

RULE 7
REDUCTION IN WORK FORCE, LAYOFF AND RECALL

7.1 Scope:

This rule applies to all positions covered by the career service.

7.2 General:

Should the County determine that it is necessary to decrease the number of employees within a job classification, the surplus employees in the classification shall be removed in reverse order of seniority.

7.3 Notice:

When a reduction in work force or layoff occurs within the Offices under the President and also Departments covered by the Employment Plan, the Department Head shall notify the Bureau Chief of Human Resources of the positions which must be vacated. The Bureau Chief of Human Resources shall notify the Department Head, in writing, of the names of the employees having the least seniority in those positions affected by the reduction in force or layoff. The Department Head shall conduct the reduction in force or layoff in accordance with reverse order of seniority.

7.4 Order of Layoff:

A reduction in work force or layoff shall be made according to classification within a department, and shall be made in the following order: probationary career service employees and career service employees. The Bureau Chief of Human Resources shall determine the order of separation within each of these categories of appointments. When employees in the career service are laid off, such layoff shall be made according to seniority in the classification within the department. If two or more career service employees have the same seniority, the Department Head shall determine the order of layoff based on job-related factors. In cases where an employee was promoted to a new position, the employee's prior years of service with Cook County shall be included when calculating seniority for purposes of layoff.

7.5 Recall:

The names of career service employees who are laid off shall be placed on appropriate lists, upon written application by the employee within 60 days after being laid off.

Those employees on a recall list shall be provided hiring preference and ensured an interview for any position for which they meet the minimum qualifications.

The name of an employee shall be retained on a recall list until the person is re-employed or one (1) year, whichever comes first, except that a name will be removed if the person is offered and declines an appointment to a position during the layoff period.