

**SEVENTH AMENDED AND RESTATED
FOREST PRESERVE DISTRICT
EMPLOYMENT PLAN
DATED
JUNE 12, 2015**

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I. INTRODUCTION

This Employment Plan sets forth the general principles that govern the District's hiring and employment policies and procedures. This Employment Plan applies to current employees of the District as well as all Applicants and Candidates of the District. Except as specifically provided herein, this Employment Plan does not apply to any Employment Action concerning employees holding Exempt Positions. All undefined terms in this Section I shall have the meanings given such terms in Section II (Definitions) below.

II. DEFINITIONS

The following definitions apply to specific words and terms used in this Employment Plan:

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

Applicant Tracking and Application System: The electronic employment application system implemented by the County and used in the hiring of the District's employees.

ATAS: See Applicant Tracking and Application System.

Authorization to Hire Form: The form signed by the General Superintendent and the Department Head granting authority to the Director of HRD and his or her designee to make an offer of employment to a Candidate selected pursuant to Section V. A copy of the current Authorization to Hire Form, which may be amended from time to time, is attached as Exhibit II.1.

BHR: See Bureau of Human Resources.

Board: The Board of Commissioners of the District.

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

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.

Code: The Cook County Forest Preserve District Code.

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.

Conflict of Interest: A situation in which impartiality and judgment may be comprised or may appear to be compromised because of an actual or potential clash between a person's self-interest and his or her professional or public-interest.

Consent Decree: The Consent Decree between the plaintiffs and the District in the Shakman Case entered into in 1994 and incorporating the 1978 Consent Decree between the parties.

Contact Log: The log maintained by the OIG recording all Political Contacts from any Politically-related Person or Organization or his, her or its representative regarding any Applicant, Candidate or any employee. A copy of the Contact Log Reporting Form is attached as Exhibit II.2.

Content Librarian: The employee trained to prepare accurate Job Descriptions and develop and enter Notices of Job Opportunity in compliance with ATAS' protocols and guidelines.

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 this 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.

Disqualifying Question: A question designed to identify whether an Applicant possesses the Minimum Qualifications contained in the Job Description.

Emergency: A situation which has been certified pursuant to Section VI.D involving a significant threat to public safety or health (e.g., a natural disaster, a weather-related event, a terrorist attack or similar event), but not including budgetary or financially-caused situations (e.g., a hiring freeze, a grant application deadline or similar event).

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.

Employment Plan: This new Employment Plan required pursuant to Section II.B. of the SRO.

Exempt List: The list of all Exempt Positions, as such list may be amended from time to time as provided in Section VII.C. The current Exempt List is attached as Exhibit II.3.

Exempt Position: A District employment position that is included on the Exempt List and meets the criteria for exempt status as provided in the Consent Decree, i.e., it is a job that involves policy making to an extent or is confidential in such a way that political affiliation is an appropriate consideration for the effective performance of the job.¹

Executive Order: Executive Order 2009-01 signed by the President on April 1, 2009.

External Applicant: An Applicant who applies for a Position and is not an employee of the District at the time of application.

General Headquarters: The District's headquarters located at 536 North Harlem Avenue, River Forest, IL 60305.

General Hiring Process: The hiring process described in detail in Section V.

General Superintendent Report: The report issued by the General Superintendent pursuant to Section IV. M. 5 and N.2.

Governmental Employment: Any employment relationship that constitutes employment at common law (whether probationary, full-time or part-time, permanent or temporary, and regardless of whether the employment is paid for by federal funds) by or for the District.

Highly Recruited Positions: Positions which are typically recruited and interviewed for and for which the Candidate's academic credentials or accumulated expertise is an important determinant for the differentiation among Candidates. Highly Recruited Positions are (1) not covered by any collective bargaining agreement, (2) exempt from career service under the Personnel Rules, (3) at-will, and (4) not Exempt Positions.

Highly Recruited Positions List: The list of all Highly Recruited Positions attached as Exhibit II.4.

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

HRD: See Human Resources Department.

Human Resources Department ("HRD"): The Human Resources Department of the District.

Incident Report: The report prepared by the Director of Compliance upon completion of his or her investigation pursuant to Section IV.M.

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

¹ Except as otherwise expressly provided herein, the policies and procedures in this Employment Plan do not apply to Exempt Positions.

Interviewer Evaluation Form: The form used by interviewers during the interview process to document interviews with and score individual Candidates for Positions and described in Section V.O.3. A copy of the current Interviewer Evaluation Form, which may be amended from time to time, is attached as Exhibit II.5.

Interview File: A file which contains a copy of the Validated Eligibility List, Interviewer Evaluation Forms, Interview Panel Ranking Form, a list of the persons on the interview panel, notes of the selection meeting, the list of interview questions, all testing scores as applicable and all other documents relating to the posting of a Position.

Interview Panel Ranking Form: The form used by interview panels to rank Candidates pursuant to Section V.P. A copy of the current Interview Panel Ranking Form, which may be amended from time to time, is attached as Exhibit II.6.

Job Code: A code assigned to each job title.

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. A copy of the current Job Description form, which may be amended from time to time, is attached as Exhibit II.7.

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.8.

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

Notice of Job Opportunity: The publically available written notice of a Position opening.

NPCC: See No Political Consideration Certification.

Office of the Independent Inspector General: The Office of the Independent Inspector General of Cook County.

OIIG: See Office of the Independent Inspector General.

OIIG Summary Report: The report issued by OIIG pursuant to Section IV.N.1.

Ordinances: Cook County Ordinance 07-0-52 (2007), creating the OIIG; Cook County Ordinance 06-0-52 (2006), prohibiting unlawful political discrimination; and Cook County Ordinance 93-0-13 (1993), creating the Cook County Commission on Human Rights, each as amended from time to time.

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.

Political Contact: Any contact of any kind whatsoever (oral or written, direct or indirect) from any Politically-Related Person or Organization regarding any Applicant, Candidate or employee of the District holding or applying for a Position.

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.

Position ID Number: The unique number assigned to a Position by the District.

Preferred Qualifications: The qualifications preferred (but not required) for a Position.

Preliminary Eligibility List: The list of Applicants who have submitted complete applications for a Position through ATAS and whose responses to the Disqualifying Questions indicate that they meet the Minimum Qualifications of the Position.

Prescreening Questions: Questions designed to identify whether an Applicant possesses specific Preferred Qualifications for a Position.

President: The President of the Board of Commissioners of the District.

Promotion: The appointment of a current District employee to a higher graded position than his or her current position through the General Hiring Process.

Ranked Validated Eligibility List: The list of Candidates who have been validated and ranked pursuant to Section V.N.3.

Re-assignment: The process by which an individual, who is subject to layoff, is transferred under the Personnel Rules or an applicable CBA to other District employment because of such pending layoff.

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.

Request to Hire: The form completed by a Department Head and submitted to HRD in hard copy or through ATAS, which initiates recruitment and hiring activities to fill a Position. A current copy of the RTH, which may be amended from time to time, is attached as Exhibit II.9.

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

RTH: See Request to Hire.

Seasonal Positions: Positions that are for seasonal employment including, but not limited to, Lifeguards, Seasonal Laborers, Aquatic Center Managers and Cashiers.

Shakman Case: Shakman *et al.* v. County of Cook, *et al.*, United States District Court for the Northern District of Illinois Eastern Division Case Number 69 C 2145.

SRO: See Supplemental Relief Order.

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

Supplemental Policies Manual: Additional employment policies and procedures developed and maintained by HRD, that are consistent and in compliance with this Employment Plan.

Supplemental Relief Order: The Supplemental Relief Order for the District agreed to by the Board on January 13, 2009, and approved on March 5, 2009, in the Shakman Case.

Sworn Position: A Patrol Officer, Sergeant, Deputy Commander or Commander Position.

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.

Unlawful Political Contact: Any contact of any kind whatsoever (oral or written, direct or indirect) from any Politically-Related Person or Organization that is intended to affect or influence, based on Political Reasons or Factors, any Employment Action involving an Applicant, Candidate or District employee.

Unlawful Political Discrimination: Any positive or negative Employment Action involving an Applicant, Candidate or District employee who is applying for, being considered for or holding a Position that is based on any Political Reasons or Factors.

Validated Eligibility List: The list of Candidates who have been validated pursuant to Section V.J.

Veteran: A person who has served in the United States Armed Forces on active duty for a period of not less than six months of continuous service and who was not dishonorably discharged.

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

III. GENERAL PRINCIPLES AND COMMITMENTS APPLICABLE TO DISTRICT HIRING

The District will adhere to the following general employment related policies, practices and procedures with respect to Governmental Employment:

- A. Commitment. The District will implement pro-active and transparent employment-related policies, practices and procedures that will prevent and remedy the negative effects of Unlawful Political Contacts and Unlawful Political Discrimination as required by the SRO (while in effect), Executive Order, Consent Decree and Ordinances. No CBA or other agreement between the District and any other individual or entity shall provide otherwise.
- B. No Employment Actions Influenced By Political Reasons or Factors. No Employment Action affecting Positions shall be influenced by any Political Reasons or Factors.
- C. Notice of Exemption. An employee holding a Position that is to become an Exempt Position will be given a minimum of 30 days' advance notice of such change and will be given the opportunity to transfer to any available Position for which he or she may be qualified in lieu of remaining in his or her position and holding an Exempt Position.
- D. Recommendations. The following will apply to the submission and consideration of certain recommendations of individuals being considered or applying for any Position:

1. Prohibited Contacts. Except as provided in Section III.D.2 below, no District employee may contact any other District employee involved in any Employment Action to influence any Employment Action unless he or she is an authorized participant in the Employment Action.

2. Permitted Recommendations. The prohibitions of Section III.D.1 do not limit the right of any citizen, including any Politically-Related Person or Organization or any District employee, to submit a written recommendation not based on Political Reasons or Factors on behalf of any individual applying for any Position where such recommendation is based on such person's personal knowledge of the individual's work, skill, experience or other job-related qualifications. Such written recommendation must be included in the individual's application materials and must be recorded by HRD and included in the individual's employment file. Copies of any such written recommendations made by any Politically-Related Person or Organization must be submitted immediately to the OIIG and recorded on the Contact Log.

E. Unlawful Political Discrimination Reporting. Any employee of the District who learns of or has a reasonable belief that Unlawful Political Discrimination has occurred or is occurring, is required to report such matter to OIIG directly and without delay, on an anonymous or identified basis, in person, by phone or in writing. All employees of the District are required to cooperate fully in any investigation of such matter conducted by OIIG. Any employee who fails to report and/or cooperate as required will be subject to disciplinary action, up to and including Termination, provided that such reporting and cooperation are not required if either would violate the employee's constitutional rights.

F. Political Contact Reporting. Any employee who receives or has reason to believe a Political Contact has occurred or is occurring is required to complete a Contact Log Reporting Form and submit it to the OIIG immediately. All employees are required to cooperate fully in any investigation of such contact conducted by the OIIG. Any employee who fails to submit a Contact Log Reporting Form and cooperate as required will be subject to disciplinary action, up to and including Termination, provided that an employee retains his or her constitutional rights against self-incrimination.

G. Equal Employment Opportunity. The District is committed to diversity and to providing equal employment opportunity regardless of race, sex, age, religion, national origin, disability or any other legally protected status.

H. Contact by District Employees Who Are Politically-Related Persons. The President, General Superintendent, and other District employees who hold political positions or office are authorized to engage in departmental or employee reviews and inquiries as such reviews and/or inquiries may be required in conjunction with their respective general management duties. District employees are not required to report as Political Contacts, communications with the President, General Superintendent, and other District employees who hold political positions or office that are within their respective management duties and concern the normal day-to-day operations of the District, provided that nothing in this Section III.H will affect any District employee's obligation to report Unlawful Political Discrimination.

I. No Retaliation. The District shall continue to prohibit retaliation, punishment or penalty for reporting a Political Contact, initiating a complaint related to any alleged Unlawful Political Contact or Unlawful Political Discrimination, or cooperating with or assisting the Director of Compliance, HRD, OIIG or any other person or authority in connection with any such report or complaint.

J. HRD Staff. The District will maintain a HRD staff of experienced and knowledgeable professionals who meet the Minimum Qualifications contained in the Job Descriptions and who are able to fulfill the District's obligations under this Employment Plan.

K. Union Relations. The District respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the CBAs it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, et seq., as amended, and the Employment Plan and the Personnel Rules will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. If a CBA is in conflict with the language in this Employment Plan or the Personnel Rules, the language in the CBA will govern provided it does not permit or involve the use of any Unlawful Political Contact or Unlawful Political Discrimination. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Executive Order, Ordinances, the SRO (while in effect), and the procedures contained in the Employment Plan and Personnel Rules. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in this Employment Plan or the Personnel Rules must be followed.

L. No Political Consideration Certification. All District employees will be required to sign, in hard copy or electronically, as applicable, a NPCC whenever they initiate or are involved in any Employment Action. Such NPCC shall be incorporated into all applicable forms and ATAS as described in this Employment Plan.

M. Interpretation of the Employment Plan. All portions and provisions of this Employment Plan will be interpreted as being in furtherance of the above principles and commitments, as well as the Consent Decrees, SRO (while in effect), Ordinances and Executive Order.

IV. GENERAL PRINCIPLES AND RESPONSIBILITIES RELATED TO HRD

HRD is responsible for initiating, directing, coordinating and overseeing the human resources processes, policies and procedures of the District relating to all Employment Actions. The following will apply to activities of HRD:

A. Employment Plan and Supplemental Policies Manual.

1. Changes to Employment Plan. The Director of HRD may from time to time amend the Employment Plan following written notice of any proposed changes to the Employment Plan to the General Superintendent, the Director of Compliance and OIIG. Notice of the proposed change shall also be posted on the District's website. The OIIG and the Director of Compliance shall be given an opportunity to review and comment on the proposed amendment prior to implementation. If the OIIG and the Director of Compliance approve the

amendment, the changes shall be forwarded to the General Superintendent who will decide if the change will be approved. If the Director of Compliance or OIIG objects to the change, he or she must do so in writing within five (5) business days and submit the same to the General Superintendent and the Director of HRD. The General Superintendent or his or her designee, the Director of HRD, the Director of Compliance and OIIG will then meet to discuss the matter. The decision of the General Superintendent on any proposed change to the Employment Plan will be final. Proposed changes to the Employment Plan will not be implemented until after the General Superintendent approves the change. HRD will post the Employment Plan, including any amendments, on the District's website.

2. Changes to Supplemental Policies Manual. HRD will draft and maintain a Supplemental Policies Manual that is consistent and in compliance with this Employment Plan. HRD may revise and update the Supplemental Policies Manual as required, provided HRD shall not revise or update any policy or procedure without (i) submitting proposed revisions or updates for internal review and approval and then (ii) sending a copy of the final proposed revisions or updates to the OIIG and the Director of Compliance for comment. HRD will post Supplemental Policies Manual, including any updates, on the District's website.

Notwithstanding the above, HRD shall not be responsible for maintaining, supervising, amending, or administering any part of the Resident Watchman Program, provided, however, that the Director of HRD shall continue to meet any obligations particular to the Director of HRD under the Resident Watchman Program Manual including, but not limited to, any obligation to inform the Chair of the Housing Committee with respect to disciplinary matters involving Resident Watchmen. The Resident Watchman Program Manual, attached as Exhibit XVII to the Supplemental Policies Manual, shall be revised, maintained, amended, and administered by the Chair of the Housing Committee in accordance with the Code, the Employment Plan, and the Supplemental Policies Manual. The Chair of the Housing Committee will not implement any proposed revisions to the Resident Watchman Program Manual without (i) submitting proposed revisions or updates to the General Superintendent for review and approval and then (ii) sending a copy of the final proposed revisions or updates to the OIIG and the Director of Compliance for comment. The Chair of the Housing Committee will post the Supplemental Policies Manual on the District's website with the revised Resident Watchman Program Manual and provide written notice of such posting to the Director of HRD.

B. Quarterly Report. HRD will post on the District's website quarterly reports of the total number of hires, Promotions, Transfers and Terminations by Department during the preceding three month period, including (1) the number and type of each such Employment Action; (2) the dates of each Employment Action; (3) the title of the Position; and (4) whether such Employment Action was pursuant to a posted or emergency hire.

C. Director of Compliance.

1. Responsibilities. HRD will recruit and hire a Director of Compliance whose primary responsibilities will include, but not be limited to: (a) overseeing compliance with this Employment Plan; (b) maintaining and reviewing the Exempt List to ensure continued compliance; (c) accepting complaints related to Employment Actions and this Employment Plan; (d) taking appropriate steps to evaluate, eliminate, remedy and report instances of Unlawful

Political Discrimination; (e) implementation of training programs and preparing training materials; and (f) reviewing the Supplemental Policies Manual, and other duties as may be assigned from time to time.

2. Reporting: The Director of Compliance will be a Non-Exempt Position reporting to the General Superintendent and will operate with the requisite independence and specific responsibilities set forth in the Job Description and in accordance with this Employment Plan.

3. Hiring and Termination. The Director of Compliance shall be selected by the President in consultation with the District's General Superintendent. The Director of Compliance will be an employee of the District under the General Superintendent's office and shall serve at the pleasure of the President, subject to ninety days' prior written notice of termination or ninety days' salary continuation in the event of involuntary termination for other than cause and subject further to the President sending concurrent notice to the OIIG describing the reasons for the termination or proposed termination, as applicable, who shall review them and confirm that the termination or proposed termination is not based on Political Reasons or Factors. If the OIIG determines that the reason for the termination or proposed termination is based on Political Reasons or Factors, he or she will issue an OIIG Summary Report as required under Section IV.N. The General Superintendent will prepare a General Superintendent Report as required under Section IV.N.

D. HRD Personnel Training. HRD in conjunction with the Director of Compliance and, as needed, the BHR Training Division, will provide comprehensive mandatory training programs for all personnel within HRD to ensure that they are aware of and knowledgeable about this Employment Plan and the Supplemental Policies Manual and will be able to administer relevant portions of this Employment Plan and the Supplemental Policies Manual and answer questions they may receive. Such training will be conducted no less frequently than once a year and no later than three months after any individual becomes an employee in HRD.

E. Supervisor Training. HRD in conjunction with the Director of Compliance and, as needed, the BHR Training Division, will provide comprehensive mandatory training for all Supervisors to ensure they are aware of and knowledgeable about this Employment Plan and the Supplemental Policies Manual. All Supervisors will receive such training no later than 60 days following their appointment as a Supervisor and no less frequently than annually thereafter.

F. Employee Training. HRD in conjunction with the Director of Compliance and, as needed, the BHR Training Division, will conduct comprehensive mandatory training of all District employees to ensure they are aware of and knowledgeable about this Employment Plan and the Supplemental Policies Manual. All employees will receive such training no later than 60 days following the beginning of employment and no less frequently than annually thereafter.

G. Interviewer Training. HRD in conjunction with the Director of Compliance and, as needed, the BHR Training Division, will conduct mandatory comprehensive training of all District employees who are eligible to interview Candidates for any Position regarding proper interviewing conduct, techniques and requirements, as well as the prohibition of Unlawful Political Contacts and Unlawful Political Discrimination. Receipt of such training must be certified in writing and the certification placed in such employee's personnel files. The Director

of HRD will maintain a list of all employees who have been certified as completing such training and make the list available to a Department Head when he or she is assembling an interview panel. Only employees who have been certified will be eligible to participate in any interview panel.

H. Access to Information Regarding Applicants. The Director of HRD will take steps to ensure that no information about any Applicant or Candidate is available to or shared with any party unless he or she is specifically authorized to receive such information. The Director of HRD, with written notice to the Director of Compliance, will designate specific employees of HRD who will be authorized to access and input information concerning Applicants and Candidates from or on ATAS. Such authority will be given only after such employees have received training in the appropriate use of ATAS and the provisions of this Employment Plan.

I. Review of Job Descriptions. All Job Descriptions must include a list of all Minimum Qualifications and testing protocols, and they must be accurate and readily available to the public. Accordingly, the Director of HRD in conjunction with the Director of Compliance and outside consultants, as needed, shall: (1) consult with the Department Head of the Hiring Department and appropriate staff, if necessary, and review the Job Description for each Position for which the District receives a RTH to ensure that it is accurate and reflects the current duties and Minimum Qualifications necessary to perform the job; (2) conduct an ongoing evaluation of existing Job Descriptions to ensure they accurately describe all Minimum Qualifications and testing protocols and reflect the actual duties of the Positions; (3) update and revise any Job Description that is not accurate; and (4) post the Job Descriptions for each posted Position on the District's website.

J. Cooperation with the Director of Compliance and OIIG. All staff of HRD will cooperate fully and at all times with the Director of Compliance and OIIG by immediately reporting any allegations of Unlawful Political Discrimination or Political Contacts, providing documents and information regarding any allegation or investigation and assisting in any investigation, unless specifically prohibited by applicable law.

K. Complaint Line. HRD will post or have posted the hotline telephone number of OIIG at all places where individuals apply for employment with the District, on its bulletin boards, and on the District's website. HRD will include a link to OIIG's hotline on its website page. The hotline will allow individuals to call on an anonymous or identified basis.

L. Forwarding of Complaints. HRD shall forward all calls and information alleging that an Employment Action involves Unlawful Political Discrimination or reporting a Political Contact (or a written transcript of the message) to OIIG for investigation pursuant to Section IV.N below. If the allegation involves a violation of this Employment Plan or the Personnel Rules in connection with an Employment Action other than Unlawful Political Contacts or Unlawful Political Discrimination, HRD shall forward the calls and information (or a written transcript of the message) to the Director of Compliance who shall handle it in accordance with Section IV.M below. Nothing in this section relieves the Director of Compliance from his/her duty to report to and cooperate with the OIIG as required under any applicable District or County ordinance or Executive Order.

M. Violations of the Employment Plan Not Involving Unlawful Political Discrimination or Political Contacts. If any employee becomes aware of or receives a complaint that involves an allegation of a violation of this Employment Plan or the Personnel Rules in connection with an Employment Action which does not include an alleged Unlawful Political Contact or Unlawful Political Discrimination, he or she shall refer the complaint to the Director of Compliance. Upon receipt of such a complaint or upon becoming aware of a complaint in any other manner, the Director of Compliance shall do the following:

1. Director of Compliance Investigation. The Director of Compliance shall investigate the matter. Such investigation shall include, but not be limited to, a review of all relevant documents and interviews with witnesses. If at any time during an investigation, the Director of Compliance determines that there is reason to believe an Unlawful Political Contact or Unlawful Political Discrimination is involved or the matter is otherwise within the jurisdiction of OIIG, he or she shall immediately refer the matter in writing to OIIG's office for investigation and coordinate with OIIG on further investigation of any aspect of the violation that does not involve an Unlawful Political Contact or Unlawful Political Discrimination.

2. Preparation of Incident Report. Upon conclusion of his or her investigation, the Director of Compliance shall prepare an Incident Report, which shall include the following:

a. A description of the complaint and any other information pertinent to the investigation;

b. A description of any violation of or non-compliance with this Employment Plan or Personnel Rules discovered or a confirmation that no violation or non-compliance was discovered;

c. A recommendation either that no action be taken or that a specific corrective action be taken, and a full explanation of the basis for such recommendation; and

d. Such other information as the Director of Compliance may deem relevant to the investigation or resulting recommendations.

3. Submission of Incident Report to OIIG. The Director of Compliance shall submit a copy of the Incident Report to OIIG for review. OIIG will take any actions it deems appropriate. The Director of Compliance shall maintain a copy of the Incident Report in his or her files.

4. Preparation of Redacted Incident Report and Submission to HRD and General Superintendent. The Director of Compliance shall submit a copy of the Incident Report to the Director of HRD and the General Superintendent. Before doing so, the Director of Compliance shall redact from the Incident Report the names of any informants, complainants, witnesses and persons investigated, except to the extent necessary to implement the proposed recommendations. The Director of Compliance shall redact from the Incident Report all information that is protected by statute or other applicable law or privilege (e.g., Health Insurance Portability and Accountability Act of 1996, law enforcement privilege, etc.).

5. Review and General Superintendent Report. The General Superintendent and the Director of HRD shall review the Incident Report with the Department Head of the Department involved in the complaint and prepare a General Superintendent Report (i) confirming implementation of the Director of Compliance's recommended action, or (ii) explaining why the recommended action was not implemented and describing the alternative action the General Superintendent has elected to take and the specific reasons for such alternative action. The Director of HRD may suspend or terminate the hiring process (if applicable) and impose other remedial actions pending receipt of the Incident Report and the General Superintendent Report.

6. Availability of Reports. The redacted Incident Report and the General Superintendent Report shall be made available to the public upon request to the Director of Compliance made in person, via e-mail, or by mail. The District will provide the requested Incident Report and/or the General Superintendent Report in the same manner as requested within 30 days of the request. The District will place notice of such availability and procedure for requesting reports on its website. Redacted Incident Reports and the General Superintendent Reports that are available to the public shall not include any names or other personally identifiable information.

N. Violations Involving Unlawful Political Discrimination or Political Contacts.

1. OIIG Investigation and Report. The Director of Compliance shall refer allegations of Political Contacts and Unlawful Political Discrimination to OIIG. OIIG will receive the referral in accordance with any applicable ordinance and act pursuant to his or her authority. At the conclusion of any investigation conducted following such referral, the OIIG will submit an OIIG Summary Report containing his or her findings, if any, as to the merit of the allegations and recommended actions to the General Superintendent, with a copy to the Director of HRD and Director of Compliance.

2. Review and General Superintendent Report. The General Superintendent and the Director of HRD shall review the OIIG Summary Report with the Department Head of the Department involved in the complaint. If the OIIG Summary Report contains a finding that an Unlawful Political Contact or Unlawful Political Discrimination has occurred, within 30 days of receipt of the OIIG Summary Report or within 60 days of receipt of the OIIG Summary Report if the General Superintendent requests an extension to respond to the OIIG, the General Superintendent shall prepare a General Superintendent Report, which shall include the following:

- a. A description of the complaint and any other information received pertinent to the investigation;
- b. A description of the findings discovered in the course of the investigation;
- c. Recommendations of OIIG for correction of the Unlawful Political Contact or Unlawful Political Discrimination, if applicable;
- d. Such other information as the General Superintendent may deem relevant to the investigation or resulting recommendations; and

e. A statement (i) confirming implementation of the OIIG's recommended action, or (ii) explaining why the recommended action was not implemented and describing the alternative action the General Superintendent has elected to take and the specific reasons for such alternative action.

3. Availability of Report. The General Superintendent Report shall be made available to the public upon request to the Director of Compliance made in person, via e-mail, or by mail. The District will provide the requested General Superintendent Report in the same manner as requested within 30 days of the request. The District will place notice of such availability and procedure for requesting report on its website. The General Superintendent Reports that are available to the public shall not include any names or other personally identifiable information. A copy of the General Superintendent Reports shall also be sent to the OIIG.

O. Recordkeeping. HRD will keep Interview Files for a minimum of three years following the date of Notice of Job Opportunity posting, unless longer retention is required by law. HRD will also keep personnel files for District employees for a minimum of three years after the date the applicable employee is no longer employed by the District, or longer, if required by law or under any applicable CBA.

P. General Principles and Responsibilities Related to ATAS. The implementation and use of ATAS shall be in compliance with the District's commitments and obligations under this Employment Plan, as well as the Executive Order, Ordinances, the Consent Decrees and the SRO, while in effect, and as follows:

1. Training. HRD, in consultation with outside consultants including BHR, if necessary, will develop a written training program and provide on-site training for Supervisors, and all other District employees who will have access to and use ATAS and will provide expertise to respond to questions as needed.

2. NPCC. All employees of the District who have access to and/or use ATAS will be required to execute a No Political Consideration Certification when taking any Employment Action using ATAS.

3. Monitoring of ATAS Activities. The Director of Compliance and OIIG will have full and continual access to review all hiring activities of District employees using ATAS in order to assure policies and procedures are being followed and to assist in any investigation of violations.

Q. Do Not Hire List. The Director of HRD or his or her designee shall maintain a list of individuals who are disqualified or ineligible for employment with the District based on the reasons listed in Personnel Rules 3.03(b)(1), (4), (5), (6), (7), (8), (9), and (10) (the "Do Not Hire List"). Such individuals shall remain on the Do Not Hire List for a period of time required by the Personnel Rules, BHR, or as otherwise determined by the Director of HRD in consultation with the District's Chief Counsel. The Do Not Hire List shall include the following: name of the Applicant, Candidate, or former employee; title of last position (if applicable); reason for placement on the Do Not Hire List; Position and/or classification to which disqualification

applies; and date for removal from list. A current copy of the Do Not Hire list shall be available upon request to the Director of Compliance. HRD shall use the Do Not Hire List during the validation process described in Section V below; provided, however, that any Applicant who is ineligible for inclusion on the Validated Eligibility List due to placement on the Do Not Hire List shall have such ineligibility confirmed by the Director of HRD before being excluded from the Validated Eligibility List. The basis for such ineligibility shall be documented on the ATAS. The Director of Compliance shall be notified in writing within five (5) business days of an individual being removed from or added to the Do Not Hire List.

V. GENERAL HIRING PROCESS

The specific elements of the General Hiring Process, which applies equally to External Applicants and Internal Applicants, are described in detail below. Except as specifically provided in Sections VI, VIII, and IX below, all Applicants will be required to go through the General Hiring Process. The following procedures shall apply unless and until there are specific alternate procedures implemented using ATAS as described in Section IV.P above.

A. Recruitment. HRD will take steps to assure that all recruitment efforts are conducted in a manner that maximizes the pool of applicants and avoids any Unlawful Political Contacts or Unlawful Political Discrimination, including, but not limited to, the following:

1. Job Postings. All Positions which the District is seeking to fill will be posted on ATAS and in highly visible areas at the District's General Headquarters, Police Headquarters, Central Garage, Nature Centers, and Maintenance Division Headquarters. Positions may also be posted at locations required by any CBA, schools, professional organizations, labor organizations, professional publications, online job posting sites, and other appropriate locations in order to generate a large pool of qualified Applicants.

2. Recruiter Training. All District employees who engage in any recruitment activity (other than mere clerical involvement such as sending out job postings) will receive training in proper recruitment practices that comply with this Employment Plan prior to engaging in any recruitment activity. Such training will be certified in writing by the Director of HRD and included in their personnel records. All training materials used must be approved in writing by the Director of Compliance prior to use.

3. Recruitment Event Participation. District employees involved in recruiting may participate in a variety of recruiting events, including, but not limited to, job fairs, school sponsored campus recruitment events and community based employment programs. The District shall provide prominent written notice at such events to attendees that the District does not hire or accept recommendations for Non-Exempt Positions based on Political Reasons or Factors.

4. Recruiting Consultants. The Director of HRD may retain a recruiting consultant chosen by competitive bidding process or as otherwise directed by the District's Purchasing Agent for purposes of recruiting Applicants and Candidates for Highly Recruited Positions. All recruiting consultants retained to recruit Applicants for Highly Recruited Positions and any individuals retained by such recruiting consultants who perform recruitment activities on behalf of the District will be required to execute a NPCC. Additionally, the contracts between such

recruiting consultants and the District shall contain a provision that prohibits participation in Unlawful Political Discrimination and requires the reporting of Political Contacts. All Applicants for Highly Recruited Positions must apply for such Positions through ATAS and will be subject to the General Hiring Process described in Section V.

B. Requests to Hire. All hiring for Positions will be initiated by submission of a RTH in accordance with the following:

1. Submission of RTH. The RTH, including attached written justifications for filling or creating the Position, must be submitted to HRD and signed by the Department Head of the Department to which the person selected for the Position will be assigned and in which he or she will work. The Department Head must receive written approval to fill the Position from the District's Chief Financial Officer or designee and General Superintendent. The Department Head must also indicate on the attached written justification if he or she is requesting that the Position be filled internally and provide a detailed explanation of the basis for the request. Such a request shall be reviewed by the Director of HRD and the Director of Compliance to confirm the request is not being made based on Political Reasons or Factors and, if not, approved by the Director of HRD and the Director of Compliance. The Director of Compliance will provide a copy of the RTH and written justification requesting that a Position be filled internally to the OIIG. The OIIG will receive the referral in accordance with any applicable ordinance and act pursuant to his or her authority.

2. Current Job Description. The RTH must be accompanied by a copy of the current Job Description containing a list of all Minimum Qualifications and, if applicable, Preferred Qualifications, as well as a description of the knowledge, skills, and abilities relating to the Position, provided HRD will confirm that any such Minimum Qualification, Preferred Qualification and knowledge, skills and abilities are related to the Position's requirements. If no Job Description exists, the Department Head is requesting a material alteration of the previous Job Description or the Department Head claims the current Job Description is not accurate, the Director of HRD in conjunction with the Director of Compliance and consultants, as needed, shall consult with the Department Head of the Hiring Department and appropriate staff, and the Director of HRD will then draft a new or updated Job Description that accurately reflects the requirements of the Position. Notice of the final new or updated Job Descriptions will promptly be given to the Director of Compliance. HRD in conjunction with the Director of Compliance will conduct a review of the Job Description, if applicable, in compliance with Section IV.I above.

3. Distribution of Completed RTH Forms. The Director of HRD will provide written copies of all completed RTH forms, including attached written justifications, to the Director of Compliance within five business days of receipt.

C. Preparation of Notice of Job Opportunity. The Content Librarian will prepare the Notice of Job Opportunity in accordance with the following:

1. Mandatory Training. The Content Librarian shall receive advanced training on the proper use and operation of ATAS. The Content Librarian may be an employee within HRD or BHR and may perform other job functions in addition to being a Content Librarian.

2. Confirmation of Accuracy. The Content Librarian will complete a Notice of Job Opportunity based on information contained in the RTH and the current Job Description. The Content Librarian shall consult with HRD to ensure that the Job Description and the Notice of Job Opportunity are accurate. The Content Librarian and the Director of HRD shall take steps to ensure that all information, including, but not limited to, all Disqualifying Questions and Prescreening Questions, if applicable, is accurate and relate to the duties of the Position described in the Job Description.

3. Contents of Notice. The Notice of Job Opportunity shall include, but not be limited to: (a) the job title and Job Code; (b) the deadline for applying; (c) the Job Description; (d) the amount or range of compensation; (e) Disqualifying Questions and Prescreening Questions; (f) directions on how and where to apply; (g) whether the posted Position is open to Internal Applicants only; (h) the union name (if applicable); (i) the time period during which applications will be accepted; (j) a non-discrimination clause; (k) a list of all certifications, licenses and documents that the individual must produce at the time of the interview in order to be considered eligible for the position; (l) list of documentation that must be provided at the time of application relating to Veteran's status; (m) a description of any tests that will be administered and the scores that must be achieved on those tests for an applicant to be considered eligible for the position; and (n) a statement to the effect that the District does not hire for Non-Exempt Positions based on Political Reasons or Factors.

D. Posting of Notice of Job Opportunity. All Notices of Job Opportunity will be posted in compliance with the following:

1. Posting Locations. All Notices of Job Opportunity will be posted as described in Section V.A.1.

2. Union Postings. The Notice of Job Opportunity for a Position covered by a CBA will be posted pursuant to any applicable provisions of the CBA.

3. Posting Period. All Notices of Job Opportunity will be posted for a minimum of 14 calendar days. If HRD decides to extend the final date for posting, a notice of such extension and a revised posting closing date shall be added to the Notice of Job Opportunity posted on ATAS. Notice of the extension will immediately be given to the Director of Compliance.

E. Submission of Applications. All applications must be submitted to HRD through ATAS. Any individual who does not complete the online application for the Position through ATAS will not be considered eligible for the Position, and his or her name will not be included on the Preliminary Eligibility List.

F. Permitted Contacts from Applicants. Applicants may contact HRD with any questions they may have with respect to the application process. Applicants with disabilities may contact HRD to request an accommodation during the application process.

G. Application Screening. Each Applicant will be required to answer Disqualifying Questions and any applicable Prescreening Questions on ATAS. Applicants who indicate they do not have all of the Minimum Qualifications will not be considered eligible for the Position.

The same Disqualifying Questions and Prescreening Questions will be asked of all Applicants applying for the same Position.

H. Creation of Preliminary Eligibility List. After the final posting closing date, HRD will create a Preliminary Eligibility List pursuant to Sections V.H.1-2 below.

1. Review of ATAS Submissions. The Preliminary Eligibility List will contain the names of all Applicants who complete the application process on ATAS and indicate they possess all Minimum Qualifications for the Position.

2. Applicant Groups. HRD will group Applicants on the Preliminary Eligibility List into one of four categories, in the following priority:

- a. Internal Applicants who indicate that they possess all Minimum Qualifications;
- b. Veteran External Applicants who indicate that they possess all Minimum Qualifications;
- c. Non-Veteran External Applicants who indicate that they possess all Preferred Qualifications; and
- d. Non-Veteran External Applicants who indicate that they possess all Minimum Qualifications but not all or any Preferred Qualifications.

I. Forming a Smaller Pool from the Preliminary Eligibility List. HRD will form a smaller pool from the names on the Preliminary Eligibility List in the order listed in Section V.H.2 and as described in this Section V.I using a computerized randomization process; provided, however, that Internal Applicants and Veteran External Applicants, who indicate that they possess all Minimum Qualifications, shall not be subject to the computerized randomization process and shall be included in the smaller pool selected from the Preliminary Eligibility List.

1. Single Vacancies. For a single vacancy, after the inclusion of Internal Applicants and Veteran External Applicants who indicate that they possess all Minimum Qualifications, the Director of HRD or his or her designee may select additional Applicants from the Preliminary Eligibility List pursuant to Section V.H.2(c), and if needed Section V.H.2(d), so that at least 10 Applicants in total are included in the smaller pool for further consideration.

2. Multiple Vacancies (2-29). In the event there are 2-29 vacancies being filled simultaneously, after the inclusion of Internal Applicants and Veteran External Applicants who indicate that they possess all Minimum Qualifications, the Director of HRD or his or her designee may select additional Applicants from the Preliminary Eligibility List pursuant to Section V.H.2(c), and if needed Section V.H.2(d), so that at least five Applicants per vacancy are included in the smaller pool for further consideration.

3. Multiple Vacancies (30 and Over). In the event there are 30 or more vacancies being filled simultaneously, after the inclusion of Internal Applicants and Veteran External Applicants who indicate that they possess all Minimum Qualifications, the Director of HRD or his or her designee may select additional Applicants from the Preliminary Eligibility List

pursuant to Section V.H.2(c), and if needed Section V.H.2(d), so that at least three Applicants per vacancy are included in the smaller pool for further consideration.

4. Insufficient Applicants. After the inclusion of Internal Applicants and Veteran External Applicants who indicate that they possess all Minimum Qualifications, if the number of Applicants is insufficient to form the pool as described in Sections V.I.1-3, HRD shall add the names of Applicants from the next category described in Section V.H.2(c), and if needed Section V.H.2(d), until the smaller pool is filled. If the number of Applicants in the next category is greater than required to complete the pool as described in Sections V.I.1-3, HRD can complete the pool from Applicants in that category using a computerized randomization process. The same process will be followed until the smaller pool is filled.

5. Selecting Further Applicant Pools. In the event none of the Applicants who are included in the smaller pool created from the Preliminary Eligibility List pursuant to Sections V.I.1-4 above meets the validation criteria and is eligible for inclusion on the Validated Eligibility List or in the event none is selected for employment upon completion of the General Hiring Process, HRD may similarly select another pool of Applicants from the names remaining from the original Preliminary Eligibility List using the procedures described in Sections V.H and V.I. to identify subsequent groups of Applicants.

6. Insufficient Applicant Pool. In the event there are not sufficient Applicants to form a complete Applicant pool under this Section V.I., all of the Applicants will be further considered.

7. Notice of Randomization Process. The Director of Compliance shall be notified in writing at least two business days in advance of any randomization of names pursuant to this Sections V.I. and may be present during the use of the randomizer program.

J. Validation Process. HRD will validate the information contained on the online applications and resumes, and only the applications and resumes, of all Applicants listed on the Preliminary Eligibility List pursuant to Section V.H.1., or if a smaller pool was formed pursuant to Section V.I., Applicants in the smaller pool. HRD will review the background information concerning the Applicant's work experience, education and skills contained on the online application and, if applicable, resume, and compare it with the Applicant's responses to the Disqualifying Questions and, if applicable, the Prescreening Questions. In the event there is a conflict or inconsistency between the information provided by the Applicant and the Applicant's response to any Disqualifying Question, or if the information does not support the Applicant's claim to possess the Minimum Qualifications, the Applicant will be considered ineligible for the Position and his or her name will be removed from the Preliminary Eligibility List. If Applicant is found to possess the Minimum Qualifications but there is a conflict or inconsistency between the information provided by the Applicant with respect to Preferred Qualifications and the Applicant's response to any Prescreening Question, or if the information does not support the Applicant's claim to possess Preferred Qualifications, such Applicant shall be considered to possess the Minimum Qualifications but not Preferred Qualifications unless the inconsistency or conflict is clearly intentional and in such cases the Applicant will be considered ineligible for the Position and his or her name will be removed from the Preliminary Eligibility List.

K. Record of Determinations. HRD will record the specific reason for decision to exclude any Applicant's name from the Validated Eligibility List made pursuant to Section V.J and will notify the Director of Compliance when the validation process has been completed for each posting within two business days of completion.

1. Director of Compliance Review. The Director of Compliance will have access to the validation process for each posting and may review them on an ongoing basis. In the event the Director of Compliance disagrees with any determination to exclude or include the name of any Applicant on the Validated Eligibility List, he or she will advise the Director of HRD and the Applicant's name will be returned to or removed from the Validated Eligibility List, as applicable. The reason for overturning the initial determination will be recorded.

2. Preparation of Validated Eligibility List and Maintenance of Interview File by HRD. Upon completion of the validation process described in Section V.J, HRD will prepare and maintain a Validated Eligibility List containing, in alphabetical or randomized order, the names of the validated Applicants. The Validated Eligibility List shall be valid and may be used for purposes of filling vacancies for the posted Position for a period of twelve months from the date created. If no Applicant from the Preliminary Eligibility List is determined eligible for inclusion on the Validated Eligibility List by HRD, such determination will be documented in writing. If there are no names remaining on the Preliminary Eligibility List, the Position will be reposted.

L. Interview Preparation.

1. Interview Scheduling. HRD, in coordination with the Department Head, will schedule interviews of all Candidates listed on the Validated Eligibility List and provide the schedule to the Department Head.

2. Interview Panel Selection. The Department Head in consultation with HRD will select the interview panel consisting of three management level employees of the District who have been certified as trained pursuant to Section IV.G and at least one member of the interview panel shall have first-hand knowledge of the job duties and Minimum Qualifications of the Position. The Department Head will send a list with the names of the three employees who will make up the interview panel to the Director of HRD for approval prior to the interviews. No District employee may be assigned to an interview panel without first receiving interview training described in Section IV.G above.

3. Interview Questions. The Department Head in consultation with HRD will prepare a list of a minimum of 10 interview questions relating to each Position. All questions shall be considered and treated as confidential, and they may not be disclosed to anyone other than the Director of HRD or his or her designee prior to the interviews. The questions must be based on the specific job duties of the Position and designed to assess the Candidate's job-related qualifications, skills and suitability for employment. The interview questions developed for a particular Position may be used for subsequent vacancies for that Position, provided appropriate precautions are taken to prevent advance dissemination of answers and provided the questions remain related to the duties of the Position.

M. Pre-Interview License and Certification Verification. All Candidates will be required to produce required documents (e.g., current driver's license, diploma, school transcript, certifications, etc.) listed on the Notice of Job Opportunity immediately prior to the commencement of the interview, except documentation required to establish Veteran status may be required in accordance with the job posting. Copies of such documents will be included in the Interview File. Candidates who do not produce the required documents will be considered ineligible for further consideration.

N. Interview of Candidates. The following will apply to the interview of Candidates:

1. Notification. At least 48 hours prior to any interview, the Director of Compliance will be notified in writing of the time and place of each interview. The Director of Compliance may be present to monitor any interview.

2. Conducting the Interview. The interview panel shall interview each Candidate on the Validated Eligibility List in accordance with the following:

- a. The Director of HRD or his or her designee will facilitate the conducting of interviews by informing the interview panel and the Department Head of the Hiring Department of the interview process, being present while interviews are being conducted, requesting that any applicable forms be completed, and picking up completed forms after the interviews. The Director of HRD or his or her designee will also inform the interview panel of the requirements of the Position subject to the interview process.
- b. In the event a Conflict of Interest is discovered prior to or during any interview, the panel member shall notify the Director of HRD and the Director of Compliance and the other members of the panel prior to the interview or as soon as possible that a Conflict of Interest exists and that a substitution is needed. The panel member will then leave the interview room and will not participate in the interview or the selection process for that Candidate. The substitute panel member shall be contacted to replace the panel member. If no substitute is available, the interview will be rescheduled. The substitute panel member shall assume the panel member's duties (asking questions, completing the Interviewer Evaluation Form, etc.). If a Conflict of Interest is discovered after an interview, the Director of Compliance must be notified and he or she will make the determination of whether a second interview panel must be convened.
- c. The interview questions selected in accordance with Section V.L will be used to evaluate Candidates and complete the Interviewer Evaluation Form.
- d. All Candidates interviewed for the same Position will be asked to respond to at least five of the same pre-approved interview questions. Additional and follow-up questions by the panel members are permitted and encouraged, provided they are related to a determination of the Candidate's suitability for the Position.
- e. The interview shall include questions that establish, at a minimum, the Candidate's: (i) willingness and ability to do the job; (ii) availability for work

hours and willingness to work at the location where the job is located; (iii) prior job performance; (iv) knowledge and understanding of the position; (v) applicable test scores; (vi) relative qualifications for the position as compared with other Candidates; and (vii) overall credibility. The questions asked will not violate any employment/labor laws or regulations, including those laws or regulations pertaining to employment discrimination. None of the above factors will be considered determinative or mandatory, and interviewers will determine what, if any, weight is to be given to each factor.

3. Interviewer Evaluation Form and Preparation of Ranked Validated Eligibility List. Each interviewer will independently and personally complete and sign an Interviewer Evaluation Form for each Candidate at the conclusion of the interview. The interviewer will rate each Candidate in each area contained on the Interviewer Evaluation Form in accordance with the scoring chart on the Form. No person may alter, add to or delete from any Interviewer Evaluation Form other than the interviewer who completes and signs it. The interviewers will submit the completed Interviewer Evaluation Forms to HRD. HRD will tabulate the scores of the Candidates and rank them in order from the highest to lowest score on the Ranked Validated Eligibility List.

O. Pre-Employment Testing. Additional pre-employment tests may be given to Candidates based on the specific requirements of the Position for which they are applying and as described in the Notice of Job Opportunity. Each pre-employment test will be administered, scored, considered, and weighted on a consistent basis for each Candidate. Motor vehicle testing (if applicable) may occur on site.

P. Candidate Selection Procedure. Following completion of interviews with all Candidates, the interview panel shall select Candidates for employment in accordance with the following:

1. Selection Meeting. Within three business days following the last Candidate interview, the interviewers will conduct a selection meeting at which all of the interviewers are present and at which each interviewer has an opportunity to freely and without fear of retaliation express his or her opinion regarding the Candidates. The interview panel will discuss the Candidates interviewed in the order they appear on the Ranked Validated Eligibility List. The Director of HRD or his or her designee will be available at the selection meeting to provide advice and expertise. The Director of HRD may, in his or her discretion, set a minimum score on the Ranked Validated Eligibility List which Candidates for the Position must achieve in order to be considered further, provided such minimum score will be determined prior to the interviews and completion of the Interviewer Evaluation Forms, and the Interview Panel will not be advised of the minimum score to be applied. The Director of Compliance may also attend selection meetings. Notwithstanding the above, selection meetings are not required for Seasonal Positions.

a. Interview Panel Ranking Form. The interview panel will select and rank the top three Candidates who will be included on the Interview Panel Ranking Form signed by all of the interviewers. If more than one Position is being filled, the interview panel will rank a total number of Candidates equal to the number of positions being filled plus three on the Interview Panel Ranking Form. If necessary, in order to include a sufficient

number of Candidates on the Interview Panel Ranking Form, all Candidates with scores equal to the lowest Candidate of those ranked will be included on the Interview Panel Ranking Form.

b. Documentation of Selection Meeting. If the interview panel ranks candidates on factors other than scores, the Director of HRD or his or her designee shall document the selection meeting. The notes will include a description of why and how each Candidate was ranked. The notes will also indicate the objective basis or bases on which any Candidate was selected. The notes and completed Interview Panel Ranking Form will be included in the Interview File.

2. Second Round Interview. Notwithstanding the above, Candidates for Non-Exempt Positions that are a grade 21 or above and include supervisory responsibilities as part of their job duties may be subject to second round interviews at the written request of the Department Head of the Hiring Department or the General Superintendent. Such written request must be submitted to the Director of HRD at the time the RTH is submitted. At least 48 hours prior to any second round interview, the Director of Compliance will be notified in writing of the time and place of each interview and may be present to monitor any second round interview. After the selection meeting, the Department Head, the General Superintendent, or the General Superintendent's designee, shall interview the top three ranked Candidates from the first round interviews. A second round interviewer may not sit on the first round interview panel. During the second round interview, all Candidates interviewed for the same Position will be asked to respond to at least five of the same interview questions pre-approved by HRD. After the second round interviews, the Department Head and the General Superintendent (or his or her designee) shall select the Candidate to be made an offer for the Position. The decision of the second round interview panel shall be documented by the Director of HRD and included in the Interview File.

Q. Final Screening. HRD will conduct a final screening of the Candidate ranked highest for each open Position on the Interview Panel Ranking Form as follows:

1. Documentation Review. The Director of HRD will review the Interview File to ensure it contains all required documentation relating to the posting before extending an offer of employment to any Candidate, and no offer will be extended prior to the receipt of all required documents and supporting materials from the Hiring Department.

2. Reference Check.

a. External Applicants. HRD shall contact at least one professional reference (preferably the most recent employer) listed on the application of selected Candidates who are External Applicants in order to verify the accuracy of information contained on the application. Any Candidate who HRD confirms has provided misleading, incomplete or incorrect information as to a material matter on his or her application will not be considered eligible and will not be extended an offer of employment. The Director of HRD will document for the file the basis of his or her finding of ineligibility and notify the Department Head and the Director of Compliance that the selected Candidate is not eligible.

b. Internal and Former Employee Applicants.

(1) Personnel File Review. HRD will review the personnel files of all selected Candidates who are Internal Applicants and selected Candidates who indicate they were formerly employed by the District. Any such Candidate who has been subject to discipline consisting of: (a) three verbal warnings; (b) two written warnings; or (c) a suspension during the eighteen (18)-month period prior to his or her application for a Position will not be considered eligible for the Position and will not be extended an offer of employment. The Director of HRD will document for the file the basis of his or her finding of ineligibility and notify the Department Head and the Director of Compliance that the selected Candidate is not eligible.

(2) OIIG Background Check. The Director of Compliance will review the OIIG Summary Reports to see if the Internal Applicant or former employee Applicant was the subject of a sustained finding by the OIIG in the last three years. The Director of Compliance shall forward any sustained case Summary Report involving the Applicant to the General Superintendent for a final determination of whether the Applicant should be extended an offer of employment.

3. Authorization to Hire. HRD will prepare and submit an Authorization to Hire Form for signature by the General Superintendent and Department Head. The Authorization to Hire Form will include at least the name(s) of the selected Candidate(s) and the proposed salary.

R. Offers of Employment. HRD will extend employment offers in accordance with the following:

1. Extension of Offer. After receipt of the fully executed Authorization to Hire Form, HRD will extend the offer of employment to the selected Candidate(s). All offers of employment will be made by phone and/or in writing. If offers of employment are made by phone, HRD staff will document the dates on which offers made. All offers of employment will be contingent upon the Candidate's satisfactory completion of all post-offer tests required by Section V.S below. If, due to critical need, a selected Candidate begins employment before the results of any required post-offer test has been received, the Candidate will be advised that his or her continued employment is contingent on the receipt of satisfactory results of such test, and that he or she will be subject to immediate termination if and when an unsatisfactory test result is received.

2. Unaccepted Offer. If a selected Candidate is found to be ineligible after the final screening or post-offer testing or does not accept the offer of employment, the next highest ranked Candidate on the Interview Panel Ranking Form, and if necessary the other Candidate(s) in ranked order, will be finally screened pursuant to Section V.Q and offered employment if eligible.

3. No Acceptance. If no Candidate on the Interview Panel Ranking Form accepts the offer of employment, (i) the District shall first follow the procedures outlined in this Section

V for selecting another pool of Applicants or Candidates from the Preliminary Eligibility List or the Validated Eligibility List and (ii) then, if there are no Applicants or Candidates remaining who can continue with the General Hiring Process under this Section V, the Position shall be reposted.

S. Post-Offer Testing. The following will be conducted following acceptance of an offer of employment and preferably prior to the commencement of employment:

1. Drug Test. Selected Candidates may be required to submit to a drug test prior to the commencement of employment, and those whose drug tests indicate the use of a controlled substance other than a prescribed medication being taken as prescribed will not be considered eligible and the offer of employment will be withdrawn, or, if applicable, the individual will be terminated.

2. Medical Examination. Selected Candidates may be required to submit to a medical exam by a licensed physician or nurse practitioner. Candidates whose medical exam indicates that they are not able to perform the essential functions of the offered Position (with or without reasonable accommodation) will not be considered eligible and the conditional offer of employment will be withdrawn, or, if applicable, the individual will be terminated.

3. Background Check. All selected Candidates who accept an offer of employment will be required to submit to a criminal background check. If a criminal background check reveals that a selected Candidate has been convicted of a felony or misdemeanor that impacts or could impact his or her suitability for the Position, the matter will be referred to the District's legal counsel for an investigation and determination. The District's Chief Counsel or his or her designee shall investigate the facts and circumstances and make a written determination of whether the conviction disqualifies the individual for employment, which shall be sent to the Director of HRD, with a copy to the Director of Compliance and the OIIG, and included in the Interview File. Upon receipt of a determination of ineligibility, the offer of employment will be withdrawn or, if applicable, the individual will be terminated. If the background check reveals a selected Candidate has withheld or given inaccurate, incomplete or misleading information as to a material matter concerning his or her criminal record, the offer of employment will be withdrawn or, if applicable, the individual will be terminated.

4. Internal Candidates. Internal Candidates (not including Applicants for Sworn Positions) will not be required to undergo another drug test, medical examination, or background check pursuant to Section V.S.1-3 if they have undergone that test, examination or background check within the last 12 months.

VI. EXCEPTIONS TO THE GENERAL HIRING PROCESS

The following limited exceptions apply to the General Hiring Process or portions thereof. No exception described in this Section VI shall be interpreted to permit any Employment Actions covering Non-Exempt Positions to be based on any Political Reasons or Factors.

A. Sworn Positions. The District shall follow the hiring process described in Section VIII below when filling a Sworn Position, except with respect to the hiring of employees for Ex Officio Part-Time Officer Positions and Shakman Exempt Positions.

B. Ex Officio Part-Time Officer Positions. The following procedures will apply with respect to hiring for Ex-Officio Part-Time Officer Positions:

1. Posting of Vacancies. Vacancies for Ex Officio Part-Time Officer Positions shall not be posted.

2. Eligibility. Only candidates who a) currently are employed by Cook County's Department of Homeland Security and Emergency Management or Office of the Independent Inspector General, and b) have current certification as a law enforcement officer by the Illinois Law Enforcement Training and Standards Board shall be deemed eligible for appointment.

3. Selection Process. Candidates for this position will be selected by their current Department Head or Bureau Chief and approved by the Chief of Police of the Forest Preserve District of Cook County.

C. Seasonal Positions. The District shall follow the hiring process described in Section IX below when filling a Seasonal Position.

D. Emergencies. The District is not required to comply with the General Hiring Process in the event of an Emergency and upon the prior written certification of the President. Such certification will include, but not be limited to, statements to the effect that (1) there is a need for such hiring based on an Emergency (including a description of the specific emergency), (2) the approximate number of individuals required to be hired during the Emergency, and (3) the estimated duration of the Emergency (which may be no longer than 60 days). The District must file such certification with the Director of Compliance. Upon receipt of such certification, the District may hire employees to deal with the Emergency in a number which, when added to the number of other hires by the District based on an Emergency during the calendar year, at no time exceeds 100. No person may be hired on an emergency basis for more than 60 days in any calendar year. No individual hired as the result of an Emergency may be hired based on any Political Reasons or Factors, and NPCCs shall be completed as otherwise required by the General Hiring Process.

E. Settlements and Awards. The District may comply with any judgment, negotiated settlement of a claim, complaint or arbitral award that requires the District to take an Employment Action with respect to a specific individual or individuals which would otherwise be contrary to the requirements of this Employment Plan.

F. Layoffs. The District shall follow the Personnel Rules, any applicable CBA, and the Supplemental Policies Manual with respect to Layoffs.

G. Recall and Re-assignment. The District shall follow the Personnel Rules, any applicable CBA and the Supplemental Policies Manual with respect to Recalls and Re-assignments.

H. Demotion. The District shall follow the Personnel Rules, any applicable CBA, and the Supplemental Policies Manual with respect to Demotions.

I. Reclassifications. The District shall follow the Personnel Rules, any applicable CBA and the Supplemental Policies Manual with respect to Reclassifications.

J. Transfers. The District shall follow Section X.H., the Personnel Rules, any applicable CBA and the Supplemental Policies Manual with respect to Transfers.

K. Reasonable Accommodation. The District may adjust or modify the hiring process, for any position, as necessary to comply with state and federal laws, including, without limitation, the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act. Prior to any such instance where the District modifies the hiring process it shall notify the Director of Compliance and the OIIG of the modification.

VII. EXEMPT POSITION HIRING PROCESS

A. ATAS Process. Once available through the County's ATAS, the following process will apply to the use of the ATAS for Exempt Positions in order to document that all persons employed in Exempt Positions possess the Minimum Qualifications for the Exempt Position in which they are being placed:

1. Creation of Job Description. The Director of HRD shall create a current and accurate Job Description for each Exempt Position as described in Section V.B.2.

2. Entry of Job Description on ATAS. The Content Librarian shall create a Job Description for all Exempt Positions on ATAS as described in Section V.C.2 and 3.

3. Submission and Screening of Application. The individual selected to fill the Exempt Position shall complete an application on ATAS. The Director of HRD and Director of Compliance shall validate the application as described in Section V.J and confirm that the individual possesses the Minimum Qualifications and, if applicable, any licenses or certifications required for the Exempt Position. If the individual does not possess the Minimum Qualifications or any applicable required license or certification, he or she shall not be placed in the Exempt Position.

4. Review of OIIG Findings. The Director of Compliance will review the OIIG Summary Reports to see if the individual selected for an Exempt Position was the subject of a sustained finding by the OIIG in the last three years. The Director of Compliance shall forward any sustained case Summary Report involving the individual to the General Superintendent for a final determination of whether the individual should be extended an offer of employment.

5. Interim Process. Until the process described in Section VII.A.1-3 above is implemented, the District will post Job Descriptions for all of its Exempt Positions on the District's website. The Director of HRD shall certify in writing that any individual selected to fill an Exempt Position meets the Minimum Qualifications and, if applicable, possesses any licenses or certifications required for the Exempt Position. Such certification shall be completed within 5 business days of an individual becoming a District employee in an Exempt Position and a copy of such certification shall be provided to the Director of Compliance and the OIIG.

B. No Other Specific Selection Process Required. Except as specifically provided in this Section VII, the President and HRD are not required to follow any other selection process in filling an Exempt Position, including, but not limited to, any procedure described in Section V,

and may consider any factor in making his or her and its decision, so long as it is not an illegal factor.

C. Changes to Exempt List. The President may from time to time change the Exempt List by adding Exempt Positions, deleting Exempt Positions, or amending the titles of Exempt Positions contained on the Exempt List. Such changes will be made as follows:

1. Request to Change. The President shall send written notice of any proposed change to a Position on the Exempt List, along with supporting documentation, including but not limited to (a) the identity and Job Code of the Exempt Position (including a copy of the current Job Description) and (b) a description of the basis on which the change is proposed to OIIG. OIIG shall provide a written approval or objection to the proposed change within 10 days of receipt. If OIIG provides an objection to the change, the President and OIIG will then meet to discuss the matter. If the OIIG's objection is not rescinded following such discussion, the proposed change will not be implemented over the OIIG's objection unless otherwise approved by a court of competent jurisdiction. If the President proceeds with implementing the proposed change over the OIIG's objection and without court approval such implementation will be considered a violation of this Employment Plan. In addition to any available remedies under this Employment Plan, the OIIG's objection will be posted on the OIIG's website. It is expressly acknowledged and understood that the OIIG is being provided authority to opine on proposed additions or deletions to the Exempt List; any reduction or elimination of any of the duties of an Exempt Position; or any change to the Minimum Qualifications or the reporting responsibilities of an Exempt Position. Nothing herein shall be deemed to be an abdication or transfer of authority from the President to the OIIG.

2. Posting of Exempt List. The District will post the current Exempt List at the HRD office, the District General Headquarters and on the District website (on which the District's Annual Appropriation Ordinance is accessible). A notice that the District's Annual Appropriation Ordinance is accessible will also be placed on the District's website. The Exempt List postings will include (i) the name of the Department to which the Exempt Position is assigned, (ii) the Job Title, Position ID Number, and Job Code, (iii) the name of the incumbent, and (iv) the grade level. A copy of the District's current year's Annual Appropriation Ordinance will also be posted on the District website. The District will repost and update the Exempt List within 10 days of the occurrence of any applicable change made pursuant to Section VII.C.1 or 2.

D. Removal. A District employee holding an Exempt Position may be terminated or subject to any action covered by this Plan for any reason or without reason, so long as it is not an illegal reason.

E. Maintenance of Exempt Position Status. Any District employee who is appointed to an Exempt Position shall continue to be considered exempt, even if subsequently placed into a Non-Exempt Position, and his or her exempt status shall not change unless he or she is subsequently hired into a Non-Exempt Position that is filled through the General Hiring Process.

VIII. HIRING PROCESS SWORN POSITIONS

The District's Police Department shall follow the General Hiring Process when hiring for Sworn Positions within the Police Department with the following additions.

A. Patrol Officer. The following procedures will apply with respect to the hiring of Patrol Officers:

1. Posting of Vacancies. All vacancies for Patrol Officers will be posted as required in Section V.D for a minimum of 30 days. In addition to the posting requirements in Section V.C, the job posting will include the following: (a) the timeframe of the written examination, (b) the study materials identified by the test provider, (c) any administrative fees, and (d) applicable passing score.

2. Forming Smaller Pools from the Preliminary Eligibility List. HRD may form a smaller pool from the names on the Preliminary Eligibility List as described in Sections V.H-I, provided, however, that the number of names selected per vacancy shall be at least twice as many as required in Section V.I, provided there is a sufficient number of Applicants.

3. Informational Session. Prior to conducting interviews, all Candidates whose names are on the Validated Eligibility List will be required to attend an informational session describing the hiring process set forth in Sections V and VIII of this Employment Plan. Each Candidate will receive written notice of such informational session at least seven days in advance. HRD or, at HRD's request, the test provider referenced in Section VIII.A.4 shall conduct the informational session. Candidates will be required to sign-in for the informational session to document their attendance. Candidates who do not attend the informational session or who do not pay any required administrative fee will be disqualified from further consideration, and their names will be deleted from the Validated Eligibility List. The District may offer multiple informational sessions to accommodate Candidate work schedules. Any administrative fees will be payable at the informational session. Administrative fees are non-refundable.

4. Written Examination. All Candidates whose names remain on the Validated Eligibility List described in Section VIII.A.3 will be required to take a written examination prepared, administered and scored by an independent, professional third- party public safety test provider recognized in the law enforcement industry and chosen via a competitive bidding process or as otherwise directed by the District's Purchasing Agent. The study materials and other protocols for the written examination will be handed out at the end of the informational session(s) described in Section VIII.A.3 and, subject to any copyright restrictions, posted on the District's website. The written examination will be administered to all Candidates at the same time. The test will be designed to determine which Candidates are capable of performing according to law enforcement industry standards. Candidates who do not obtain a score of 70% cumulative correct responses will be disqualified from further consideration.

5. Forming Smaller Pools Through Pre-Interview Randomization. After the written examination, if there are more Candidates who obtain a score of 70% cumulative correct responses on the written examination than required by Section V.I, HRD will select a smaller

pool using the procedure described in Section VIII.A.2, provided HRD may not select fewer names per vacancy than required by Section V.I. The names of Candidates removed from the Validated Eligibility List based on such randomization shall be placed on a Master Eligibility List, which may be used at a later date pursuant to Section VIII.A.10.

6. Interview Process. Candidates whose names remain on the Validated Eligibility List upon completion of the written examination described in Section VIII.A.4 and any applicable randomization described in Section VIII.A.5 shall go through the interview evaluation process described in Section V.N, provided, however, that (a) Candidates shall be identified as either passing or failing the interview and shall not be ranked based on interview scores, (b) the interview panel shall use the Oral Interview Rating Form for Sworn Positions attached hereto as Exhibit VIII.A.6 for all interviewees, and (c) the names of Candidates who fail the interview process shall be removed from the Validated Eligibility List.

7. Polygraph Testing. Candidates whose names remain on the Validated Eligibility List upon completion of the interview process will undergo a polygraph test conducted by a state licensed polygraphist chosen via a competitive bidding process or as otherwise directed by the District's Purchasing Agent. The polygraph examination will evaluate whether a Candidate is well suited for employment as a Patrol Officer. If the polygraph test results indicate the Candidate is not suitable, the District will remove the Candidate's name from the Validated Eligibility List.

8. Selection of Candidates for Contingent Offers. If there are fewer Patrol Officer Positions available than the number of names remaining on the Validated Eligibility List upon completion of the steps described in Section VIII.A.1 through 7, HRD shall select the Candidates to be hired by using a computerized randomization process. If there are more Patrol Officer Positions available than the number of names remaining on the Validated Eligibility List upon completion of the steps described in Section VIII.A.1 through 7, HRD shall (1) make offers of employment to the Candidates remaining on the Validated Eligibility List, and (2) follow the procedures described in Section VIII.A.10 to fill the remaining vacancies prior to reposting the Position. Any Candidate who declines an offer of employment or who fails any requirement of a contingent offer of employment will not be eligible to remain on the Validated Eligibility List for the Patrol Officer Position.

9. Contingent Offer of Employment. Any offer of employment to any Candidate for a Patrol Officer Position shall be contingent on the following:

a. Psychological Examination. Any offer of employment shall be contingent on Candidate completing a psychological screening independently conducted by a state licensed psychiatrist or clinical psychologist chosen via a competitive bidding process or as otherwise directed by District's Purchasing Agent. The District will withdraw offers of employment to Candidates who do not receive a rating of "highly recommended" or "recommended" by the state licensed psychiatrist or clinical psychologist.

b. Background Check. Candidates will undergo a background check that includes at least (a) a professional references check, (b) a state and federal computerized criminal history inquiry, (c) a fingerprint check, and (d) a driver license history inquiry.

Candidates whom HRD confirms provided incorrect, incomplete or misleading information as to a material matter on their application will have their offer of employment withdrawn. If the Candidate's application and/or a criminal background check reveal that a Candidate has been convicted of a felony, the offer of employment will be withdrawn or, if applicable, the individual will be terminated. If the Candidate's application and/or a criminal background check reveal that a Candidate has been convicted of a misdemeanor, the matter will be referred to the District's Chief Counsel for evaluation and determination of continued eligibility. If the District's Chief Counsel determines, in consultation with the Director of HRD, that the misdemeanor conviction has a negative impact on the selected Candidate's qualifications for employment with the District, the offer of employment will be withdrawn or, if applicable, the individual will be terminated. The District's Chief Counsel shall prepare a written statement of whether the misdemeanor conviction disqualifies the individual for employment, which shall be sent to the Director of HRD, with a copy to the Director of Compliance and the OIIG, and included in the Interview File.

c. Drug and Medical Testing. Candidates will undergo drug and medical testing as described in Sections V.S.1 and 2.

d. POWER Test. Any offer of employment to a Candidate shall be made contingent on the Candidate passing the POWER Test, which shall be administered by a police academy approved by the Illinois Law Enforcement Training and Standards Board to provide such testing. For Candidates who have previously passed the POWER test and who have current certification as a police officer under the Illinois Law Enforcement Training and Standards Board, the District shall arrange for those Candidates to take a physical fitness test similar to the POWER test. The POWER Test or, if applicable, physical fitness test, must be passed by the Candidate before the Candidate starts employment at the District. Those Candidates who fail to pass the POWER Test or physical fitness test within the required period of time will be considered ineligible, and the contingent offer of employment will be withdrawn.

e. Police Academy. All Candidates who are not currently certified by the Illinois Law Enforcement Training and Standards Board ("ILETSB") as law enforcement officers who accept offers of employment must attend a police academy and receive certification as a law enforcement officer by such agency. Tuition for the police academy will be paid by the District. The Candidate will be considered a District employee on the first day of police academy training. If the employee does not successfully complete the requirements for certification by the ILETSB, the employee will be terminated from District employment.

If the Candidate has attended a police academy approved by the ILETSB or equivalent board from another state and has current certification as a law enforcement officer by the ILETSB, the Candidate will not be required to attend a police academy as described in this Section VIII.A.9(e); provided, however, such Candidate will have to meet any additional requirements imposed by the ILETSB for continued or renewed certification. Candidates who possess certification as a part-time law enforcement officer will need to complete additional training as required by the ILETSB.

10. Use of Pre-Screened Eligibility Lists

a. Selections from Validated Eligibility List. Candidates whose names remain on the Validated Eligibility List upon completion of the steps described in Section VIII.A.1 through 7 shall remain on the Validated Eligibility List until the earlier occurs of the following events: (i) the District makes an offer of employment for a Patrol Officer Position to the Candidate, (ii) the Candidate requests removal from the Validated Eligibility List, or (iii) the two year anniversary of the Validated Eligibility List created after the completion of the steps described in Section VIII.A.1 through 7.

b. Master Eligibility List. Until the two year anniversary of the Validated Eligibility List created after the completion of the steps described in Sections VIII.A.1 through 7, if HRD receives a Request to Hire for at least one Patrol Officer Position and there are no names remaining on the Validated Eligibility List, HRD will go back to the Master Eligibility List and complete steps described in Section VIII.A.5 through 7.

c. Preliminary Eligibility List. Until the two year anniversary of the Validated Eligibility List created after the completion of the steps described in Sections VIII.A.1 through 7, if HRD receives a Request to Hire for at least one Patrol Officer Position and there are no names remaining on the Validated Eligibility List or the Master Eligibility List, HRD will go back to the Preliminary Eligibility List (Section V.H) and complete steps described in Section VIII.A.2 through 7.

B. Sergeant Positions. The following procedures will apply with respect to hiring for Sergeant Positions:

1. Posting of Vacancies. All vacancies for Sergeant will be posted first internally as required in Section V.D for a minimum of 30 days. If vacancies for the Sergeant position remain after the hiring process described in this Section VIII.B is followed, the District may post externally for the Sergeant position. In addition to the posting requirement in Section V.C, the job posting will include the following: (a) name of the test provider of the written examination described below, (b) the date of the written examination, (c) the study materials identified by the test provider, (d) how military points, if applicable, will be applied, (e) how each aspect of the application process is weighted, and (f) how the written examination will be scored.

2. Written Examination. All Candidates whose names are on the Validated Eligibility List will be required to take a written examination prepared, administered and scored by an independent, professional third party public safety test provider recognized in the law enforcement industry and selected pursuant to Title 1, Chapter 8 (District Finances) of the Code. The list of study materials and other protocols for the written examination will be available to all Candidates on the Validated Eligibility List and posted on the District's website. The written examination will be administered to all Candidates at the same time. The test will be designed to determine which Candidates are capable of performing according to law enforcement industry standards. Candidates who receive a test score of 69% or lower will be disqualified from further consideration and their names will be deleted from the Validated Eligibility List.

3. Candidate Assessment. Candidates whose names remain on the Validated Eligibility List upon completion of the written examination described in Section VIII.B.2 shall be assessed by a third party, professional assessment center recognized in the law enforcement industry and selected pursuant to Title 1, Chapter 8 (District Finances) of the Code. The assessment will be designed to determine the Candidate's ability to perform according to law enforcement industry standards. The assessment center will score the Candidates according to the assessment center's standards and provide list of Candidates with their respective scores to the District after all assessments have been completed. No Candidate shall be disqualified from further consideration by the assessment process.

4. Interview and Selection Process. Candidates whose names remain on the Validated Eligibility List upon completion of the written examination described in Section VIII.B.2 and the assessment process described in Section VIII.B.3 shall go through the interview evaluation process described in Section V.N. Candidates who receive an average interview evaluation score below a 3 will be disqualified from further consideration and their names will be deleted from the Validated Eligibility List.

5. Eligibility List. The Director of HRD or his or her designee will tabulate the total scores of the Candidates after the written examination described in Section VIII.B.2, the assessment process described in Section VIII.B.3, and the interview evaluation process described in Sections V.N and VIII.B.4 and rank them in order from the highest to lowest scored on the Validated Eligibility List. The Candidate's written exam score shall constitute 60% of a Candidate's total score, the average assessment score shall constitute 20% of a Candidate's total score, and the average interview score shall constitute 20% of a Candidate's total score. To the extent names remain on the list, HRD shall use such Validated Eligibility List to fill vacant Sergeant Positions in order of ranking for a period of up to two years after the creation of such Validated Eligibility List.

C. Deputy Commanders. Prior to the creation of the interview list, all Candidates who are placed on a Validated Eligibility List for a Sworn Deputy Commander Position will be assessed by a third party, professional assessment center specializing in assessing candidates for promotional and/or high level public safety positions. The names of only those Candidates who are ranked as the top three Candidates by the assessment center for each available Sworn Deputy Commander Position will be placed on the interview list.

D. Commanders. Prior to the creation of the interview list, all Candidates who are placed on a Validated Eligibility List for a Sworn Commander Position will be assessed by a third party, professional assessment center specializing in assessing candidates for promotional and/or high level public safety positions. The names of only those Candidates who are ranked as the top three Candidates by the assessment center for each available Sworn Commander Position will be placed on the interview list.

E. Governing Provisions. With respect to hiring for all Sworn Positions, the District will follow all requirements of any applicable CBA, the Personnel Rules, General Order, and Title 3 (Police Regulations) of the Code.

IX. SEASONAL POSITIONS

The District shall follow the General Hiring Process when hiring for Seasonal Positions with the following modifications:

A. Prior Seasonal Workers. With respect to any then current posting for Seasonal Positions, workers who worked in Seasonal Positions in the immediately preceding year shall be excluded from the interview and randomization requirements described in the General Hiring Process, provided, however, that the following requirements are met:

1. Application. Prior employee in Seasonal Position must apply through ATAS for currently posted Seasonal Position. Seasonal Position must be the same Seasonal Position prior employee held in immediately prior year. Prior employee must meet all Minimum Qualification requirements.

2. Rehire Recommendation. Prior employee in Seasonal Position must have been recommended for rehire on Performance Evaluation form for immediately prior year.

3. Final Screening and Other Steps. Prior employee in Seasonal Position must go through the remaining steps of the General Hiring Process: Final Screening (Section V.Q), Offers of Employment (Section V.R), and Post-Offer Testing (Section V.S); provided, however, that the reference check described in Section V.Q.2 shall be at the discretion of HRD.

B. Selection of Applicants Not Previously Employed in Seasonal Positions. Following the last Candidate interview, if a selection meeting is not held, HRD will rank the Candidates using the Interview Panel Ranking Form based on interviewers' scores on the Interview Evaluation Forms. If a selection meeting is not held, the highest ranking Candidates on the Interview Panel Ranking Forms will be selected for the available Seasonal Positions. Candidates with tie scores will be subject to a computerized randomization process. The Director of HRD may, in his or her discretion, set a minimum numeric score which such Candidates for Seasonal Positions must receive on the Interview Panel Ranking Form in order to be considered eligible for employment, provided such minimum score will be determined prior to the interviews and completion of the Interview Panel Ranking Forms, and the Interview Panel will not be advised of the minimum score to be applied. The Director of HRD shall communicate any minimum score in writing to the Director of Compliance prior to the interviews.

X. POLICIES

A. Temporary Assignments and Location. Alterations in assignments and work locations for District personnel shall be decided based on the operational and business needs and goals of the District in accordance with the Personnel Rules, any applicable CBA and the Supplemental Policies Manual. A Temporary Assignment may not exceed the maximum period of time specified in the Supplemental Policies Manual. Changes in assignments and work locations of employees will not be made based on Political Reasons or Factors.

B. Performance Evaluations. Performance Evaluations shall be conducted in accordance with the Personnel Rules, any applicable CBA and the Supplemental Policies Manual, and performance evaluations of employees will not be based on Political Reasons or Factors.

C. Training. Training of employees shall be conducted in accordance with the Personnel Rules, any applicable CBA and the Supplemental Policies Manual, and no training will be provided or denied to employees based on Political Reasons or Factors.

D. Compensatory Time and Overtime. Compensatory Time and Overtime will be awarded and earned in accordance with the Personnel Rules, any applicable CBA, the Supplemental Policies Manual and applicable law. Compensatory Time and Overtime for employees may not be awarded or withheld based on Political Reasons or Factors.

E. Discipline. Discipline will be administered in accordance with the Personnel Rules, any applicable CBA and the Supplemental Policies Manual. Discipline of employees will not be based on any Political Reasons or Factors.

F. Resident Watchmen Program. Employees will be selected for the Resident Watchmen Program in accordance with the Supplemental Policies Manual, and the selection of employees will not be based on Political Reasons or Factors.

G. Desk Audits. Desk Audits will be performed in accordance with the Personnel Rules, any applicable CBA and the Supplemental Policies Manual. Desk audits of employees will not be based on Political Reasons or Factors.

H. Transfers. Transfers of District personnel shall be decided based on the operational and business needs and goals of the District in accordance with Section VIJ, the Personnel Rules, any applicable CBA and the Supplemental Policies Manual. Transfers of employees will not be made based on Political Reasons or Factors.

I. Third Party Providers. Any third party vendor selected for the purposes described within this Employment Plan shall be required by contract to follow all applicable laws, rules, and regulations applicable to services or products provided by such third party vendor to the District. No District employee or any agent acting on behalf of the District, may participate in or attempt to influence the hiring decisions of any temporary employment agency, unrelated not-for-profit agency, for-profit contractor or other organization or entity either performing or engaged to perform services for the District based on Political Reasons or Factors.

XI. CONCLUSION

The District is committed to continuing its practices of being an equal opportunity employer, hiring qualified candidates and the prohibition of Unlawful Political Discrimination with respect to all Employment Actions. This Employment Plan is intended to create transparent and workable new processes and procedures that meet the business needs of the District and comply with legal requirements. It is not possible to anticipate and address every situation that may give rise to Unlawful Political Contact or Unlawful Political Discrimination, and the District is prepared to comply with the spirit of the law to meet those situations in the future.

Exhibit List

Exhibit II.1	Authorization to Hire Form
Exhibit II.2	Contact Log Reporting Form
Exhibit II.3	Exempt List
Exhibit II.4	Highly Recruited Positions List
Exhibit II.5	Interviewer Evaluation Form
Exhibit II.6	Interview Panel Ranking Form
Exhibit II.7	Job Description Form
Exhibit II.8	No Political Consideration Certification
Exhibit II.9	Request to Hire Form
Exhibit VIII.A.6	Oral Interview Rating Form for Sworn Positions

EXHIBIT II.1

Department of Human Resources Authorization to Hire Form

The Forest Preserve District of Cook County is an Equal Opportunity Employer. A person may not be discriminated against based on race, color, religion, sex, age, sexual orientation, physical or mental disabilities, unfavorable discharge from military service, parental status, national origin, ancestry, source of income, marital status, or any other protected class.

Name Last, First	Position Name	Position ID Number	Sex	Race	Department	New Hire (NH) Promotion (P) Seasonal (S) Former (F) Exempt (E)	Expected Salary Offer	Superintendent's Comments

Authorization to Hire Routing Signatures

Department Head-	Date	Signature
_____	_____	_____
General Superintendent	Date	Signature
_____	_____	_____

EXHIBIT II.2

CONFIDENTIAL
Office of the Independent Inspector General
 69 West Washington Street, Suite 1160
 Chicago, Illinois 60602

POLITICAL CONTACT LOG

NOTICE

It is prohibited by law and the policies of Cook County government and the Forest Preserve District of Cook County to take any employment action for any position (such as hiring, promoting, demoting, transferring, terminating, imposing discipline or awarding overtime) based on political factors or considerations *unless* the position is considered by court order to be "exempt."

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or non-exempt positions, have a duty to report *any* contact they have with any politically-related person or organization, or with any individual acting on behalf of such person or organization, if that contact involves an attempt to inquire about or affect an employment action involving an applicant or employee who is applying for or holds a non-exempt position.

This form serves as notification and an official record of any contact you may have received from a politically related person or organization. If you are contacted or know about such a contact, you are required to immediately complete this form and return it directly to the Office of the Independent Inspector General (the "OIIG") by hand delivery or mail to 69 W. Washington Street, Suite 1160, Chicago, IL 60602-3007, or by facsimile at (312)603-9948 and to the Compliance Administrator by hand delivery or mail to 69 W. Washington Street, Suite 840, Chicago, IL 60602-3007, or by facsimile at (312) 603-9505. You are not required to assess whether the contact is illegal; rather, you are *only* required to report its occurrence. Please provide all the information requested by this form. If you have any question, please contact the OIIG at 312-603-0350 and/or your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:
Method of Contact: <input type="checkbox"/> Written <input type="checkbox"/> Phone <input type="checkbox"/> Personal <input type="checkbox"/> Other:	
Name of Political/Other Organization (See note 1 below):	
Name of Employee or Applicant Referenced:	
Position Applied for and Department Referenced:	
Employment Action Referenced (See note 2 below):	
Please describe contact in detail (all information received and given). Attach a copy of letter, memo, e-mail etc.	
(Please use another sheet if necessary)	
Date of Log Entry:	
Print Your Name:	Title:
Sign Your Name:	Telephone:

1. A "Politically-related Person or Organization" is defined as any elected or appointed public official or any person employed by, acting as an agent of, affiliated with, promoting or representing any elected or appointed public official or any political organization or politically-affiliated group.
2. Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, transfer, demotion, promotion, detail, termination, discipline, recall, reemployment, reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment.

EXHIBIT II.3

Fifth Amended List of Exempt Positions for the Forest Preserve District of Cook County

1. Administrative Analyst IV
2. Assistant to the General Superintendent for Labor Matters
3. Assistant to the General Superintendent for Real Estate & Administration
4. Assistant to the General Superintendent for Special Projects
5. Chief Attorney
6. Chief Financial Officer
7. Chief of Police
8. Comptroller
9. Deputy Chief Attorney
10. Deputy Chief of Police
11. Deputy Director of Conservation & Experiential Programing
12. Deputy Director of Permits, Concessions & Volunteer Resources
13. Deputy Director of Planning and Development
14. Deputy Director of Resource Management
15. Deputy Superintendent
16. Director of Budget and Management
17. Director of Communications
18. Director of Conservation & Experiential Programming
19. Director of External & Strategic Initiatives
20. Director of Financial and Information Technology
21. Director of Fleet & Facilities Maintenance
22. Director of Human Resources
23. Director of Landscape Maintenance
24. Director of Permits, Concessions & Volunteer Resources
25. Director of Planning and Development
26. Director of Resource Management
27. Executive Assistant
28. General Superintendent
29. First Deputy Chief of Police
30. Maintenance Superintendent II
31. Manager of Volunteer Resources
32. Purchasing Agent

EXHIBIT II.4

Highly Recruited Positions List

1. Assistant to the Deputy Superintendent for Special Projects
2. Internal Auditor
3. Real Estate Agent
4. Regional Superintendent
5. Regional Superintendent
6. Regional Superintendent
7. Regional Superintendent

EXHIBIT II.5



Department of Human Resources Interview Evaluation Form

The Forest Preserve District of Cook County is an Equal Opportunity Employer. A person may not be discriminated against based on race, color, religion, sex, age, sexual orientation, physical or mental disabilities, unfavorable discharge from military service, parental status, national origin, ancestry, source of income, marital status, or any other protected class.

Candidate's Printed Name _____

Title of Position Being Sought _____

Hiring Department _____ Interview Date _____

Ability and willingness to work the required hours	YES	NO
Ability and willingness to do the required work	YES	NO
Ability and willingness to work at the proposed assigned location	YES	NO

Understanding of the Position	Comments
1- Far below requirements	_____
2-Slightly below requirements	_____
3-Meets requirements	_____
4-Slightly above requirements	_____
5-Far above requirements	_____
Score _____	

Prior Related Work Experience	Comments
1-Far below requirements	_____
2-Slightly below requirements	_____
3-Meets requirements	_____
4-Slightly above requirements	_____
5-Far above requirements	_____
Score _____	

Results on any Applicable Ability Test	Comments
1-Far below requirements	_____
2-Slightly below requirements	_____
3-Meets requirements	_____
4-Slightly above requirements	_____
5-Far above requirements	_____
Score _____	

Evaluations and Job Performance of Current FPD Employee

Comments

- 1-Far below requirements _____
- 2-Slightly below requirements _____
- 3-Meets requirements _____
- 4-Slightly above requirements _____
- 5-Far above requirements _____

Score _____

Overall Qualification for Position

Comments

- 1- Far below requirements _____
- 2-Slightly below requirements _____
- 3-Meets requirements _____
- 4-Slightly above requirements _____
- 5-Far above requirements _____

Score _____

Final Rating

Sum of Scores _____ Divided by # of Ratings Used _____ = **Final Rating Score**= _____

Additional Comments:

Any additional rating information should accompany this form

I hereby certify that I have not taken political reasons or factors into consideration in evaluating the candidate whose name is listed above.

Interviewer's Printed Name _____

Interviewer's Signature _____ **Date** _____

Interviewer's Title _____



**Department of Human Resources
Interview Evaluation Form
Seasonal**

The Forest Preserve District of Cook County is an Equal Opportunity Employer. A person may not be discriminated against based on race, color, religion, sex, age, sexual orientation, physical or mental disabilities, unfavorable discharge from military service, parental status, national origin, ancestry, source of income, marital status, or any other protected class.

Ability and willingness to work the required hours	YES	NO
Ability and willingness to do the required work	YES	NO
Ability and willingness to work at any location	YES	NO

-----ALL QUESTIONS-----
[TBD]

+++++

Rating Criteria:

- 1 – Far below requirements
- 2 – Slightly below requirements
- 3 – Meets requirements (WHOLE NUMBERS ONLY)
- 4 – Slightly exceeds requirements
- 5 – Far above requirements

(CIRCLE CHOICE)

Understanding of the position	1	2	3	4	5
Prior related work experience	1	2	3	4	5
Overall qualification for position	1	2	3	4	5

Final Rating: Sum of scores _____ divided by 3 = Final Rating Score: _____

Comments: _____

I hereby certify that I have not taken political reasons or factors into consideration in evaluating the candidate whose name is listed above.

Interviewer's Printed Name: _____

Interviewer's Signature: _____ **Date:** _____

Interviewer's Title: _____

EXHIBIT II.6



**Forest Preserve District of Cook County
Department of Human Resources**

Interview Panel Ranking Form

Position: _____

Number of Positions¹: _____

HRD Minimum Score: Yes _____ No

Selection Meeting Date: _____

Basis of Eligibility: Scores Only Scores Plus (HR notes attached)

Rank

Candidate Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

¹ If more than 1 position is being filled, Interview Panel will rank a total number of candidates equal to the number of positions being filled plus three on this Form.

Interview Panel:

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.

Printed Name
Date: _____

Signature

Printed Name
Date: _____

Signature

Printed Name
Date: _____

Signature

Human Resources Representative

Printed Name
Date: _____

Signature

EXHIBIT II.7

FOREST PRESERVE DISTRICT OF COUNTY OF COOK

Forest Preserve District
Office of Personnel
536 N. Harlem
River Forest, Illinois 60305



Job Code: XXXX
Salary Grade: XX

STANDARD JOB DESCRIPTION

[INSERT POSITION TITLE]

Job Summary

[Describe general duties, reporting structure.]

Typical Duties

[Include typical responsibilities.]

Minimum Qualifications

[Include any basic, minimum qualifications for the position (e.g. level of education, years of experience, certifications, etc.).]

Preferred Qualifications

[Specify if any preferred qualifications.]

Knowledge, Skills, Abilities and Other Characteristics

[Include basic abilities (e.g. ability to write, good interpersonal skills, ability to work with employees at all levels)]

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

General District Employment Requirements

- PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW.
- MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

EXHIBIT II.8



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 II.9



REQUEST TO HIRE
FPD HUMAN RESOURCES DEPARTMENT
(Please Type)

HR Control # _____

DEPT # _____ DEPARTMENT _____

TITLE _____

JOB CODE _____

FUND # Full-time Seasonal Year-Round PT
110 129 130

POSITION ID # _____

BUSINESS UNIT # _____

BUDGETED SALARY _____

Is this position part of a bargaining unit? YES NO

If so, which unit? _____

How will this position be filled? Internal Only Posting

Internal/External Posting

Please attach justification to hire letter, include any rationale for internal only posting. Please also indicate if Position will have second round interview.

DEPT HEAD _____
Signature Date

CHIEF FINANCIAL OFFICER _____
Signature Date

SUPERINTENDENT _____
Signature Date

Submit to FPDCC Director Human Resources

Human Resources Department use only

_____ to Selection
date

_____ to Department
date

(Revised 3/2012)

EXHIBIT VIII.A.6



**Department of Human Resources
Oral Interview Rating Form for Sworn Positions**

The Forest Preserve District of Cook County is an Equal Opportunity Employer. A person may not be discriminated against in employment based on race, color, religion, sex, age, sexual orientation, physical or mental disabilities, unfavorable discharge from military service, parental status, national origin, ancestry, marital status, or any other legally protected status.

Candidate's Name (Please Print): _____

Title of Position Being Sought _____

Hiring Department _____ Interview Date _____

Instructions to Interviewers: All questions asked during the interview should be aimed at determining whether the Candidate is capable of performing the duties of the position, including whether the Candidate has the minimum and preferred qualifications described in the job description. All Candidates must be evaluated based on the job-related criteria described below. Any Candidate who receives a failing score under Section A or B below will not be eligible for further consideration for employment.

A. Based on your interview of this Candidate, do you feel he or she possesses:

The ability and willingness to work the required hours? YES NO

The ability and willingness to do the required work? YES NO

The ability and willingness to work at the proposed assigned location? YES NO

The minimum qualifications contained in the job description? YES NO

Explain the basis on which you have answered NO to any of the above questions: _____

Pass= A response of YES to all of the above questions.

Fail= A response of NO to any of the above questions.

B. Please rate the Candidate on all of the following job-related criteria (Any rating of 1 or 5 must be explained in the comment section.):

Understanding of the Position	Comments
1- Below requirements	_____
2-Slightly below requirements	_____
3-Meets requirements	_____
4-Above requirements	_____
5-Far above requirements	_____

Score _____

Prior Related-Work Experience

Comments

1-Below requirements

2-Somewhat below requirements

3-Meets requirements

4-Above requirements

5-Far above requirements

Score _____

Overall Qualification for Position

Comments

1- Below requirements

2-Somewhat below requirements

3-Meets requirements

4-Above requirements

5-Far above requirements

Score _____

Sum of Scores _____

Pass= A Final Rating Score of Nine (9) or greater

Fail= A Final Rating Score less than Nine (9)

Additional Comments:

Any additional rating information should accompany this form

Forest Preserve District of Cook County 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 employment action(s) identified in the document. 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.

Interviewer's Printed Name _____

Interviewer's Signature _____ Date _____

Interviewer's Title _____