

**TWELFTH AMENDED AND RESTATED
FOREST PRESERVE DISTRICT
EMPLOYMENT PLAN
DATED
May 5, 2023**

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I. INTRODUCTION

This Employment Plan sets forth the general principles that govern the hiring and employment policies and procedures for the Forest Preserves District of Cook County (“District”). 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 the District’s Human Resources Department (“HRD”).

Applicant Tracking and Application System (“ATAS”): The electronic employment application system implemented by the County and used in the hiring of the District’s employees.

Authorization to Hire Form: The form signed by the General Superintendent and the Department Head granting authority to the Director of HRD and their 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 1.

Board: The Board of Commissioners of the District.

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

Candidate: An Applicant whose name is included on the Interview Panel Ranking Form pursuant to Section V. of this Employment Plan.

Code: The Cook County Forest Preserve District Code.

Collective Bargaining Agreement (“CBA”): 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 compromised or may appear to be compromised because of an actual or potential clash between a person’s self-interest and their professional or public interest.

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

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.

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 legal document required pursuant to the Supplemental Relief Order resulting from *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 ("*Shakman*").

Exempt List: The list of all Exempt Positions, as such list may be amended from time to time as provided in Section VII. The Exempt List is attached and posted on the District's website.

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 is 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.

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 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 4.

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

Human Resources Department ("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.

Incident Report: The report prepared by the Director of Compliance upon completion of their investigation pursuant to Section IV.

Internal Applicant: An Applicant who applies for a Position and who is actively

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

employed by the District at the time of application.

Interview 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. A copy of the current Interview Evaluation Form, which may be amended from time to time, is attached as Exhibit 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. A copy of the current Interview Panel Ranking Form, which may be amended from time to time, is attached as Exhibit 7.

Job Code: A code assigned to each job title.

Job Description: The written description that describes the Minimum Qualifications and Preferred Qualifications, if applicable, of the current responsibilities of a Position and the knowledge, skills, 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 8.

Minimum Qualifications (“MQ”): The specific qualifications that an Applicant or Candidate must possess to be considered for employment in a Position.

No Political Consideration Certification (“NPCC”): The certification that, to the signer’s knowledge and agreement, no Political Reasons or Factors have been or will be taken into consideration or have or will influence the Employment Action involved. 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 9.

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

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

Office of the Independent Inspector General (“OIIG”): The independent Cook County office which detects, deters, and prevents corruption, fraud, waste, mismanagement, unlawful political discrimination, and misconduct in the operation of Cook County government.

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

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.

Political Contact Log: The log maintained by the OIIG 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 2.

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 (“PQ”): 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 Minimum Qualification and Preferred Qualifications, if applicable, for a Position.

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

Promotion: The hiring of a current District employee to a higher graded position than their current position through the General Hiring Process.

Ranked Validated Eligibility List: The list of Candidates who have been validated, interviewed, and ranked pursuant to Section V. A copy of the current Ranked Validated Eligibility List Form, which may be amended from time to time, is attached as Exhibit 6.

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 retitled and/or reclassified to another lower or higher classification.

Request to Hire (“RTH”): The form completed by a Department Head, approved by the Chief Financial Officer or designee and General Superintendent, and submitted to HRD, 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 10.

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

Seasonal Positions: Positions that are for seasonal employment.

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.

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 (“SRO”): 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 Police 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 to another.

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.

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 they may be qualified in lieu of remaining in their 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 they are 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 recommendations 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 the 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 their 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 an 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 conflicts 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 for five business days. 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, they 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 their 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 an exhibit 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 and Supplemental Policies Manual; (b) maintaining and reviewing the Exempt List to ensure continued compliance; (c) accepting complaints related to Employment Actions and this Employment Plan and Supplemental Policies Manual; (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) 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, they 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 they are 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 they are 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 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, Supplemental Policies Manual 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, unless specifically prohibited by applicable law.

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, they 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 review the matter to determine whether an investigation is necessary. An investigation may 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, they 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 their 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 their 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 employment action related process (if applicable) and recommend 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. OIIG Investigation Reports.

1. OIIG Investigation and Report. Allegations of Political Contacts and Unlawful Political Discrimination shall be referred to OIIG unless specifically prohibited by law. The OIIG will receive the referral in accordance with any applicable ordinance and act pursuant to their authority. At the conclusion of any investigation conducted following such referral, the OIIG will submit an OIIG Summary Report containing their 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 Response. 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 Response, 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 Response. The General Superintendent Response shall be made available to the public upon written request to the Director of Compliance. The District will provide the requested General Superintendent Response in the same manner as requested within 30 days of the request. The District will place notice of such availability and procedure for requesting a response on its website. The General Superintendent Responses that are available to the public shall not include any names or other personally identifiable information. A copy of the General Superintendent Responses 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 their designee shall maintain a list of individuals who are disqualified or ineligible for employment with the District based on the reasons listed in the Personnel Rules. Such individuals shall remain on the Do Not Hire List for a period of time required by the Personnel Rules or as otherwise determined by the Director of HRD in consultation with the District's Chief Attorney. 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; provided, however, that any Applicant who is ineligible for inclusion on the Validated Eligibility List or Ranked 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 or Ranked Validated Eligibility List. The basis for such ineligibility shall be documented on the ATAS when applicable. The Director of Compliance shall be notified 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.

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 District staff locations. 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 conducted by the Director of Compliance.

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. All recruiting consultants retained to recruit and any individuals retained by such recruiting consultants who perform recruitment activities as per the Cook County Personnel Rules, 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 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 an 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 to which the person selected for the Position will be assigned and in which they 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 they are 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 their 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 and the Director of Compliance 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.

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

C. Preparation of Job Openings on ATAS. The Content Librarian will prepare the Job Openings 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 post Job Openings based on information contained in the RTH and the current Job Description. The Content Librarian shall consult with the Director of HRD to ensure that the Job Description and the RTH 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 Posting on ATAS. The Posting on ATAS 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, if applicable; (f) whether the posted Position is open to Internal Applicants only; (g) the union name (if applicable); (h) the time period during which applications will be accepted; (i) a non-discrimination clause; (j) 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; (k) list of documentation that must be provided at the time of application relating to Veteran's status; (l) a description of any tests that will be administered; and (m) a statement to the effect that the District does not hire for Non-Exempt Positions based on Political Reasons or Factors.

D. Posting of Job Openings. All ATAS posted Positions will be posted in compliance with the following:

1. Posting Locations. All Job Openings will be posted as described in Section V.A.1.

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

3. Posting Period. All Job Openings 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 posted Position 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 their name will not be included on the Preliminary Eligibility List.

F. Permitted Contacts from Applicants. Applicants may contact HRD or the Director of Compliance 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 Prescreening Questions on ATAS. Applicants who indicate they do not have all of the Minimum Qualifications will be disqualified for that application process. The same 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.

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 may 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 their 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 (2-20). In the event there are 2-20 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 their 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 (21 and Over). In the event there are 21 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 their 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 only contained on the online 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 information concerning the Applicant's work experience, education and skills contained on the online application and, if applicable resume. In the

event there is a conflict or inconsistency of the information provided by the Applicant 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 their 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 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 their name will be removed from the Preliminary Eligibility List. The resulting list is called the Validated Eligibility List and comprises the candidates who are eligible for interviews.

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, they 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 the purpose 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 may 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 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 and one panel member shall represent racial, diversity, equity and inclusion initiatives No one on the interview panel shall have a subordinate relationship to the Position being interviewed with the exception of instances where a Human Resources representative must substitute for a

panel member with the approval of the Director of Compliance. 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 or designee 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.

3. Interview Questions. The Department Head will prepare a list of interview questions relating to each Position for approval by HRD. Approved questions shall be considered and treated as confidential, and they may not be disclosed to anyone other than the Director of HRD, their designee, or the DOC prior to the interviews. The questions must be based on the job duties of the Position and designed to assess the Candidate's job-related qualifications, skills, and suitability for employment with the District. 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. License and Certification Verification. All Candidates will be required to produce required documents (e.g., current driver's license, diploma, school transcript, certifications, etc.) on the Job Openings listed on ATAS. 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 their 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, receiving all applicable interview documents. The Director of HRD or their 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 or designee and/or the Director of Compliance 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 they 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 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 Job Opening. 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, when reasonable, 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 their opinion regarding the Candidates. However, any panel member who was substituted due to a Conflict of Interest, as set forth in Section V.N.2(b), shall not opine, discuss or otherwise participate in the selection or rejection of the Candidate for whom the Conflict of Interest exists. The Director of HRD may, in their 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 interview panel will discuss the Candidates interviewed who have received a minimum score on the Ranked Validated Eligibility List. 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 Candidates who will be included on the Interview Panel Ranking Form signed by all of the interviewers.

b. Documentation of Selection Meeting. If the interview panel ranks candidates on factors other than scores, the Director of HRD or their 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. If a current seasonal employee (“Seasonal Employee”) is a candidate on the Eligibility List then before making a conditional offer of employment, the Director of HRD or their designee will confirm with the Department Head of the seasonal employee that the seasonal employee is currently eligible for rehire. If the Seasonal Employee would not be eligible for rehire, then the Seasonal Employee shall be removed from the Eligibility List.

2. Second-Round Interview. Notwithstanding the above, Candidates for Non-Exempt Positions 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 interview questions pre-approved by HRD. After the second-round interviews, the Department Head and the General Superintendent, or the General Superintendent’s designee) may 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 or designee 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. Employment Verification.

a. External Applicants. HRD shall contact at least one professional (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 their 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 their 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 reprimands; (b) two written reprimands; or (c) a suspension during the eighteen (18)-month period prior to their application for a Position shall not be considered eligible for the Position and shall not be extended an offer of employment. Further, any employee on an Interview Panel Ranking Form who has received discipline consisting of (a) three verbal reprimands; (b) two written reprimands; or (c) a suspension since the Application Process and/or interview for the Position shall no longer be considered eligible for the Position and shall not be extended an offer of employment. The Director of HRD will document for the file the basis of their 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 approval by the Department Head and General Superintendent. 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. 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 their continued employment is contingent on the receipt of satisfactory results of such test, and that they will be subject to immediate termination if and when an unsatisfactory test result is received. If the District obtains any information that discloses behavior of Candidate which is

contrary to Cook County Personnel Rules or if the Candidate fails to comply with written directions regarding the hiring process as set forth by the District, the District may rescind the Offer of Employment to the Candidate.

2. Unaccepted Offer. If a selected Candidate is found to be ineligible after the final screening or post-offer testing, the next highest ranked Candidate on the Interview Panel Ranking Form, and if necessary, the other Candidate(s) in ranked order, will be screened pursuant to Section V.Q and offered employment if eligible. If a Candidate declines an offer of employment but seeks to remain on the Interview Panel Ranking Form, that Candidate may move behind the last ranked Candidate for the duration of the Interview Panel Ranking Form.

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 may 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. Drug test results that indicate the use of a controlled substance and/or a prescribed medication that prevents and/or impairs the individual's ability to adequately perform the essential functions of the position being sought 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 a contingent 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 their suitability for the Position, the matter will be referred to the District's legal counsel for an investigation and determination. The District's Chief Attorney or their 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 contingent 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 their 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.

5. If the District obtains any information that discloses behavior of Candidate which is contrary to Cook County Personnel Rules or if the Candidate fails to comply with written directions regarding the hiring process as set forth by the District, the District may rescind the Offer of Employment to the Candidate.

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. The General Superintendent shall forward such certification to the Director of Compliance and the Director of Human Resources. 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 individual hired as the result of an Emergency may be hired based on any Political Reasons or Factors, and NPCCs shall be completed.

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, they 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 their 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 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 unlawful 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 their exempt status shall not change unless they are 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. Police Officer. The following procedures will apply with respect to the hiring of Police Officers:

1. Posting of Vacancies. All vacancies for Police 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. 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 five days in advance HRD, DOC or, at HRD's request, the test provider referenced in Section VIII.A.5 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. ILETSB. Any Candidates who: a) are certified by the Illinois Law Enforcement Training and Standards Board as law enforcement officers and b) are currently employed by a Law Enforcement Agency and/or left in good standing with all Law Enforcement Agencies where they worked—which is defined as not having been terminated, was off probation and with no pending investigation nor any pending discipline at time of separation—are exempt from completing the following steps as set forth below: 1) Written Examination, 2) POWER Test or a similar, approved physical fitness test, and 3) Police Academy. However, these Candidates still must pass the following steps as set forth below: i) interview, ii) Polygraph Testing, iii) Psychological Examination; iv) Background Check, v) Medical Clearance, and vi) Drug Testing. Further, such Candidate may also 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 ILETSB.

5. 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. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

6. POWER Card. Applicant shall provide proof of completing a POWER Test by providing either a valid POWER Card or failed POWER Test results no later than four (4) weeks after being notified that they have passed the written examination. POWER Card must be issued by an agency or institution approved by the Illinois Law Enforcement Training and Standards Board. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

7. Forming Smaller Pools Through Pre-Interview Randomization. After Candidate's submission of proof of completing the POWER Test, HRD may create 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. Further, Applicants who: a) are certified by the Illinois Law Enforcement Training and Standards Board as law enforcement officers and b) are currently employed by a law enforcement agency and/or left in good standing with all law enforcement agencies where they worked, shall not be subject to the computerized randomization process and shall be included in the Primary Eligibility List. The names of Candidates removed from the Validated Eligibility List based on such randomization shall be placed on a Primary Eligibility List, which may be used at a later date pursuant to Section

VIII.A.11.

8. Interview Process. The Department Head will prepare a list of interview questions relating to the position for approval by HRD. Approved questions shall be considered and treated as confidential, and they may not be disclosed to anyone other than the Director of HRD, their designee, or the DOC prior to the interviews. The questions must be based on the job duties of the position and designed to assess the Candidate's job-related qualifications, skills, and suitability for employment. Candidates shall be identified as either passing or failing the interview and shall not be ranked based on interview scores, the interview panel shall use the Interview Evaluation Form for Sworn Positions attached hereto as Exhibit 11 for all interviewees, and the names of Candidates who fail the interview process shall be removed from the Primary Eligibility List. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

9. Polygraph Testing. Candidates whose names remain on the Primary 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 Police Officer. If the polygraph test results indicate the Candidate is not suitable, the District will remove the Candidate's name from the Primary Eligibility List. If the District obtains any information that discloses behavior which is contrary to Cook County Personnel Rules or any other policy governing sworn employees, then the District shall withdraw offer of employment to the Candidate. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

10. Fingerprinting Process. Candidates will undergo fingerprinting that includes a state and federal computerized criminal history inquiry. If the process reveals that the Candidate has been convicted of a felony, the Candidate will be disqualified and removed from further consideration. If the process reveals that a Candidate has been convicted of a misdemeanor, or the District ascertains the information which is disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees, the matter will be referred to the District's Chief Attorney for evaluation and determination of continued eligibility. If the District's Chief Attorney determines that the misdemeanor conviction or information disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees has a negative impact on the selected Candidate's qualifications for employment with the District, the Candidate will be disqualified and removed from further consideration. Further, any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

11. Selection of Candidates for Contingent Offers. If there are fewer Police Officer Positions available than the number of names remaining on the Primary Eligibility List upon completion of the steps described in Section VIII.A.1 through 10, HRD may select the Candidates to be hired by using a computerized randomization process. However, Applicants who: a) are certified by the Illinois Law Enforcement Training and Standards Board as law enforcement officers and b) are currently employed by a law enforcement agency and/or left in good standing with all law enforcement agencies where they

worked, shall not be subject to the computerized randomization process and shall be included on the Primary Eligibility List. If there are more Police Officer Positions available than the number of names remaining on the Primary Eligibility List upon completion of the steps described in Section VIII.A.1 through 10, HRD shall (1) make offers of employment to the Candidates remaining on the Primary Eligibility List, and (2) follow the procedures described in Section VIII.A.19 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 Primary Eligibility List for the Police Officer Position.

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

13. 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 "recommended" by the state licensed psychiatrist or clinical psychologist or the District ascertains the information which is disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees, then the District shall withdraw offer of employment to the Candidate and the District will remove the Candidate's name from the Primary Eligibility List. If the District obtains any information that discloses behavior which is contrary to Cook County Personnel Rules or any other policy governing sworn employees, then the District shall withdraw offer of employment to the Candidate. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

14. Medical Clearance. Candidates must provide medical clearance from their medical provider indicating they are able to perform the essential functions of the Police Officer Position (with or without reasonable accommodation). Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

15. Background Check. Candidates will undergo a background check which may begin at any time in the Police Officer hiring process, as set forth in Sections VIII(A)(3)-(14) above; however, the Background Check must be completed and reviewed by the District's Chief of Police prior to Candidate's entry into the Police Academy. The Background Check includes at least (a) a professional references check, (b) employment reference check for most recent and all relevant positions, (c) a state and federal computerized criminal history inquiry, (d) a fingerprint check, (e) a driver license history inquiry, and (f) social media inquiry. Candidates who provided incorrect, incomplete or misleading information as to a material matter on their application or other documents related to this hiring process 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 Attorney or their designee for an investigation and determination. If the District's Chief Attorney or their designee determines, in consultation with the District's Chief of Police, that the misdemeanor conviction has a negative impact on the selected Candidate's qualifications for employment with the District, the District's Chief Attorney or their designee shall make a written determination—which shall be sent to the General Superintendent, with a copy to the Director of Compliance, the OIIG, and to the Director of Human Resources and included in the Hiring Process File—and the offer of employment will be withdrawn or, if applicable, the individual will be terminated. If the social media inquiry reveals information about that Candidate that is contrary to Cook County Personnel Rules or any other policy governing sworn employees and has a negative impact on the selected Candidate's qualifications for employment with the District, the matter will be referred to District's Chief Attorney or their designee, in consultation with the District's Chief of Police, to determine whether the resulting social media inquiry has a negative impact on the selected Candidate's qualifications for employment with the District, the District's Chief of Police shall make a written determination—which shall be sent to the General Superintendent, with a copy to the Director of Compliance, the OIIG, and the Director of Human Resources, and included in the Hiring Process File—and 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 their criminal record, the offer of employment will be withdrawn or, if applicable, the individual will be terminated. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

16. POWER Test. Any Candidate who must attend the Police Academy must pass the POWER Test or a similar, approved physical fitness test, which shall be administered by a police academy approved by the Illinois Law Enforcement Training and Standards Board to provide such testing. Those Candidates who fail to pass the POWER Test or a similar approved physical fitness test within the required period of time will be considered ineligible, and the contingent offer of employment will be withdrawn. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration for the current hiring process but will remain on the Primary Eligibility List.

17. Drug Testing. Candidates will undergo drug testing as described in Section V.S.1. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

18. 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. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration.

19. Right to withdraw offer of employment. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration. Further, if any report provides information regarding behavior which is contrary to Cook County Personnel Rules or any other policy governing sworn employees, then the District shall withdraw offer of employment to the Candidate.

20. Use of Eligibility Lists

a. Selections from Primary Eligibility List. Candidates whose names remain on the Primary Eligibility List upon completion of the steps described in Section VIII.A.1 through 16 shall remain on the Primary Eligibility List until the earlier occurs of the following events: (i) the District makes an offer of employment for a Police Officer Position to the Candidate, (ii) the Candidate requests removal from the Primary Eligibility List, or (iii) the two year anniversary of the Validated Eligibility List created after the completion of the steps that qualified the Candidates to be placed on the Primary Eligibility List.

b. Preliminary Eligibility List. Until the two year anniversary of the Primary Eligibility List created after the completion of the steps described in Sections VIII.A.1 through 16, if HRD receives a Request to Hire for at least one Police Officer Position and there are no names remaining on the Validated Eligibility List or the Primary Eligibility List, HRD will go back to the Preliminary Eligibility List (Section V.H) and complete steps described in Section VIII.A.2 through 16.

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 hiring process is weighted, and (f) how the written examination will be scored.

2. Informational Session. All Candidates whose names are on the Validated Eligibility List for the Sergeant Position may attend an informational session describing the hiring process. Each Candidate will receive written notice of such informational session at least five days in advance. HRD, DOC or, at HRD's request, the test provider referenced in the Sergeant Job Description shall conduct the informational session. Attendance will be taken at the informational session. 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.

3. ILETSB. Any Candidates who: a) hold valid certification by the Illinois Law Enforcement Training and Standards Board as law enforcement officers, b) are currently employed by a Law Enforcement Agency and/or left in good standing with all Law

Enforcement Agencies where they worked—which is defined as not having been terminated, was off probation and with no pending investigation nor any pending discipline at time of separation—, and c) have held the supervisory title of sergeant or higher for at least 3 years are exempt from completing the Written Examination. However, these Candidates still must pass the following steps as set forth below: i) Candidate Assessment, ii) Interview, iii) Background Check, and iv) Medical Clearance, and v) Drug Testing. Further, such Candidate may also have to meet any additional requirements imposed by the ILETSB for continued or renewed certification.

4. 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 will be made available at the time of posting as well as during the informational session. 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.

5. Candidate Assessment. Candidates whose names remain on the Validated Eligibility List upon completion of the written examination described in Section VIII.B.3 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.

6. Interview Process. The Chief of Police or their designee will prepare a list of interview questions relating to the position for approval by HRD. Approved questions shall be considered and treated as confidential, and they may not be disclosed to anyone other than the Director of HRD, their designee, or the DOC prior to the interviews. The questions must be based on the job duties of the position and designed to determine the Candidate's job-related qualifications, skills, and suitability for the position. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration. All Candidates who fail the Interview Process will be disqualified from further consideration and their names will be deleted from the Validated Eligibility List.

7. Eligibility List. The Director of HRD or their designee will tabulate the total scores of the Candidates after the written examination, the assessment process, and interview process described in Section VIII.B and rank them in order from the highest to lowest scored on the Validated Eligibility List. The Candidate's written exam score shall constitute 30% of a Candidate's total score, the average assessment score shall constitute 30% of a Candidate's total score, and the passing interview score shall constitute 40% 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.

9. Background Check. Candidates will undergo a background check that includes at least (a) a professional references check, (b) employment reference check for most recent and all relevant positions, (c) a state and federal computerized criminal history inquiry, (d) a fingerprint check, (e) a driver license history inquiry, and (f) social media inquiry. The Background Check will be reviewed by the District's Chief of Police. If the Candidate's application and/or a criminal background check reveal that a Candidate has been convicted of a felony, the Candidate will be disqualified from further consideration. If the Candidate's application and/or a criminal background check reveal that a Candidate has been convicted of a misdemeanor, or the District ascertains the information which is disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees, the matter will be referred to the District's Chief Attorney for evaluation and determination of continued eligibility. If the District's Chief Attorney determines that the misdemeanor conviction or information disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees has a negative impact on the selected Candidate's qualifications for employment with the District, the Candidate will be disqualified from further consideration. If the social media inquiry reveals information about that Candidate that is contrary to Cook County Personnel Rules or any other policy governing sworn employees and has a negative impact on the selected Candidate's qualifications for employment with the District, the Chief of Police with consultation of the Chief Attorney will determine whether the Candidate will move forward in the Sergeant Hiring Process.

10. Current District Police Officer. Any Candidate who is a current District Police Officer and a) is in good standing—which is defined as off probation and with no pending investigation nor any pending discipline—is exempt from completing the steps as set forth in Section VIII(B)(9), except for: (i) a fingerprinting process that includes a state and federal computerized criminal history inquiry (ii) a driver license history inquiry, and (iii) social media check. If the Candidate's fingerprinting process or driver license inquiry reveals that a Candidate has been convicted of a felony, the Candidate will be disqualified from further consideration and may be subject to disciplinary procedures. If the fingerprinting process or driver license inquiry reveals that the Candidate has been convicted of a misdemeanor, or the District ascertains the information which is disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees, the matter will be referred to the District's Chief Attorney for evaluation and determination of continued eligibility. If the District's Chief Attorney determines that the misdemeanor conviction or information disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees has a negative impact on the selected Candidate's qualifications for employment with the District, the Candidate will be disqualified from further consideration and may be subject to disciplinary procedures. If the social media inquiry reveals information about that Candidate that is contrary to Cook County Personnel Rules or any other policy governing sworn employees and has a negative impact on the selected Candidate's qualifications for employment with the District, the Chief of Police with consultation of the Chief Attorney will determine whether the Candidate will move forward in the Sergeant Hiring Process.

C. Deputy Commanders. The following procedures will apply for the hiring of Deputy Commanders:

1. Posting of Vacancies. All vacancies for Deputy Commander will be posted as required in Section V.D for a minimum of 30 days.
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-L.
3. Interview Process. The Chief of Police or their designee will prepare a list of interview questions relating to the position for approval by HRD. Approved questions shall be considered and treated as confidential, and they may not be disclosed to anyone other than the Director of HRD, their designee, or the DOC prior to the interviews. The questions must be based on the job duties of the position and designed to determine the Candidate's job-related qualifications, skills, and suitability for employment. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration. All Candidates who fail the Interview Process will be disqualified from further consideration and their names will be deleted from the Validated Eligibility List.
4. Assessment. The top 5 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.
5. Eligibility List. The Director of HRD or their designee will tabulate the total scores of the Candidates after the Assessment and the interview evaluation process and rank them in order from the highest to lowest scored on the Validated Eligibility List. The Candidate's interview score shall constitute 40% of a Candidate's total score and the average assessment score shall constitute 60% of a Candidate's total score. To the extent names remain on the list, HRD shall use such Validated Eligibility List to fill vacant Sworn Deputy Commander Positions in order of ranking for a period of up to two years after the creation of such Validated Eligibility List.
6. Background Check.
 - a. If not an internal Applicant, Candidate will undergo a background check that includes at least (a) a professional references check, (b) employment check for most recent, but not current employer, (c) a state and federal computerized criminal history inquiry, (d) a fingerprint check, (e) a driver license history inquiry, and (f) social media inquiry. The Background Check will be reviewed by the District's Chief of Police.
 - b. Any Candidate who is a current District Sworn employee and is in good standing—which is defined as off probation and with no pending investigation nor any pending discipline—are exempt from completing the steps as set forth in this Section VIII(C)(6), except for (i) a fingerprinting process that includes a state and federal computerized criminal history inquiry, (ii) driver license history inquiry, and (iii) social media inquiry. The Background Check will be reviewed by the District's Chief of Police.

If the Candidate's fingerprinting process or driver license inquiry reveals that a Candidate has been convicted of a felony, the Candidate will be disqualified from further consideration and may be subject to disciplinary procedures. If the fingerprinting process or driver license inquiry reveals that the Candidate has been convicted of a misdemeanor, or the District ascertains the information which is disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees, the matter will be referred to the District's Chief Attorney for evaluation and determination of continued eligibility. If the District's Chief Attorney determines that the misdemeanor conviction or information disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees has a negative impact on the selected Candidate's qualifications for employment with the District, the Candidate will be disqualified from further consideration and may be subject to disciplinary procedures. If the social media inquiry reveals information about that Candidate that is contrary to Cook County Personnel Rules or any other policy governing sworn employees and has a negative impact on the selected Candidate's qualifications for employment with the District, the Chief of Police with consultation of the Chief Attorney will determine whether the Candidate will move forward in the Deputy Commander Hiring Process.

D. Commanders. The following procedures will apply for the hiring of Commanders:

1. Posting of Vacancies. All vacancies for Commander will be posted as required in Section V.D for a minimum of 30 days.
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-L.
3. Interview Process. The Chief of Police or their designee will prepare a list of interview questions relating to the position for approval by HRD. Approved questions shall be considered and treated as confidential, and they may not be disclosed to anyone other than the Director of HRD, their designee, or the DOC prior to the interviews. The questions must be based on the job duties of the position and designed to determine the Candidate's job-related qualifications, skills, and suitability for employment. Any Candidate who fails to comply with written directions regarding the hiring process as set forth by the District may be disqualified from further consideration. All Candidates who fail the Interview Process will be disqualified from further consideration and their names will be deleted from the Validated Eligibility List.
4. Assessment. The top 5 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.
5. Eligibility List. The Director of HRD or their designee will tabulate the total scores of the Candidates after the Assessment and the interview evaluation process and rank them in order from the highest to lowest scored on the Validated Eligibility List. The Candidate's interview score shall constitute 40% of a Candidate's total score and the average assessment score shall constitute 60% of a Candidate's total score. To the extent names remain on the list, HRD shall use such Validated Eligibility List to fill vacant Sworn Commander Positions in order of ranking for a period of up to two years after the creation of such

Validated Eligibility List.

6. Background Check.

a. If not an internal Applicant, Candidate will undergo a background check that includes at least (a) a professional references check, (b) employment check for most recent, but not current employer, (c) a state and federal computerized criminal history inquiry, (d) a fingerprint check, (e) a driver license history inquiry, and (f) social media inquiry. The Background Check will be reviewed by the District's Chief of Police.

b. Any Candidate who is a current District Sworn employee and is in good standing—which is defined as off probation and with no pending investigation nor any pending discipline—are exempt from completing the steps as set forth in this Section VIII(D)(6), except for (i) a fingerprinting process that includes a state and federal computerized criminal history inquiry, (ii) driver license history inquiry, and (iii) social media inquiry. The Background Check will be reviewed by the District's Chief of Police.

If the Candidate's fingerprinting process or driver license inquiry reveals that a Candidate has been convicted of a felony, the Candidate will be disqualified from further consideration and may be subject to disciplinary procedures. If the fingerprinting process or driver license inquiry reveals that the Candidate has been convicted of a misdemeanor, or the District ascertains the information which is disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees, the matter will be referred to the District's Chief Attorney for evaluation and determination of continued eligibility. If the District's Chief Attorney determines that the misdemeanor conviction or information disclosed is contrary to Cook County Personnel Rules or any other policy governing sworn employees has a negative impact on the selected Candidate's qualifications for employment with the District, the Candidate will be disqualified from further consideration and may be subject to disciplinary procedures. If the social media inquiry reveals information about that Candidate that is contrary to Cook County Personnel Rules or any other policy governing sworn employees and has a negative impact on the selected Candidate's qualifications for employment with the District, the Chief of Police with consultation of the Chief Attorney will determine whether the Candidate will move forward in the Deputy Commander Hiring Process.

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. Former Seasonal Employees. With respect to the posting of Seasonal Positions, applicants who worked in the same Seasonal Position in the 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. Former Seasonal Employee in the same Seasonal Position must apply through ATAS for currently posted Seasonal Position. Seasonal Position must be the same Seasonal Position Former Seasonal Employee held in the preceding year. These Former Seasonal Employees must meet all Minimum Qualification requirements.
2. Rehire Recommendation. Former Seasonal Employee must have been recommended for rehire in the preceding year in that position on their Performance Evaluation form. In cases when no Performance Evaluation was submitted by the hiring Department, Former Seasonal Employee will be rehired provided they were not terminated.
3. Final Screening and Other Steps. Former Seasonal Employee 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 employment verification described in Section V.Q.2 shall be at the discretion of HRD.

B. Subsequent Posting Process. In the event there are insufficient Applicants to form a complete Applicant pool for a Seasonal Position that was posted within six (6) months, the District may conduct an accelerated hiring process as follows:

1. The District shall post the Seasonal Position on Taleo.
2. The District may engage in job fairs with Taleo applications submitted on-site.
3. The District may conduct validations of the Taleo applications on-site and as per the Validation process set forth in Section V.J-K.1.
4. The District may conduct on-site interviews of applicants who qualify per the Validation process. The interview process will be conducted pursuant to Section V.N.

C. Selection of Applicants Interviewed for Seasonal Positions. Following the last Candidate interview, if a selection meeting is not held, HRD will rank the Candidates using the Ranked Validated Eligibility List based on interviewers' scores on the Interview Evaluation Forms. If a selection meeting is not held, the highest-ranking Candidates on the Ranked Validated Eligibility List 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 their discretion, set a minimum numeric score which such Candidates must receive on the Ranked Validated Eligibility List in order to be considered eligible for employment. Such a minimum score will be determined prior to the interviews and completion of the Ranked Validated Eligibility List, and the Interview Panel will not be advised of the minimum score to be applied. The Director of HRD shall communicate any minimum score to the Director of Compliance prior to the interviews.

X. POLICIES

A. Temporary Assignments and Location. Adjustments 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, Additional Time, and Overtime. Compensatory Time, Additional Time and Overtime will be earned in accordance with the Personnel Rules, any applicable CBA, the Supplemental Policies Manual, District Policies, and applicable law. Compensatory Time, Additional Time and Overtime for employees may not be issued 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 VI.J, 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 while practicing diversity, equity, and inclusion. This Employment Plan is intended to create transparent and workable 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 1 Authorization to Hire Form
- Exhibit 2 Contact Log Reporting Form
- Exhibit 3 Exempt List
- Exhibit 4 Highly Recruited Positions List
- Exhibit 5 Interview Evaluation Form and Interview Evaluation Form Seasonal
- Exhibit 6 Ranked Validated Eligibility List
- Exhibit 7 Interview Panel Ranking Form
- Exhibit 8 Job Description Form
- Exhibit 9 No Political Consideration Certification
- Exhibit 10 Request to Hire Form
- Exhibit 11 Interview Evaluation Form for Sworn Positions

EXHIBIT 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

	Date	Signature
Department Head-	_____	_____
General Superintendent	_____	_____

EXHIBIT 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 "OIG") 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 OIG 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):	
<p style="text-align: center;">Please describe contact in detail (all information received and given). Attach a copy of letter, memo, e-mail etc.</p> <p style="text-align: center;">(Please use another sheet if necessary)</p>	
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 3

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. Director of Legislative and Governmental Affairs
4. Director of 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 Facilities & Fleet
13. Deputy Director of Permits, Rentals & Concessions
14. Deputy Director of Planning and Development
15. Deputy Director of Resource Management
16. Deputy General Superintendent
17. Director of Budget and Management
18. Director of Communications
19. Director of Conservation & Experiential Programming
20. Director of External & Strategic Initiatives
21. Director of Financial and Information Technology
22. Director of Facilities & Fleet Maintenance
23. Director of Human Resources
24. Director of Landscape Maintenance
25. Director of Permits, Rentals & Concessions
26. Director of Planning and Development
27. Director of Resource Management
28. Executive Assistant to the General Superintendent
29. General Superintendent
30. First Deputy Chief of Police
31. Purchasing Agent
32. Assistant to the Deputy General Superintendent for Special Projects
33. Deputy Director of Landscape Maintenance
34. Chief of Executive Protection
35. Security Specialist Operator
36. Security Specialist Operator
37. Security Specialist Operator

EXHIBIT 4

Highly Recruited Positions List

1. Accounting Manager I
2. Building Architect IV
3. Chief Construction Engineer
4. Chief Landscape Architect
5. Civil Engineer IV
6. Contract Compliance Administrator
7. Director of Communications
8. Director of Compliance
9. Facilities Manager
10. Garage Supervisor
11. Grant Administrator
12. Information Technology Manager
13. Internal Auditor
14. Law Enforcement Operations Manager
15. Manager of Permits & Revenue
16. Payroll Manager
17. Police Commander
18. Police Commander
19. Police Deputy Commander
20. Police Deputy Commander
21. Police Deputy Commander
22. Public Engagement & Program Manager
23. Real Estate Agent
24. Real Estate Agent III
25. Recreation and Events Manager
26. Regional Superintendent
27. Regional Superintendent
28. Regional Superintendent
29. Regional Superintendent
30. Resource Management Data Specialist
31. Resource Management Administrator
32. Resource Operations Manager
33. Resource Project Manager
34. Senior Attorney
35. Senior Attorney
36. Senior Resource Ecologist
37. Senior Wildlife Biologist
38. Training & Development Manager

EXHIBIT 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 _____

Overall Qualification for Position

1- Far below requirements

2-Slightly below requirements

3-Meets requirements

4-Slightly above requirements

5-Far above requirements

Comments

Score_____

Final RatingSum 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_____

2021



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: _____

No Political Consideration Certification for Seasonal Interview

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.

Interviewer's Printed Name: _____

Interviewer's Signature: _____ Date: _____

Interviewer's Title: _____

EXHIBIT 6



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.

Ranked Validated Eligibility List
[Title of position] Interviews
Date

I1	I2	I3	Total Avg.	0.00
I1	I2	I3	Total Avg.	0.00
I1	I2	I3	Total Avg.	0.00
I1	I2	I3	Total Avg.	0.00
I1	I2	I3	Total Avg.	0.00
I1	I2	I3	Total Avg.	0.00
I1	I2	I3	Total Avg.	0.00

I hereby certify that I have not taken any political reasons or factors into consideration in ranking the candidates whose names are listed above.

HR Representative

Date

EXHIBIT 7

[illegible]

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 8

FOREST PRESERVES DISTRICT OF COUNTY OF COOK

Forest Preserves District

Office of Human Resources
536 N. Harlem Avenue
River Forest, Illinois 60305
708-771-1561



Job Code: XXXX

Salary Grade: X

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.
- 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.
- MUST BE FULLY VACCINATED AT THE TIME OF HIRE OR SUBMIT A REQUEST FOR A REASONABLE ACCOMODATION WITHIN ONE WEEK OF START DATE.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment based on 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. We value our employees and the different talents, expertise, and viewpoints that each brings to the table. We believe a robust exchange of ideas results in better decision-making, and we commit to providing a constructive, safe, and positive work atmosphere that promotes mutual respect and empowers individuals to thrive in their jobs.

EXHIBIT 9



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 10



REQUEST TO HIRE
FPD HUMAN RESOURCES
DEPARTMENT
(Please Type)

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

EXHIBIT 11



Department of Human Resources Interview Evaluation 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 they possess:

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

1-Below requirements

2-Somewhat below requirements

3-Meets requirements

4-Above requirements

5-Far above requirements

Comments

Score_____

Overall Qualification for Position

1- Below requirements

2-Somewhat below requirements

3-Meets requirements

4-Above requirements

5-Far above requirements

Comments

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:**

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Interviewer's Printed Name_____

Interviewer's Signature_____Date_____

Interviewer's Title_____