



April 18, 2011

Dear Employee:

You are receiving this letter because your employment falls under the jurisdiction of the Cook County Board President, the Cook County Health and Hospitals System (the "Health System") or the Forest Preserve District of Cook County (the "District").

In order to further the goal of eliminating unlawful political discrimination in government and to foster a transparent, honest and fair employment process, Cook County, the Health System and the District wish to reaffirm their joint goal of eliminating unlawful political discrimination and to remind County and District employees of their obligations to log certain political contacts. Specifically, Cook County, the Health System and the District are committed to upholding the prohibition against politically-related persons and organizations influencing or attempting to influence employment actions involving employees or applicants for employment who are deemed "non-exempt" for purposes of this prohibition. Toward this end, we are reminding County, Health System and District employees of their obligation to log certain political contacts; and, we are introducing a uniform Political Contact Log form ("Log") to be used by employees who receive a prohibited political contact regarding an employment action.

If you are contacted in writing, in person or by phone by or on behalf of a politically-related person or organization (which is defined in the attached Log) regarding an employment action (which is also defined in the Log) involving a non-exempt employee or non-exempt job applicant you must log the contact immediately using the attached Log. Copies of the Log can also be found on the Cook County, District and Health System websites.

It is important to note that not every political contact is an unlawful contact. Nevertheless, *all contacts by or on behalf of a politically-related person or organization regarding an employment action involving a non-exempt employee or non-exempt job applicant must be logged.* The Log serves as notification and an official record of any applicable employment contacts received from a politically-related person or organization.

In-person training about unlawful political discrimination and the obligation to log political contacts will be provided to department heads and managers, along with all other personnel involved in the hiring or employment processes. A copy of the training materials and forms can be found on the County's Internet portal at www.cookcountyiil.gov under the Department of Human Resources and of the Office of the Independent Inspector General as well as on the District's Internet portal at www.fpdcc.com.

No employee who submits a Log or otherwise cooperates with the Office of the Independent Inspector General or the Compliance Administrators will be retaliated against for doing so. Please review the Log and direct questions regarding the attached to Patrick Blanchard, Inspector General at 312-603-0364.

Very truly yours,

Toni Preckwinkle
President, Cook County Board of Commissioners and
Forest Preserve District of Cook County Board of Commissioners

Patrick Blanchard
Cook County Independent Inspector General

Mary Robinson
Cook County Compliance Administrator

Jan Carlson
Forest Preserve District of Cook County
Compliance Administrator

cc: Cook County and Forest Preserve District of Cook County Board of Commissioners
Cook County Health and Hospitals System Board