



**COOK COUNTY BUREAU OF HUMAN RESOURCES
LONG-TERM TEMPORARY ASSIGNMENT REQUEST FORM**

Date: _____

Department: _____

Number of Employee(s) Needed: _____

Start Date: _____

End Date: _____

Explain the specific operational or other business-related need on which the request is based:

Name of Employee(s) Selected for Long-Term Temporary Assignment

DEPARTMENT HEAD CERTIFICATION

I hereby certify that this request for this Long-Term Temporary Assignment is based on the verified operational or business needs as described above and not on any Political Reasons or Factors and is in compliance with the Temporary Assignment Policy and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Long-Term Temporary Assignment Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Name: _____

Signature: _____

Title: _____

Date: _____

FOR BUREAU OF HUMAN RESOURCES USE ONLY

BHR DETERMINATION

Disposition of Request: Approved _____ Denied _____

Chief of BHR: _____ Date: _____

Disposition of Request: Approved _____ Denied _____

Compliance Officer: _____ Date: _____

(In the event of disagreement, the Compliance Officer's decision will govern.)

BHR CHIEF CERTIFICATION

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Long-Term Temporary Assignment or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____