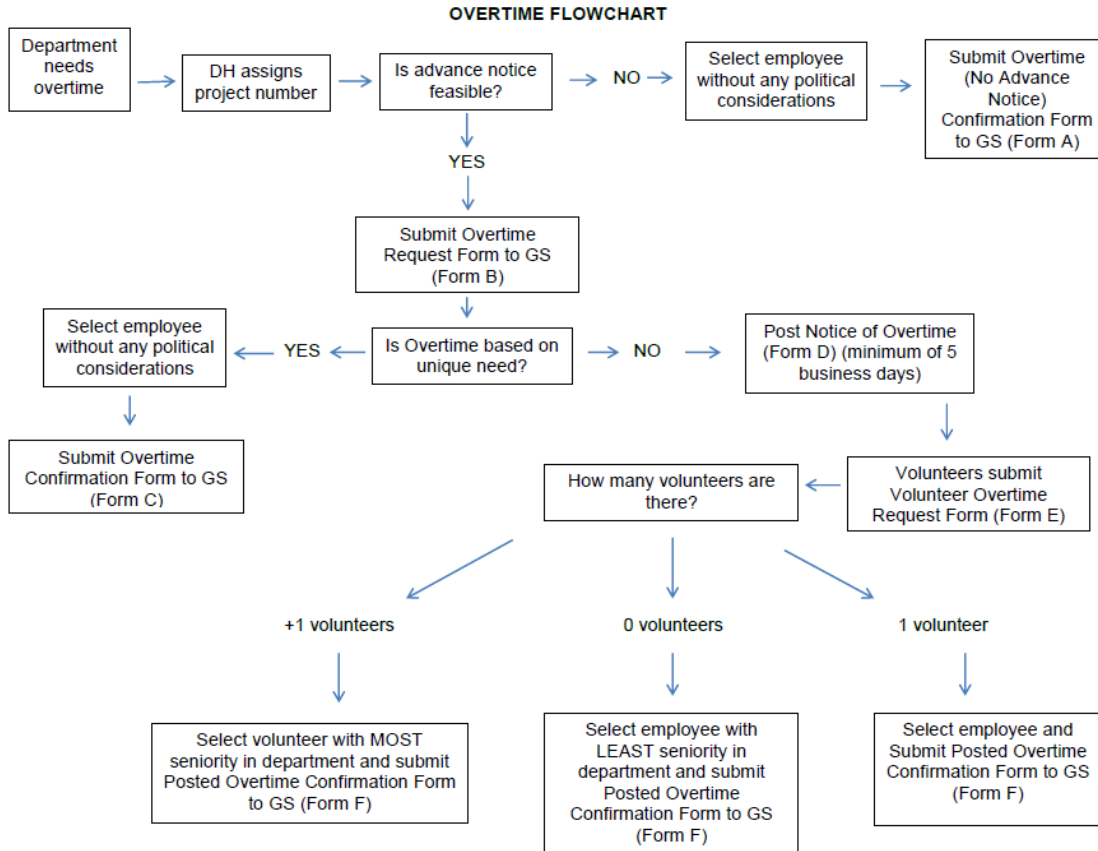


EXHIBIT XVI.A

Volunteer Transfer Request Form

(See Attached)



VOLUNTEER TRANSFER REQUEST FORM

Date: _____

Project #: _____

Employee
Name: _____

Position/
Title: _____

Dept. _____

Reason for Request (please describe why you are volunteering):

Proof of Eligibility (please describe how you are eligible):

Signature

Date

All Forest Preserve District employees are strictly prohibited from taking political reasons or factors or other unlawful influence into consideration regarding any employment action with respect to non-exempt employees or positions.

EXHIBIT XVI.B

Transfer Flowchart

Flowchart below attached for convenience only. Please consult Section XVI of this Manual for process with respect to Transfers.

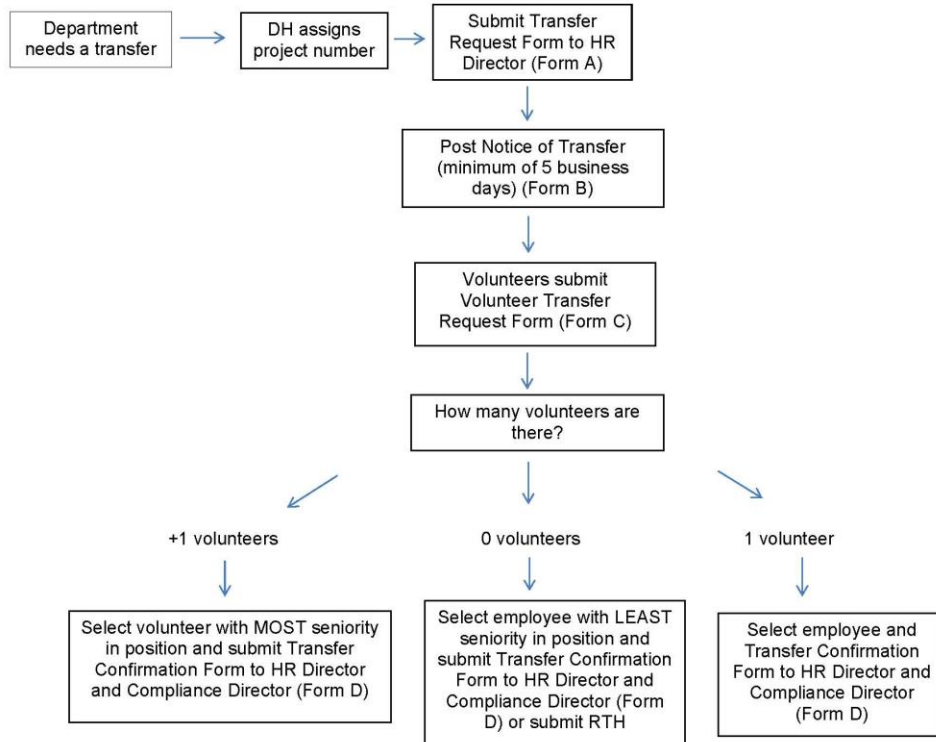


EXHIBIT XVII

Resident Watchmen Program

(See Attached)