APPENDIX B

OFFICE OF THE INDEPENDENT INSPECTOR GENERAL OF COOK COUNTY

EMPLOYMENT PLAN

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OIIG EMPLOYMENT PLAN
May 3, 2013; Amended 6-24-13, 8-26-13

I. INTRODUCTION

This OIIG Employment Plan, which is Appendix B to the County Employment Plan, is submitted by the OIIG and prepared with the assistance of the Compliance Administrator. This OIIG Employment Plan sets forth the hiring and employment policies and procedures that the OIIG will follow. This OIIG Employment Plan applies to all Employees, as well as all Applicants and Candidates for Positions within OIIG except for the IIG, whose hiring and employment are covered by the Enabling Ordinance.

The Enabling Ordinance provides the IIG "the sole power to appoint, employ, and remove such assistants, employees and personnel and establish personnel procedures as deemed necessary for the efficient and effective administration of the OIIG." The IIG has elected to implement this OIIG Employment Plan covering all Employees in recognition of the purpose of OIIG[1] and its responsibilities with respect to Unlawful Political Discrimination[2] and in furtherance of the requirements of the Executive Order. Additionally, these procedures are designed to foster the stated goal of OIIG described in the Enabling Ordinance to be "sufficiently independent to assure that no interference or influence external to the office adversely affects the independence and objectivity" of the OIIG.

None of the language used in this OIIG Employment Plan shall constitute a contract and nothing in this OIIG Employment Plan is intended to create or be construed as a contract or create an expectation of continued employment or establish a property interest in Governmental Employment.

All undefined terms in this Section I shall have the meanings given such terms in Section II below.

II. DEFINITIONS

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

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

Application Review Panel: The panel appointed by the IIG consisting of the IIG or his or her designee and at least two Supervisors who have received interview training pursuant to Section IV.E.

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[1] Under the Enabling Ordinance, one of the purposes of the OIIG is to detect, deter and prevent unlawful political discrimination with independence and objectivity.

[2] The Enabling Ordinance also requires the OIIG to cooperate with the Compliance Administrator and fulfill the obligations required in the SRO, "including providing copies of complaints, investigating unlawful political discrimination expeditiously, reporting the results to the Shakman Compliance Administrator, and providing the Shakman Compliance Administrator with quarterly reports."

Applicant Tracking and Application System ("ATAS"): The electronic employment application system implemented by the County and used in the hiring of Employees.

ATAS: See Applicant Tracking and Application System.

BHR: See Bureau of Human Resources.

BHR Headquarters: The headquarters of BHR located at 118 N. Clark Street, 8th Floor, Chicago, IL 60602.

Board: The Board of Commissioners of the County.

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

CA: See Compliance Administrator.

Candidate: An Applicant whose name is included on the Validated Eligibility List pursuant to Section V of this OIIG Employment Plan.

CBA: See Collective Bargaining Agreement.

Collective Bargaining Agreement ("CBA"): Any current collective bargaining agreement between the County and any legally recognized collective bargaining representative applicable to Employees.

Compensatory Time: Time off earned by an Employee pursuant to the OIIG Policies and Procedures Manual, the rules of any applicable CBA and any applicable law.

Compliance Administrator ("CA"): The County's Shakman Compliance Administrator appointed pursuant to Section I of the SRO.

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 his or her professional or the public-interest.

Consent Decree: The Consent Decree between the plaintiffs and the County in the Shakman case entered into in 1994 and incorporating the 1972 Consent Decree between the parties.

Contact Log: The log maintained by 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.

Contact Log Reporting Form: The form used to report Political Contacts. A copy of the Contact Log Reporting Form is attached as Exhibit A.

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.

County Employment Plan: The Employment Plan filed by the County on March 19, 2012, as amended.

Day or day: A calendar day unless otherwise indicated.

Demotion: A downgrade from one Position to another lower-level Position.

Discipline: An action taken by the IIG or his or her designee 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 contained on ATAS designed to identify whether an Applicant possesses the Minimum Qualifications contained in the Job Description.

Employee: An individual employed by the County and assigned to work in OIIG, whether part-time or full time, permanent or temporary, and regardless of whether the employment is paid for by federal funds.

Employment Action: Any action (positive or negative) related to any aspect of employment, including, but not limited to, hiring, Promotion, Transfer, assignment of Overtime and other benefits of employment, Discipline, and Termination.

Enabling Ordinance: Division 5, Section 2-281 et seq. of the Cook County Code of Ordinances.

Exempt Position: A Position that is included on the Exempt List contained in the County Employment Plan 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.

Executive Order: Executive Order 2008-01 signed by the President on September 2, 2008.

Extern: A student who is receiving academic credit for performing work at OIIG, who may or may not receive compensation for such work.

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

Final Ranked Candidate List: The list of Candidates from the Validated Eligibility List who have been interviewed by the Interview Panel and have been ranked by the IIG pursuant to Section VIII.O.3.

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

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 County.

Grant of Authority: The form signed by the Chief of BHR authorizing an offer of employment to a Candidate selected pursuant to Sections V or VIII. A copy of the current Grant of Authority, which may be amended from time to time, is attached as Exhibit B.

IIG: See definition of Independent Inspector General.

Independent Inspector General ("IIG"): The Independent Inspector General of Cook County designated pursuant to the Enabling Ordinance.

Intern: A person who participates in a training program for the purpose of gaining supervised practical experience that is for his or her benefit.

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

Interview File: The file associated with the filling of any Position, which shall include the RTH, Job Description, Interview List, Interview Panel Ranking Form, the Interviewer Evaluation Forms, notes from the selection meeting, NPCCs, and any other documentation regarding the selection and ranking of the Candidates for the Position.

Interview List: The list of names of Candidates who have been advanced to the interview process pursuant to Sections V.K. and VIII.K.

Interview Panel: The panel consisting of a minimum of two Employees, at least one of whom is a Supervisor, who have received interview training pursuant to Section IV.F and have been selected by the IIG to interview Candidates whose names are on the Interview List.

Interview Panel Ranking Form: The form used by the Interview Panel to rank Candidates pursuant to Section V.R.2. A copy of the current Interview Panel Ranking Form, which may be amended from time to time, is attached as Exhibit C.

Interviewer Evaluation Form: The form used by Interview Panel members during the interview process to document interviews with individual Candidates for Positions as described in Sections V.P.3 and VIII.N.3. A copy of the current Interviewer Evaluation Form(s), which may be amended from time to time, is attached as Exhibit D.

Job Code: A code assigned to each job title.

Job Description: The written job description that describes the Minimum Qualifications, Preferred Qualifications, if applicable and responsibilities of a Position and the skills, education and abilities required to perform those responsibilities. A copy of the current Job Description form, which may be amended from time to time, is attached as Exhibit E.

Justification to Hire: The form completed by the IIG or his or her designee upon completion of the Candidate selection process described in Sections V.R.5 and VIII.O.4.

Minimum Qualifications: The specific minimum qualification listed on the Job Description that an Applicant or Candidate must possess to be considered minimally qualified for a Position and eligible for consideration for employment.

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 shall accompany or be included on forms relating to any Employment Action) is attached as Exhibit F.

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

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

NPCC: See No Political Consideration Certification.

Office of the Independent Inspector General of Cook County ("OIIG"): The Office of the Independent Inspector General of Cook County.

OIIG: See Office of the Independent Inspector General of Cook County.

OIIG Actively Recruited Position: A Position for which discretion and flexibility in hiring are necessary, appropriate and justifiable and the Candidate's academic credentials or accumulated experience is an important determinant for the differentiation among candidates. OIIG Actively Recruited Positions are (1) not covered by any collective bargaining agreement, (2) exempt from career service under the OIIG Policies and Procedures Manual, (3) at-will, (4) not Exempt Positions and (5) have Minimum Qualifications requiring a Bachelor's Degree or higher. OIIG Actively Recruited Positions currently include OIIG Investigator, OIIG General Counsel and OIIG Deputy Inspector General.

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

OIIG Employment Plan Officer: The Employee designated by the IIG to perform all OIIG Employment Plan Officer tasks and responsibilities as described in this OIIG Employment Plan and as may be assigned from time to time.

OIIG Executive Assistant Position: A Position that reports directly to the IIG or the OIIG General Counsel and the primary duties of which include the performance of executive-level administrative services for the IIG or the OIIG General Counsel. OIIG Executive Assistant Positions are (1) not covered by any collective bargaining agreement, (2) exempt from career service, and (3) at-will.

OIIG Investigator: An Employee holding an OIIG Investigator Position.

OIIG Senior Investigator: An Employee holding the Position of Investigator V at OIIG.

OIIG Policies and Procedures Manual: The manual of employment policies and procedures applicable to Employees, as in effect from time to time, that is developed and maintained by the

IIG and includes an explanation of the requirements of and procedures to implement this OIIG Employment Plan.

Ordinances: Cook County Code of Ordinances, as amended from time to time.

Overtime: Time worked by an Employee beyond the regularly scheduled workweek for which additional compensation is earned in accordance with the OIIG Policies and Procedures Manual, any applicable CBA and/or any applicable law.

Performance Evaluation: A formal written review of an Employee's job-related performance.

Plaintiffs' Counsel: The legal counsel to plaintiffs in the Shakman Case.

Political Contact: Any contact of any kind whatsoever (oral or written, direct or indirect) from any Politically-Related Person or Organization regarding an Employment Action relating to any current or prospective Applicant, Candidate or Employee.

Politically-Related Person or Organization: Any elected or appointed public official or any person employed by, 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 County 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 County employee's skills, work experience or other job-related characteristics; (2) the fact that an Applicant, potential Applicant or County 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 County employee's skills, work experience or other job related characteristics, (3) the fact that an Applicant, potential Applicant or County 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 County 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 County employee is not a member; or (6) the fact that an Applicant, potential Applicant or County employee may express any views or beliefs on political matters.

Position: Any County employment position working within OIIG.

Preferred Qualifications: The specific preferred qualifications listed on the Job Description and reflected in the Pre-Screening Questions that an Applicant or Candidate for an Actively Recruited Position may possess and that will be considered by the Interview Review Panel in creating the Interview List pursuant to Section VIII.K.

Preliminary Eligibility List: The list of Applicants who have completed and submitted 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 contained on ATAS that are designed to identify whether an Applicant possesses specific Preferred Qualifications described on the Job Description.

President: The President of the Board of Commissioners of Cook County.

Promotion: The appointment of a current Employee to a Position that is a higher grade than his or her current Position and/or that provides a higher level of responsibility or recognition.

Promotional Position: A Position that has been identified by the IIG as offering a promotional opportunity, including an opportunity to move to a Position that is in a higher grade, to Employees because their prior experience working for OIIG is determined to be an asset to the Position.

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

Recall Candidate: An individual who has been laid off from a Position and is eligible for recall in accordance with the OIIG Policies and Procedures Manual or an applicable CBA.

Reclassification: The process by which a Position is reclassified to another lower or higher classification.

Reassignment Candidate: An individual who is subject to layoff, who may transfer under the OIIG Policies and Procedures Manual or an applicable CBA to other County employment because of such layoff and who is actively employed in a Position at the time he/she is subject to layoff.

Recruiting Consultant: An outside third-party consulting company, educational institution, professional organization, individual or job search organization retained or solicited by OIIG for the purpose of recruiting Applicants for Positions.

Reinstatement Candidate: An Employee who has been on an authorized leave of absence and may seek reinstatement in accordance with the OIIG Policies and Procedure Manual or any applicable CBA, or any individual who is entitled to reinstatement pursuant to any judgment, negotiated settlement of a claim, complaint, or arbitral award.

Request to Hire ("RTH"): The form completed by the IIG or his or her designee and submitted to BHR in hard copy or through ATAS, which initiates hiring activities to fill a Position pursuant to Sections V and VIII. A current copy of the RTH, which may be amended from time to time, is attached as Exhibit G.

RTH: See Request to Hire.

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

SRO: See Supplemental Relief Order.

Supervisor: An Employee who, among other managerial duties, has the authority to authorize, execute or recommend any Employment Action. Supervisors currently include the IIG, OIIG General Counsel and OIIG Deputy Inspectors General.

Supplemental Relief Order ("SRO"): The Supplemental Relief Order for the County agreed to by the Board on November 29, 2006, and approved on February 2, 2007, in the Shakman Case.

Termination: The involuntary separation of an Employee from employment.

Transfer: The transfer of an Employee from one assignment within OIIG to another assignment within OIIG that does not involve changing the payroll designation or the Position held by the Employee.

Transitional Assignment: The assignment given to an Employee who is scheduled to terminate his or her employment on a specified date for a period of no more than 30 days during which he or she will train the Employee who is hired to fill his or her former Position.

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 Employee applying for, being considered for, or holding a Position.

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

Upgrade: The process by which a Position is upgraded from one pay grade to a higher pay grade.

Validated Eligibility List: The list containing the names of Candidates who have been validated pursuant to Sections V.J. and VIII.I.

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

III. GENERAL PRINCIPLES AND COMMITMENTS APPLICABLE TO HIRING WITHIN OIIG

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

A. Commitment. OIIG will implement and adopt pro-active and transparent employment-related policies, practices and procedures that will prevent Unlawful Political Contacts and

Unlawful Political Discrimination as required by the SRO, while in effect, Executive Order, Consent Decree and Ordinances and that will further their purposes and requirements under the Enabling Ordinance. No agreement between OIIG and any other individual or entity shall provide otherwise.

B. No Employment Actions Influenced By Political Reasons or Factors. No Employment Action affecting any Employee shall be influenced by any Political Reasons or Factors.

C. Unlawful Political Discrimination Reporting. Any Employee 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 IIG, or to the OIIG Employment Plan Officer in the event the report involves the IIG, directly and without delay, in person and in writing. All Employees are required to cooperate fully in any investigation of such matter conducted by the IIG or the OIIG Employment Plan Officer, as applicable. 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. In the event the report involves an act of Unlawful Political Discrimination by the IIG, the OIIG Employment Plan Officer will refer the matter in writing to the Compliance Administrator, while acting, and to the President for further action pursuant to the terms of Section 2-290 of the Enabling Ordinance.

D. Political Contact Reporting. Any Employee (including the IIG) 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 IIG immediately. All Employees are required to cooperate fully in any investigation of such contact conducted by 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 such submission and cooperation are not required if either would violate the Employee's constitutional rights.

E. Equal Employment Opportunity. The County, including OIIG, 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 in compliance with applicable law and the Ordinances.

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

G. No Retaliation. OIIG shall 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 Compliance

Administrator, while acting, or any other person or authority in connection with any such report or complaint.

H. OIIG Staff. OIIG shall maintain a staff of experienced and knowledgeable professionals who meet or exceed the Minimum Qualifications contained in the Job Descriptions for their Positions and who are able to fulfill OIIG's obligations under this OIIG Employment Plan and the Enabling Ordinance.

I. Use of BHR Staff. Nothing herein prohibits OIIG from fulfilling any or all of its administrative obligations under this OIIG Employment Plan by delegating some or all of them to BHR on a temporary or ongoing basis, provided BHR complies with all provisions of this OIIG Employment Plan in performing such obligations.

J. Union Relations. The County, including OIIG, respects the County's 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 this OIIG Employment Plan and the OIIG Policies and Procedures Manual will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. If a CBA is in conflict with the language in this OIIG Employment Plan or the OIIG Policies and Procedures Manual, 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 or otherwise conflict with OIIG's responsibilities under the Enabling Ordinance and this OIIG Employment Plan

K. No Political Consideration Certification. All 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 OIIG Employment Plan.

L. Interpretation of this OIIG Employment Plan. All portions and provisions of this OIIG 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.

M. Changes to OIIG Employment Plan. This OIIG Employment Plan may be amended only as follows:

1. No portion of this OIIG Employment Plan may be amended in a manner that would violate or contradict provisions of the SRO, while in effect, or compromise or conflict with OIIG's commitment in Section III.A.

2. The IIG may from time to time amend this OIIG Employment Plan following written notice of any proposed changes to this OIIG Employment Plan to the OIIG Employment Plan Officer. The OIIG Employment Plan Officer shall be given an opportunity to review and comment on the proposed amendment prior to implementation. If the OIIG Employment Plan Officer objects to the change, he or she must do so in writing within five (5) business days and

submit the same to the IIG. The IIG and the OIIG Employment Plan Officer will then meet to discuss the matter. The decision of the IIG on any proposed change to this OIIG Employment Plan will be final. Proposed changes to this OIIG Employment Plan will be implemented no sooner than ten (10) business days from either the date the OIIG Employment Plan Officer was provided notice of the proposed changes or the date the IIG and the OIIG Employment Plan Officer meet to discuss any objections to the proposed changes, whichever is later. All changes to this OIIG Employment Plan will be posted on the OIIG website. If the OIIG Employment Plan Officer objects to the proposed change and the IIG elects to implement the change despite such objection, the written objection of the OIIG Employment Plan Officer shall also be posted on the OIIG website.

3. Until the effective date of a court order terminating the SRO, after following the procedures described above but prior to implementation, the IIG will send notice of any proposed changes to this OIIG Employment Plan to the Compliance Administrator and Plaintiffs' Counsel. If the Compliance Administrator or Plaintiffs' Counsel sends a written objection to the proposed change to this OIIG Employment Plan to the IIG within five (5) business days of the IIG's providing notice of the change, the IIG, the Compliance Administrator and Plaintiffs' Counsel will meet to discuss the proposed change in a good faith effort to reach agreement. If the IIG and Plaintiffs' Counsel are unable to reach agreement, the IIG may file a motion to amend this OIIG Employment Plan with the court in the Shakman case. Until the effective date of a court order terminating the SRO, all changes to this OIIG Employment Plan must be filed and approved by the court in the Shakman case prior to being implemented.

IV. GENERAL PRINCIPLES AND RESPONSIBILITIES RELATED TO BHR AND OIIG

The IIG is responsible for initiating, directing, coordinating and overseeing the human resources processes, policies and procedures of OIIG relating to Employment Actions involving Employees. At present, the OIIG will perform, or delegate to BHR, the following responsibilities:

A. OIIG Policies and Procedures Manual. The OIIG Policies and Procedures Manual shall at all times be consistent and in compliance with and effectuate all provisions of this OIIG Employment Plan and the Enabling Ordinance. The IIG may revise and update the OIIG Policies and Procedures Manual, provided the IIG will send a copy of the proposed revision or update to the Compliance Administrator, while acting, for comment and approval. The IIG or his or her designee will post any revised and updated version of this OIIG Employment Plan and the OIIG Policies and Procedures Manual on OIIG website immediately.

B. Quarterly Report. OIIG, with the assistance of BHR, will prepare and post quarterly reports on OIIG's website listing the total number of hires, Promotions, Transfers and Terminations involving Employees 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. OIIG Employment Plan Officer.

1. Responsibilities. The IIG will appoint an Employee to serve as the OIIG Employment Plan Officer whose responsibilities will include, but not be limited to: (a) overseeing compliance with this OIIG Employment Plan; (b) accepting complaints related to OIIG Employment Actions and this OIIG Employment Plan; (c) taking appropriate steps to evaluate, eliminate, remedy and report instances of Political Contacts and Unlawful Political Discrimination; (d) implementation of training programs and preparing training materials; and (e) reviewing the OIIG Policies and Procedures Manual. The OIIG Employment Plan Officer will also issue semi-annual reports every March 15 and September 15 to the President, the IIG and Compliance Administrator, while acting, describing his or her activities during the prior six months, including, but not limited to: (i) auditing activities as required by this OIIG Employment Plan; (ii) any violations of the OIIG Employment Plan discovered; (iii) any remedial actions recommended; and (iv) any corrective action taken by the IIG to address the violations. The OIIG Employment Plan Officer's semi-annual reports shall be posted on the OIIG website. Nothing shall prohibit the OIIG Employment Plan Officer from performing other duties on behalf of the OIIG in addition to those in this OIIG Employment Plan as long as they do not interfere with his or her duties as the OIIG Employment Plan Officer.

2. Reporting. The OIIG Employment Plan Officer will be a Non-Exempt Position reporting to the IIG and will operate with the requisite independence and specific responsibilities set forth in the Job Description and in accordance with this OIIG Employment Plan.

3. Termination. The OIIG Employment Plan Officer will be an employee of the County and will not be subject to career service. The OIIG Employment Plan Officer shall serve at the pleasure of the IIG, subject to 90 days prior written notice of termination or 90 days salary continuation in the event of involuntary Termination for other than cause.

D. Supervisor Training. The IIG or his or her designee will provide comprehensive mandatory training for all Supervisors to ensure they are aware of and knowledgeable about this OIIG Employment Plan, the OIIG Policies and Procedures Manual and Unlawful Political Discrimination. All Supervisors will receive such training no later than 90 days following their appointment as a Supervisor and no less frequently than annually thereafter. The IIG or his or her designee will continue to provide ongoing training to supervisors regarding changes to this OIIG Employment Plan and OIIG Policies and Procedures Manual as necessary.

E. Employee Training. The IIG or his or her designee will conduct comprehensive mandatory training of all Employees to ensure they are aware of and knowledgeable about this OIIG Employment Plan, the OIIG Policies and Procedures Manual and Unlawful Political Discrimination. All Employees will receive such training no later than 90 days following the beginning of employment and no less frequently than annually thereafter. The IIG or his or her designee will continue to provide ongoing training to Employees regarding changes to this OIIG Employment Plan and OIIG Policies and Procedures Manual as necessary.

F. Application Validation Panel and Interview Panel Member Training. The IIG or his or her designee will conduct mandatory comprehensive training of all Employees who are eligible to review and validate applications and/or interview Candidates for any Position. This training will cover proper validation protocols and 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 Employees' personnel files. The IIG or his or her designee shall maintain a list of all Employees who have been certified as completing such training. Only Employees who have been certified will be eligible to participate in any Application Validation Panel or Interview Panel.

G. Access to Information Regarding Applicants. The IIG or his or her designee will take steps to ensure that no information about any Applicant or Candidate is available to or shared with any party unless he or she is specifically authorized to receive such information.

H. Review of Job Descriptions. All Job Descriptions must include a list of all Minimum Qualifications and Preferred Qualifications, if applicable, and they must be accurate and readily available to the public. Accordingly, the IIG or his or her designee, with assistance from BHR, shall: (1) review the Job Description for each Position for which a RTH will be submitted to ensure that it is accurate and reflects the current duties and Minimum Qualifications necessary to perform the job and (2) update and revise any such Job Description that is not accurate.

I. Violations of the Employment Plan. If any Employee becomes aware of or receives a complaint that involves an allegation of a violation of this OIIG Employment Plan or the OIIG Personnel Rules in connection with an Employment Action, the Employee shall refer the complaint to the OIIG Employment Plan Officer. The OIIG Employment Plan Officer shall do the following:

1. Allegations Against the IIG. In the event the complaint involves an act by the IIG, the OIIG Employment Plan Officer will refer the matter in writing to the Compliance Administrator, while acting, and to the President for further action pursuant to the terms of Section 2-290 of the Enabling Ordinance.

2. OIIG Employment Plan Officer Investigation. The OIIG Employment Plan Officer shall investigate any matter not involving an act by the IIG. Such investigation shall include, but not be limited to, a review of all relevant documents and interviews with witnesses.

3. Preparation of Incident Report. Upon conclusion of his or her investigation, the OIIG Employment Plan Officer 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 OIIG Employment Plan or the OIIG 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 OIIG Employment Plan Officer may deem relevant to the investigation or resulting recommendations.

4. Submission of Incident Report to the IIG. The OIIG Employment Plan Officer shall submit a copy of the Incident Report to the IIG for review. The OIIG Employment Plan Officer shall maintain a copy of the Incident Report in his or her files.

5. Preparation of Redacted Incident Report. The OIIG Employment Plan Officer shall prepare a Redacted Incident Report for the public. The OIIG Employment Plan Officer 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 OIIG Employment Plan Officer may also 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.).

6. Review of Incident Report and Preparation of IIG Report. If the Incident Report finds that no violation occurred, the IIG shall file the Incident Report and no IIG Report will be required. If the Incident Report contains a finding of violation of or non-compliance with this OIIG Employment Plan or includes a recommendation of corrective action, the IIG shall review the Incident Report and prepare an IIG Report (a) confirming implementation of the OIIG Employment Plan Officer's recommended action, or (b) explaining why the recommended action was not implemented and describing the alternative action the IIG has elected to take and the specific reasons for such alternative action. The IIG may suspend or terminate the hiring process (if applicable) and impose other remedial actions pending receipt of the Incident Report and the IIG Report.

7. Availability of Reports. A redacted Incident Report and the IIG Report shall be made available to the public upon request to the OIIG Employment Plan Officer made in person, via e-mail, or by mail. The OIIG Employment Plan Officer will provide the requested Incident Report and/or the IIG Report in the same manner as requested within 10 days of the request. OIIG will place notice of such availability and procedure for requesting reports on its website. Redacted Incident Reports and IIG Reports that are available to the public shall not include any names or other personally-identifiable information. The OIIG Employment Plan Officer shall redact from the IIG Report the names of any informants, complainants, witnesses and persons investigated, and 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.) prior to releasing the IIG Report to the public.

J. Recordkeeping. OIIG 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 or any applicable CBA. OIIG will also keep personnel files for Employees for a minimum of three years after the date the applicable Employee is no longer employed by OIIG, or longer, if required by law or under any applicable CBA.

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

1. Training. The IIG or his or her designee shall develop written training program and provide on-site training for Supervisors and all other Employees who will have access to and use ATAS, and will provide expertise to respond to questions as needed.

2. NPCC. All Employees who have access to and use ATAS will be required to execute an electronic NPCC when taking any Employment Action using ATAS.

3. Monitoring of ATAS Activities. The IIG or his or her designee will have full and continual access to review all hiring activities of Employees using ATAS in order to assure policies and procedures are being followed and to assist in any investigation of violations.

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

V. GENERAL HIRING PROCESS

Except as specifically provided in this OIIG Employment Plan and the Enabling Ordinance, the following General Hiring Process applies to all Applicants and Candidates for employment in OIIG, as well as all Employees.

A. Recruitment. OIIG 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 OIIG is seeking to fill will be posted in highly visible areas at BHR Headquarters, on OIIG and County websites, and on ATAS. Positions may also be posted at locations required by any CBA and at educational institutions, 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 Employees who engage in any recruitment activity will receive training from OIIG in proper recruitment practices that comply with this OIIG Employment Plan prior to engaging in any recruitment activity. Such training will be certified in writing by the IIG or his or her designee and included in the Employees' personnel files. Employees who send notifications of postings to or solicit applications from schools, professional organizations or community organizations shall not be considered as engaging in recruitment activities for purposes of this OIIG Employment Plan.

3. Recruitment Event Participation. Employees who have received recruiter training as required in Section V.A.2 may engage in recruitment activities and participate in recruiting events, including, but not limited to, job fairs, school sponsored campus recruitment events, professional organization employment programs and community based employment programs. Employees involved in recruiting shall advise all recruitment sources and event attendees that OIIG does not hire or accept recommendations for Positions based on Political Reasons or Factors and that all applications for employment with OIIG must be submitted through ATAS.

B. Requests to Hire. The IIG or his or her designee shall submit a RTH to BHR for each Position vacancy in accordance with the following:

1. Submission of RTH. The IIG or his or her designee will prepare a RTH, including written justifications for filling or creating the Position, and submit it to BHR, with a copy to the Compliance Administrator, while acting. The IIG shall submit a RTH only when a Position has been budgeted, and the IIG or his or her designee will confirm the Position has been budgeted with the County's Budget and Management Services Director.

2. Current Job Description. The IIG or his or her designee will submit a Job Description containing a list of all Minimum Qualifications and Preferred Qualifications, if applicable, to BHR with the RTH. If no Job Description exists, there is a material alteration of the previous Job Description for the Position, or the existing Job Description is not accurate, the IIG or his or her designee will draft a new or updated Job Description that accurately reflects the requirements of the Position. The IIG or his or her designee shall also send copies of all existing, new and updated Job Descriptions to the Compliance Administrator, while acting. The Chief of BHR or his or her designee may assist the IIG or his or her designee in preparing the Job Description as well as assure it complies with the County's policies regarding the content and format of Job Descriptions.

C. Recommendations. The following will apply to the submission and consideration of certain recommendations involving individuals being considered or applying for any Position:

1. Prohibited Contacts. Except as provided in Section V.C.2, no Politically Related Person or Organization or any County employee, including any Employee, may contact any Employee involved in any Employment Action to influence such Employment Action unless he or she is an authorized participant in the Employment Action.

2. Permitted Recommendations. The prohibitions of Section V.C.1 do not limit the right of any citizen, including any Politically-Related Person or Organization or any County employee, including any 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.

3. Reporting of Political Contacts. All Political Contacts for any Applicant, Candidate or Employee shall be reviewed by the IIG or his or her designee for compliance with this Section V.C and shall be recorded on a Contact Log Reporting Form and be included on the Contact Log. The IIG shall forward copies of all Contact Log Reporting Forms and written recommendations made by any Politically-Related Person or Organization to the Compliance Administrator, while acting.

4. IIG Determinations. The IIG shall act in accordance with his or her authority in determining the appropriate steps to be taken in response to any Political Contact. Those recommendations determined not to be based on Political Reasons or Factors shall be included in the individual's employment file in the event the individual is selected for employment. Those

recommendations deemed based on Political Reasons or Factors will be subject to remedial action in accordance with the Enabling Ordinance.

D. Preparation of Notice of Job Opportunity and ATAS Posting. The Notice of Job Opportunity shall be prepared in accordance with Section V.D of the County Employment Plan: provided the IIG, rather than the Chief of BHR, shall confirm the accuracy of the job description and the presence of all required contents of the notice.

E. Posting of Notice of Job Opportunity. All Notices of Job Opportunity will be posted on ATAS by BHR in compliance with Section V.E of the County Employment Plan.

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

G. Permitted Contacts from Applicants. Applicants may contact BHR or OIIG with any questions they may have with respect to the application process. Applicants with disabilities shall be given an opportunity to request an accommodation during the application process.

H. Application Screening. Each Applicant will be required to respond to all Disqualifying Questions and any applicable Prescreening Questions on ATAS. Applicants whose responses indicate they do not have all of the Minimum Qualifications will not be considered eligible for the Position. The same Disqualifying Questions and Prescreening Questions will be asked of all Applicants applying for the same Position.

I. Creation of Preliminary Eligibility List. After the final posting closing date, BHR will create a Preliminary Eligibility List for each Position posted containing the names of all Applicants who complete the application process on ATAS and who indicate on ATAS that they possess all Minimum Qualifications for the Position. If no Applicant is eligible for inclusion on the Preliminary Eligibility List, the position shall be reposted.

1. Fewer than 75 Applicants. If the Preliminary Eligibility List prepared pursuant to this Section V.I contains the names of 75 or fewer Applicants, BHR will validate all Applicants pursuant to Section V.J.

2. More Than 75 Applicants. In the event the Preliminary Eligibility List prepared pursuant to this Section V.I contains the names of more than 75 Applicants, BHR will form a pool of 75 Candidates from the names on the Preliminary Eligibility List through the use of a computer-based randomization function (which is part of ATAS or another computer program) and then validate those 75 Applicants pursuant to Section V.J.

3. Notice of Randomization. The IIG or his or her designee and the Compliance Administrator, while acting, shall be notified at least 48 hours in advance of any randomization of names pursuant to this Section V.I, and either or both may be present during any such randomization process.

J. Creation of a Validated Eligibility List. BHR shall create a Validated Eligibility List in accordance with this Section V.J in order to determine which Candidate(s) may be referred to OIIG for interviews. BHR will validate the Preliminary Eligibility List created in Section V.I by reviewing the information contained on the online applications and resumes of all Applicants listed on the Preliminary Eligibility List as follows:

1. Validation of Experience/Education. As part of the validation process, BHR will review the background information concerning the Applicant's work experience, education and skills contained on the online application and, if applicable, resume, and compare it with the Applicant's responses to the Disqualifying Questions. In the event there is a material conflict or inconsistency between the information provided by the Applicant and the Applicant's response to any Disqualifying Question, or if the information does not support the Applicant's claim to possess the Minimum Qualifications of the Position, the Applicant will be considered ineligible for the Position and his or her name will be removed from the Preliminary Eligibility List and will not be included on the Validated Eligibility List.

2. Validation of Disciplinary History for Internal Candidates or Former County Employees. Following the validation procedure described in Section V.J.1, BHR will conduct the following review for Applicants whose names were not removed from the Preliminary Eligibility List pursuant to Section V.I, unless a smaller pool was formed pursuant to SectionV.I.2, in which case the review will be confined to such smaller pool. For (a) Internal Applicants and (b) External Applicants who indicated on their application that they were employed by Cook County's Offices Under the President (including OIIG) at any time in the 12 months preceding the Applicant's application for hire, BHR will review those Applicants' personnel files; provided the IIG shall review the personnel file of any Internal Applicant who is then an Employee working at OIIG.

a. Internal Candidates' Disciplinary History Validation. Any Internal Applicant who was subject to a suspension while working for the Cook County Offices Under the President during the 12-month period prior to his or her application for a Position will not be considered eligible for the Position, and his or her name will be removed from the Preliminary Eligibility List and will not be included on the Validated Eligibility List, subject to the terms of any applicable CBA.

b. Former Cook County Employees' Disciplinary History Validation. BHR will review the disciplinary record of any External Applicant who was employed by Cook County and worked in an Office Under the President or OIIG during the 24 months preceding his or her application. Any External Applicant employed by a County Office Under the President or OIIG within the 24 months preceding his or her application who was subject to a suspension while working for Cook County in an Office Under the President or OIIG during the last 24 months of such employment will not be considered eligible for the Position, and his or her name will be removed from the Preliminary Eligibility List and will not be included on the Validated Eligibility List. Prior to making an offer of employment pursuant to Section V.T to an External Applicant who was employed by the County in an Office Under the President or OIIG within the 24 months preceding his or her application, BHR will provide the IIG with a copy of such External Applicant's disciplinary record.

3. Finalization of Validated Eligibility List. If BHR concludes that an Applicant meets the minimum qualifications pursuant to Section V.J.1 and has no disqualifying disciplinary history pursuant to Section V.J.2, BHR will place that Applicant's name on the Validated Eligibility List.

4. Record of Determinations. BHR will record the specific reason for a decision to exclude any Applicant's name from the Validated Eligibility List made pursuant to this Section V.J and will notify OIIG when the validation process has been completed for each posting within 48 hours of completion.

K. Creation of an Interview List.

1. Interview List for Single Vacancy. For a single Vacancy, if the Validated Eligibility List contains the names of more than 10 Candidates, the Chief of BHR or his or her designee shall form a smaller pool of 10 Candidates through the use of a computer-based randomization function (which is part of ATAS or another computer program).

2. Interview List for Multiple Vacancies. For multiple Vacancies, if the Validated Eligibility List contains the names of more than 10 Candidates, the IIG may direct the Chief of BHR or his or her designee to form a smaller pool through the use of a computer-based randomization function (which is part of ATAS or another computer program) as long as the smaller pool contains the names of five Candidates per Vacancy.

3. Notice of Randomization Process. The IIG and the Compliance Administrator, while acting, shall be notified at least 48 hours in advance of any randomization of names pursuant to this Section V.K, and either or both may be present during any such randomization process.

L. Submission of Interview List. The Chief of BHR or his or her designee will create and send the Interview List to the IIG or his or her designee for interviews. The IIG or his or her designee shall notify the Chief of BHR or his or her designee in writing of such election.

M. Use of Validated Eligibility Lists. The Validated Eligibility List, minus any names removed for any reasons other than randomization, may be used for purposes of filling subsequent vacancies for the same Position for a period of 12 months from the date created.

N. Interview Preparation.

1. Interview Scheduling. The IIG or his or her designee will schedule interviews of all Candidates listed on the Interview List and provide the schedule to the Compliance Administrator, while acting, at least 48 hours prior to the date of the first interview.

2. Interview Panel Selection. The IIG or his or her designee will select the Interview Panel, which may include the IIG and will consist of at least two Employees, one of whom may be the IIG and at least one of whom is a Supervisor. The Supervisor(s) may come from outside the Hiring Department. The IIG may appoint a Senior Investigator to serve on the Interview

Panel if the OIIG Actively Recruited Position is lower than the Position held by the Senior Investigator and the Senior Investigator has received training pursuant to Section IV.F.

3. Interview Questions. The IIG or his or her designee, with the assistance of the Chief of BHR or his or her designee, will prepare a list of a minimum of five interview questions relating to each Position. All questions shall be considered and treated as confidential, and they may not be disclosed to anyone other than the IIG or his or her designee prior to the interviews. All questions must be based on the specific job duties of the Position and designed to assess the Candidate's job-related qualifications, skills and suitability for employment. The interview questions developed for a particular Position may be used for subsequent vacancies for that Position, provided appropriate precautions are taken to prevent advance dissemination of questions and answers to Candidates and provided the questions remain related to the duties of the Position. Candidates should be counseled not to divulge questions asked of them to anyone after their interviews.

O. Pre-Interview License and Certification Verification. All Candidates will be required to produce required documents (e.g., licenses, diplomas, school transcripts, certifications, etc.) listed on the Notice of Job Opportunity prior to the completion of the last interview for the Position, but preferably prior to commencement of the Candidate's interview. Copies of such documents will be included in the Interview File. Candidates who do not produce the required documents prior to the end of the final interview for the Position will be considered ineligible for further consideration.

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

1. Notification. At least 48 hours prior to any interview, the IIG or his or her designee will notify the Compliance Administrator, while acting, in writing of the time and place of each interview. The Compliance Administrator may be present to monitor any interview.

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

a. The IIG will assign a Supervisor on the Interview Panel to lead and facilitate the interview process, collect required documents from Candidates, assure that Interview Evaluations Forms and Interview Ranking Forms are completed and collected after the interviews, and assure the Interview Files are complete.

b. In the event a potential Conflict of Interest is discovered prior to or during any interview, the Interview Panel member with the Conflict of Interest shall, as soon as possible, notify the IIG or his or her designee and the other members of the Interview Panel, that a Conflict of Interest may exist and that a substitution may be needed. The IIG or his or her designee will decide if the Panel Member must be removed from the panel. If the IIG determines that a Conflict of Interest exists, the Interview Panel member with the Conflict of Interest will be excused and will not be allowed to participate in the interview or the selection process for that Candidate, and a substitute Interview Panel member will be assigned. If no substitute is available, the interview will be rescheduled. The substitute Interview Panel member shall assume the other Interview Panel member's

duties (asking questions, completing the Interviewer Evaluation Form, etc.). If it is determined that there is no Conflict of Interest, the Interview Panel member will not be excused or replaced. If a Conflict of Interest is discovered after an interview, the IIG must be notified and he or she will make the determination of whether a second Interview Panel must be convened.

c. All Candidates interviewed for the same Position will be asked to respond to at least the same pre-approved interview questions, provided Internal Candidates for Promotional Positions may be asked different job-related questions based on their specific experience with OIIG. Additional and follow-up questions by the Interview Panel members are permitted and encouraged provided they are related to a determination of the Candidate's suitability for the Position.

d. The Interview Panel members shall ask questions that establish, at a minimum, the Candidate's: (i) willingness and ability to perform the duties of the Position; (ii) availability for work hours and willingness to work at the location where the Position is located; (iii) prior job performance; (iv) knowledge and understanding of the requirements of the Position; (iv) relative qualifications for the Position as compared with other Candidates; and (vii) overall credibility. The questions asked shall be in compliance with applicable employment and labor laws and regulations, including those laws or regulations pertaining to employment discrimination. None of the above factors will be considered determinative, and Interview Panel members may assess what, if any, weight is to be given to each factor.

3. Interviewer Evaluation Form and Preparation of Ranked Validated Eligibility List. Each Interview Panel member will independently and personally complete and sign an Interviewer Evaluation Form for each Candidate at the conclusion of the interview and will score each Candidate as 1 (unacceptable), 2 (marginally acceptable), 3 (acceptable), 4 (very good) or 5 (excellent) in each category listed on the Interviewer Evaluation Form. The basis of any score of 5 or 1 must be explained in detail by the Interview Panel member on his or her Interviewer Evaluation Form. No person may alter, add to or delete from any Interviewer Evaluation Form other than the Interview Panel member who completes and signs it. The Interview Panel members will submit the original completed Interviewer Evaluation Forms to the Interview Panel member designated pursuant to Section P.2.(a), who will tabulate the scores of the Candidates and rank them in order from the highest to lowest score on the Ranked Validated Eligibility List. Any Candidate who receives a combined overall average score of less than 3 will not be eligible for further consideration, and his or her name shall not be included on the Ranked Validated Eligibility List.

Q. Pre-Employment Testing. Additional pre-employment tests may be given to Candidates based on the specific requirements of the Position for which they are applying and as described in the Notice of Job Opportunity, provided all Candidates for any Position must be subject to the same test. Each pre-employment test will be administered, scored, considered, and weighted on a consistent basis for each Candidate, and a passing score for such tests will be established in writing before any test is administered to a Candidate. The names of Candidates who do not achieve the pre-determined passing score shall be removed from the Ranked Validated Eligibility List.

R. Candidate Selection Procedure. Following completion of interviews with all Candidates, the Interview Panel shall select Candidates for employment in accordance with the following:

1. Selection Meeting. Within three business days following the last Candidate interview, the Interview Panel will conduct a selection meeting at which all of the Interview Panel members are present and at which each Interview Panel member has an opportunity to freely and without fear of retaliation express his or her opinion regarding each of the Candidates. The Interview Panel will discuss the Candidates interviewed in the order they appear on the Ranked Validated Eligibility List. The Chief of BHR or his or her designee may be asked to provide the Interview Panel with advice and expertise.

2. Interview Panel Ranking Form. The Interview Panel will select and rank the top three Candidates from the Ranked Validated Eligibility List in order of preference on the Interview Panel Ranking Form. If there is more than one vacancy, the Interview Panel will select and rank the top three Candidates plus a number of Candidates equal to the number of vacancies to be filled on the Interview Panel Ranking Form, provided there is a sufficient number of Candidates deemed eligible for ranking by the Interview Panel. The Interview Panel will rank only those Candidates recommended for employment and deemed eligible for ranking. If there is not a sufficient number of Candidates deemed eligible, the Position will be reposted.

3. Documentation of Selection Meeting. The Interview Panel member designated pursuant to Section P.2. (a) shall take notes at the selection meeting. The notes will include a description of why, how and by whom each Candidate was ranked. The notes will also indicate the objective basis or bases on which any Candidate was recommended for selection by the Interview Panel, as well as the basis or bases on which any Candidate was not recommended for employment and deemed ineligible for ranking. The notes, the Interview Evaluation Forms and the Interview Panel Ranking Form will be included in the Interview File.

4. Final Selection. The IIG shall review the Interview Panel's recommendation and make the final selection. If the Candidate selected by the IIG is other than the Candidate ranked highest by the Interview Panel in the case of a single vacancy, or a Candidate ranked among the top Candidates equal to the number of vacancies to be filled by the Interview Panel in the case of multiple vacancies, the IIG shall prepare a written explanation of the basis or bases on which he or she made the selection and include it in the Interview File, along with a NPCC.

5. Justification to Hire. The IIG or his or her designee shall prepare the Justification to Hire, which will be sent to the Chief of BHR or his or her designee along with the Interview File. A copy of the Interview File shall also be sent to the Compliance Administrator, while acting.

S. Final Screening. The IIG or his or her designee and BHR will conduct a final screening of the Candidate or Candidates selected by the IIG pursuant to Section R.4 as follows:

1. Documentation Review. The IIG or his or her designee will review the Interview File to ensure it contains all required documentation relating to the posting, and no offer will be extended prior to the receipt of all required documents and supporting materials from OIIG.

2. Verification of Past Employment. The IIG or his or her designee shall attempt to contact at least one professional reference (preferably the most recent employer) listed on the application of selected Candidates who are External Applicants in order to verify the accuracy of information contained on the application. Any Candidate who the IIG or his or her designee confirms has provided misleading, incomplete or incorrect information (excluding minor discrepancies) on his or her application or resume will not be considered eligible and will not be extended an offer of employment. The IIG or his or her designee will document in the Interview File the basis of his or her finding of ineligibility and send a copy of such documentation to the Compliance Administrator, while acting.

3. Grant of Authority. The IIG or his or her designee will prepare and submit a Grant of Authority Form for signature by the Chief of BHR. The Grant of Authority Form will include at a minimum the name(s) of the selected Candidate(s) and the proposed salary. A copy of the completed Grant of Authority shall be sent to the IIG.

T. Offers of Employment. The IIG or his or her designee will extend employment offers in accordance with the following:

1. Extension of Offer. After receipt of the fully executed Grant of Authority Form, the IIG or his or her designee will extend a written offer of employment to the selected Candidate(s) with a copy to the Chief of BHR. All offers of employment will be made in writing. All offers of employment will be contingent upon the Candidate's successful completion of all post-offer tests described in Section V.U. If a selected Candidate begins employment before the results of any post-offer test has been received, the Candidate will be advised in writing that his or her continued employment is contingent on the receipt of satisfactory results of such tests, and that he or she will be subject to immediate termination if and when an unsatisfactory test result is received.

2. Unaccepted Offer. If a selected Candidate is found to be ineligible after the final screening or post-offer testing or does not accept the offer of employment, the next highest ranked Candidate on the Interview Panel Ranking Form, and if necessary the other Candidate(s) in ranked order, will be screened pursuant to Section V.S and offered contingent employment pursuant to Section V.T.1.

3. No Acceptance. If no Candidate interviewed is determined eligible or accepts the offer of employment, a new pool or pools will be created pursuant to Section V.I until the Validated Eligibility List has been exhausted, at which time the Position will be reposted. This Section V.T.3 is subject to the provisions of Section V.M.

U. 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. All selected Candidates selected to fill a Position, except for those Candidates who are then employed by the County and have undergone a drug test within the preceding twelve months will be required to submit to a drug test prior to the commencement of employment in accordance with Cook County Government policy and applicable law. Those whose drug tests indicate the use of a controlled substance other than a prescribed medication

being taken as prescribed will not be considered eligible and the offer of employment will be withdrawn, or, if applicable, the individual will be terminated.

2. Medical Examination. All selected Candidates for Positions designated by the County as requiring a pre-employment medical examination who are not then employed by the County will be required to submit to a medical exam by a licensed physician or nurse practitioner. Candidates whose medical examination indicates that they are not able to perform the essential functions of the offered Position (with or without reasonable accommodation) will not be considered eligible and the conditional offer of employment will be withdrawn, or, if applicable, the individual will be terminated.

3. Background Check. All selected Candidates who accept an offer of employment will be required to submit to a background check conducted by the IIG or his or her designee in compliance with applicable law. If such background check reveals that a selected Candidate has been convicted of a felony or misdemeanor or has a history of another offense or activity that negatively impacts or could negatively impact his or her suitability for the Position, the matter will be referred to the OIIG Employment Plan Officer for further investigation. The IIG, with the assistance of the OIIG Employment Plan Officer, shall investigate the facts and circumstances and make a written determination of whether the conviction, offense or activity disqualifies the Candidate for employment, which shall be sent to the Compliance Administrator, while acting. Upon receipt of a determination of ineligibility, the IIG or his or her designee shall withdraw the offer or, if applicable, terminate the individual. If the background check reveals a selected Candidate has withheld or given materially inaccurate, incomplete or misleading information concerning his or her background, the offer of employment will be withdrawn or, if applicable, the individual will be terminated.

VI. EMPLOYEE CERTIFICATION

All Employees involved in effecting a hiring shall complete and sign a NPCC on ATAS or in writing.

VII. EXCEPTIONS TO THE GENERAL HIRING PROCESS

The limited exceptions contained in this Section VII shall apply to OIIG as follows, provided no exception described in this Section VII shall be interpreted to permit any Employment Actions to be based on any Political Reasons or Factors.

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

B. Layoffs. OIIG shall follow the OIIG Policies and Procedures Manual with respect to Layoffs.

C. Recall and Re-employment. OIIG shall follow the OIIG Policies and Procedures Manual with respect to Recalls and Re-employment.

D. Promotional Positions. Except as provided in this Section VII.D, OIIG shall follow the General Hiring Process in Section V for all Promotional Positions.

OIIG may exclude the names of Internal Applicants from the randomization processes described in Sections V.I.2, V.K.1, and V.K.2 Promotional Positions provided OIIG complies with the following procedures:

1. Submission of RTH for Promotional Position. The IIG may specify on an RTH submitted pursuant to Section V.B that a Position be considered a Promotional Position, including a description of the basis or bases for such designation and a NPCC. Such request will be sent to the OIIG Employment Plan Officer and the Compliance Administrator, while acting.

2. Review of Submission of RTH for Promotional Position. The OIIG Employment Plan Officer shall review the RTH and confirm the Position is appropriate for consideration as a Promotional Position based on the IIG's justification, the nature and level of the Position compared to others within OIIG, and the likelihood that the experience of Employees would be beneficial in carrying out the duties and responsibilities of the Position. If the OIIG Employment Plan Officer believes the Position is not appropriate for consideration as a Promotional Position, he or she shall notify the IIG and meet with the IIG to discuss the matter. In the event the IIG and OIIG Employment Plan Officer do not reach an agreement, the IIG shall make the final decision, provided he or she shall prepare a written report of the OIIG Employment Plan Officer's concerns and the IIG response to those concerns and submit it to the Chief of BHR for inclusion in the file. The IIG will send a copy to the Compliance Administrator, while acting.

3. Exclusion from Randomization. The names of all Internal Applicants who work within OIIG who complete the application process pursuant to Section V.F. shall not be subject to randomization pursuant to Section V.I.2. and shall be included on the Preliminary Eligibility List. The names of such Internal Applicants who are validated pursuant to Section V.J. and determined to possess the Minimum Qualifications of the Promotional Position shall not be subject to randomization pursuant to Sections V.K.1 and 2 and shall be included on the Validated Eligibility List.

4. Compliance with General Hiring Process. OIIG shall comply with all other provisions of Section V with respect to Promotional Positions unless specifically provided otherwise in this Section VII.D.

5. NPCC. Individuals promoted or hired under this Section VII.D must sign a NPCC, and those persons participating in the hiring must also sign a NPCC certifying that no Political Reasons or Factors were considered in the designation of a Promotional Position or in the promotion or hire.

E. Demotion. OIIG shall follow the OIIG Policies and Procedures Manual with respect to Demotions

F. Reclassifications and Upgrades. OIIG shall follow the OIIG Policies and Procedures Manual with respect to Reclassifications and Upgrades.

G. Transfers. OIIG shall follow the OIIG Policies and Procedures Manual with respect to Transfers.

H. Transitional Assignments. OIIG is not required to comply with Section V when making a Transitional Assignment, provided OIIG complies with the following procedures:

1. Completion of NPCC. All individuals involved in effecting a Transitional Assignment shall complete and sign a NPCC.

2. Request for Transitional Assignment. The Supervisor for the Position involved shall submit a written request to the IIG that a Transitional Assignment be made. Such request must include (a) a description of the reason for such Transitional Assignment, (b) a copy of the written confirmation that there is an available appropriation for a Transitional Assignment from the Department of Budget and Management Services, (c) a RTH or Personnel Action Form, (d) a copy of the Job Description, and (e) confirmation of the dates and the duration of the Transitional Assignment (which may not exceed thirty (30) days).

3. IIG Review and Approval. The IIG or his or her designee shall review the request and materials provided by the Supervisor and approve or not approve the request. If approved, the Transitional Assignment will be processed for the period of time specified by the IIG.

4. Reporting of Transitional Assignments. Copies of all requests, NPCCs, RTHs, employment applications, and other documents involving a Transitional Assignment shall be sent to the Compliance Administrator, while acting.

VIII. OIIG ACTIVELY RECRUITED POSITION HIRING PROCESS

OIIG may use the following procedure for hiring individuals to fill OIIG Actively Recruited Positions. If OIIG elects not to follow these procedures, OIIG shall follow the procedures in Section V.

A. No Political Reasons or Factors. No Employment Action covering an OIIG Actively Recruited Position may be based on any Political Reasons or Factors. All individuals involved in any Employment Action relating to an Applicant or Candidate for an OIIG Actively Recruited Position must execute a NPCC when participating in such Employment Action, and all Candidates selected for an OIIG Actively Recruited Position must execute an Applicant/Candidate Certification upon hire.

B. Recruiting Activities. In addition to recruiting activities pursuant to Section V.A, OIIG may recruit Applicants and Candidates for OIIG Actively Recruited Positions in accordance with the following:

1. Solicitation of Applicants. The IIG and/or his or her designees may solicit applications for OIIG Actively Recruited Positions through Recruiting Entities; provided the IIG or his or her designee may not solicit Applicants from any Politically-Related Person or Organization. The IIG may retain a Recruiting Consultant to assist in locating and identifying potential Applicants for OIIG Actively Recruited Positions. The IIG or his or her designee may

also participate directly in recruitment events as described in Section V.A.3. The IIG and his or her designees shall direct all potential Applicants to apply for OIIG Actively Positions using the ATAS, and all potential Applicants must complete and submit an application using the ATAS to be considered eligible for employment. The IIG and his or her designee may also solicit applications for OIIG Actively Recruited Positions directly from prospective Applicants and direct all potential Applicants to apply for OIIG Actively Recruited Positions using the ATAS and all potential Applicants must complete and submit an application using the ATAS to be considered eligible for employment.

2. Recruiting Consultant Contract Anti-Discrimination Terms. Any contracts between a Recruiting Consultant and OIIG shall contain a provision that prohibits participation in Unlawful Political Discrimination and requires the Recruiting Consultant to report all Political Contacts to OIIG.

C. Requests to Hire. All hiring for Actively Recruited Positions will be initiated by submission of a RTH in accordance with Section V.B.

D. Preparation of Notice of Job Opportunity. The Notice of Job Opportunity shall be prepared in accordance with Section V.D. Such notice shall include a requirement that all Applicants attach a resume to their ATAS applications.

E. Posting of Notice of Job Opportunity. All Notices of Job Opportunity will be posted in compliance with Section V.E.

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

G. Application Screening. Each Applicant will be required to answer Disqualifying Questions and any applicable Prescreening Questions on ATAS. Applicants whose answers indicate they do not have all of the Minimum Qualifications will not be considered eligible for the OIIG Actively Recruited Position. The same Disqualifying Questions and Prescreening Questions will be asked of all Applicants applying for the same OIIG Actively Recruited Position.

H. Creation of Preliminary Eligibility List. After the final posting closing date, BHR will create a Preliminary Eligibility List for each OIIG Actively Recruited Position posted containing the names of all Applicants who complete the application process on ATAS and who indicate on ATAS that they possess all Minimum Qualifications for the Position. All Applicants on the Preliminary Eligibility List shall be vetted and the population of Applicants on the Preliminary Eligibility List will not be reduced through any random selection of a small number of Applicants.

I. Creation of a Validated Eligibility List. BHR will validate the information contained on the online applications and resumes in accordance with Section V.J.

J. Appointment of an Application Review Panel. The IIG shall appoint an Application Review Panel consisting of the IIG or his or her designee and at least two other Supervisors who have received validation and interview training pursuant to Section IV.F. If there are an insufficient number of Supervisors available, the IIG may request the participation of the Chief of BHR or his or her designee, at the discretion of the IIG. Alternatively, the IIG may appoint a Senior Investigator of OIIG to serve on the Application Review Panel if the OIIG Actively Recruited Position under consideration is a lower level than the Senior OIIG Investigator Position and the Senior Investigator has received validation training pursuant to Section IV.F.

K. Creation of Interview List. Upon receipt of the Validated Eligibility List and Job Description from BHR, the Application Review Panel shall review the applications and resumes of all Candidates listed on the Validated Eligibility List and select at least three Candidates to put on the Interview List based on the extent to which each Candidate meets any Preferred Qualifications, if applicable, and has the work-related experience, education, knowledge, skills and abilities needed for the Actively Recruited Position. In order to determine whether an Applicant possesses Preferred Qualification(s), the Application Review Panel will review the background information concerning the Applicant's work experience, education and skills contained on the online application and, if applicable, resume, and compare it with the Applicant's responses to the Prescreening Questions. If there is more than one vacancy for an OIIG Actively Recruited Position, the Application Review Panel shall endeavor to select at least three Candidates per vacant position. If fewer than three Candidates are on the Validated Eligibility List, the Application Review Panel may request BHR to either repost the OIIG Actively Recruited Position or the Application Review Panel may place the Candidate(s) on the Interview List. The Compliance Administrator, while acting, will be notified at least 48 hours in advance of the Application Review Panel's meeting to review applications and select Candidates for the Interview List. The Application Review Panel shall send the Interview List to the IIG, along with a NPCC completed by each member. A copy will also be sent to the Compliance Administrator, while acting.

L. Interview Preparation.

1. Appointment of an Interview Panel. The IIG shall appoint an Interview Panel consisting of the IIG or his or her designee and at least two Supervisors who have received interview training pursuant to Section IV.F. If there is an insufficient number of Supervisors available, the IIG may request the participation of the Chief of BHR or his or her designee, at the discretion of the IIG. Alternatively, the IIG may appoint a Senior Investigator of OIIG to serve on the Interview Panel if the OIIG Actively Recruited Position under consideration is a lower level than the Senior OIIG Investigator Position and the Senior Investigator has received interview training pursuant to Section IV.F. The IIG may choose the same panelists for the Interview Panel as he or she chooses for the Application Review Panel.

2. Interview Scheduling. The IIG or his or her designee will schedule interviews of all Candidates listed on the Interview List and provide the schedule to the Compliance Administrator, while acting, at least 48 hours in advance of the date of the first interview.

3. Interview Questions. The IIG or his or her designee will create a minimum of five interview questions relating to each OIIG Actively Recruited Position. The IIG will provide

written notice of the five or more selected questions to the Compliance Administrator, while acting, at least five business days in advance of conducting interviews for a posting. All interview questions shall be considered and treated as confidential. The questions must be based on the specific job duties of the OIIG Actively Recruited Position and designed to assess the Candidate's job-related qualifications, skills and suitability for employment. The interview questions developed for a particular OIIG Actively Recruited Position may be used for subsequent vacancies for that OIIG Actively Recruited Position, provided appropriate precautions are taken to prevent advance dissemination of answers and provided the questions remain related to the duties of the OIIG Actively Recruited Position. Candidates should be counseled not to divulge questions asked of them to anyone after their interviews.

M. Pre-Interview License and Certification Verification. All Candidates will be required to produce required documents (e.g. current driver's license, diploma, school transcript, certifications, etc.) listed on the Notice of Job Opportunity prior to the commencement of the interview. Copies of such documents will be included in the Interview File. Candidates who do not produce the required documents prior to the commencement of their interview will be considered ineligible for further consideration. The interview may be rescheduled at the discretion of the Interview Panel in the event that a Candidate fails to produce the required documents at the time of the scheduled interview.

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

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

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

a. The IIG or his or her designee will facilitate the conduct of interviews by informing the Interview Panel of the interview process, providing the Interview Panel with the Job Description and copies of the applications and resumes of all Candidates on the Interview List, requesting that any applicable forms be completed, and picking up completed forms after the interviews.

b. In the event a potential Conflict of Interest is discovered prior to or during any interview, the Interview Panel member with the Conflict of Interest shall, as soon as possible, notify the IIG or his or her designee and the other members of the Interview Panel, that a Conflict of Interest may exist and that a substitution may be needed. The IIG or his or her designee will decide if the Panel Member must be removed from the panel. If the IIG determines that a Conflict of Interest exists, the Interview Panel member with the Conflict of Interest will be excused and will not be allowed to participate in the interview or the selection process for that Candidate, and a substitute Interview Panel member will be assigned. If no substitute is available, the interview will be rescheduled. The substitute Interview Panel member shall assume the other Interview Panel member's duties (asking questions, completing the Interviewer Evaluation Form, etc.). If it is

determined that there is no Conflict of Interest, the Interview Panel member will not be excused or replaced. If a Conflict of Interest is discovered after an interview, the IIG must be notified and he or she will make the determination of whether a second Interview Panel must be convened.

c. All Candidates interviewed for the same OIIG Actively Recruited Position will be asked to respond to at least five of the same pre-approved interview questions, provided that Internal Candidates may be asked different job-related questions based on their specific experience with OIIG. 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 OIIG Actively Recruited Position. All responses provided by a Candidate, including responses to follow-up questions, are to be considered by Interviewers.

d. 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 OIIG Actively Recruited Position; (v) experience; (vi) relative qualifications for the OIIG Actively Recruited 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. 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 the IIG or his or her designee and the forms will be made part of the Interview File.

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

1. Interview Panel Meeting. Within three business days following the last Candidate interview, the interviewers will conduct a meeting at which all of the interviewers are present and at which each interviewer has an opportunity to freely and without fear of retaliation express his or her opinion regarding the Candidates. The Interview Panel will discuss the Candidates interviewed and identify Candidates they would recommend for hire. The Interview Panel will select a member to take notes at the Interview Panel meeting. The notes will indicate the objective basis or bases on which any Candidate was recommended for hire. The notes will be included in the Interview File. The Compliance Administrator, while acting, and the IIG if not a member of the Interview Panel may attend Interview Panel meetings.

2. Second Interview. After the Interview Panel meeting, the IIG may conduct second interviews of any or all of the Candidates previously interviewed. Prior to conducting any second interviews, the IIG may appoint a Supervisor to participate in the second interviews. The Supervisor appointed for the second interviews must participate in all second interviews with the IIG. The IIG and Supervisor, if applicable, shall complete Interview Evaluation Forms for each Candidate given a second round interview.

3. Final Ranked Candidate List and Final Selection. After the Interview Panel meeting, the delivery to the IIG of the Interview Panel notes, Interview Evaluation Forms, and Interview File, and any second interview, the IIG shall review the Interview Panel's recommendations, create a Final Ranked Candidate List, and select the successful Candidate. The IIG may choose to reject all of the Candidates interviewed. If so, the Position shall be reposted in compliance with Section V.E, and the application, interview and selection process shall be repeated. The IIG may also select Candidates from the Final Ranked Candidate List for other vacancies for the same Position arising during a period of 12 months from the date the Final Ranked Candidate List was created.

4. Future Vacancies. The IIG may select Candidates from the Final Ranked Candidate List for other vacancies for the same Position arising during a period of 12 months from the date the Final Ranked Candidate List was created.

5. Justification to Hire. In accordance with Section V.R.5, the IIG or his or her designee shall prepare the Justification to Hire, which shall include a justification for selecting the successful Candidate and detail how the selected Candidate's experience meets the criteria for the OIIG Actively Recruited Position. The Justification to Hire will be made part of the Interview File and will be sent to the Chief of BHR or his or her designee along with the Interview Panel meeting notes and recommendations, the Interview Evaluation Forms, and any other documentation regarding the selection of the Candidate. Copies of such documentation shall also be available to the Compliance Administrator, while acting.

P. Final Screening. The IIG or his or her designee and BHR will conduct a final screening of the Candidate selected for each open OIIG Actively Recruited Position in accordance with Section V.S.

Q. Offers of Employment. The IIG or his or her designee will extend employment offers in accordance with the following:

1. Extension of Offer. After receipt of the fully executed Grant of Authority Form, the IIG or his or her designee will extend a written offer of employment to the selected Candidate(s) with a copy to the Chief of BHR. All offers of employment will be made in writing. All offers of employment will be contingent upon the Candidate's successful completion of all post-offer tests described in Section V.U. If a selected Candidate begins employment before the results of any post-offer test has been received, the Candidate will be advised in writing that his or her continued employment is contingent on the receipt of satisfactory results of such tests, and that he or she will be subject to immediate termination if and when an unsatisfactory test result is received.

2. Unaccepted Offer. If a selected Candidate is found to be ineligible after the final screening or post-offer testing or does not accept the offer of employment, the IIG may select another Candidate in the same manner as set forth in VIII.O.3 and will be screened pursuant to Section VIII.P and offered contingent employment pursuant to Section VIII.Q.1.

3. No Acceptance. If no Candidate interviewed is determined eligible or accepts the offer of employment, the Position will be reposted. This Section VIII.Q.3 is subject to the provisions of Section V.M.

R. Post-Offer Testing. Post-Offer Testing will be conducted following acceptance of an offer of employment and preferably prior to the commencement of employment in accordance with Section V.U.

S. Union Membership. In the event an OIIG Actively Recruited Position or an OIIG Executive Assistant Position becomes covered under a CBA, the OIIG Actively Recruited Position or the OIIG Executive Assistant Position, and any vacancy for such Position will be subject to Section V.

IX. OIIG EXECUTIVE ASSISTANT POSITIONS

In order to assist certain members of the OIIG in retaining direct-report administrative assistants who possess the experience, skills and competence needed by them to perform their jobs effectively, OIIG may use the following procedure for hiring individuals to fill OIIG Executive Assistant Positions:

A. No Political Reasons or Factors. No Employment Action covering an OIIG Executive Assistant may be based on any Political Reasons or Factors.

B. Applicability of Specific Portions of the General Hiring Process. All provisions of Section V. shall apply to the recruiting, screening, interviewing and hiring of Executive Assistants except as specifically provided in this Section IX.

C. Submission of RTH. The IIG must submit a RTH to the Chief of BHR or his or her designee. The RTH must be signed by the IIG. The IIG must receive written confirmation from the Cook County Budget Director that the Position is fully funded. The IIG or his or her designee shall provide a copy of the RTH to the Compliance Administrator, while acting, pursuant to Section V.B.1.

D. Identification and Selection of Candidate. The IIG shall send a written selection notification with the RTH to the Chief of BHR or his or her designee. The Chief of BHR or his or her designee shall submit a copy of the written selection notification with the RTH to the Compliance Administrator, while acting. Such notification shall include: (1) the name of the individual he or she has selected to perform services as his or her OIIG Executive Assistant; (2) a description of the basis on which the IIG has selected the individual (e.g., past knowledge of his or her employment history, past working relationship, etc.); (3) copies of any licenses or certifications required; (4) a NPCC signed by the IIG.

E. Hiring Process. The following hiring process will apply for OIIG Executive Assistant Positions in order to document that all persons employed in OIIG Executive Assistant Positions possess the Minimum Qualifications for an OIIG Executive Assistant Position in which they are being placed:

1. Job Description. The IIG, with the assistance of the Chief of BHR, shall create a current and accurate Job Description for each OIIG Executive Assistant Position as described in Section V.B.2. Each such Job Description shall meet the definition of OIIG Executive Assistant contained in this OIIG Employment Plan. A copy of the Job Description shall be provided to the Compliance Administrator, while acting.

2. Entry of Job Description on ATAS. The OIIG Executive Assistant Job Description shall be entered on ATAS and the Content Librarian shall create a Notice of Job Opportunity for all OIIG Executive Assistant Positions on ATAS as described in Sections V.D. Entry on ATAS of the OIIG Executive Assistant Position does not require public posting.

3. Submission, Screening and Verification of Application. The individual selected by the IIG to fill the OIIG Executive Assistant Position shall complete an employment application in paper format or, when feasible, an application on ATAS. The IIG and OIIG Employment Plan Officer shall validate the application as described in Sections V.J. and N, and verify that the individual selected by the IIG: (a) possesses the Minimum Qualifications and, if applicable, Preferred Qualifications of the OIIG Executive Assistant Position; (b) has provided any licenses and certifications required; and (c) if he or she was or is an Employee or an employee in any County Office Under the President during the preceding 12 months, he or she was not terminated for cause during the previous five (5) years. If the IIG or OIIG Employment Plan Officer concludes that the selected individual does not meet any one of the three (3) criteria, the selected individual will not be considered eligible for the Executive Assistant Position, and he or she will not be offered employment as an OIIG Executive Assistant. If the IIG and the OIIG Employment Plan Officer determine that the individual selected is eligible, such determination shall be recorded on ATAS or in the employment file, the IIG and OIIG Employment Plan Officer shall each execute a NPCC and they shall submit a copy of all information and the determination to the Compliance Administrator, while acting.

F. Hiring. Upon completion of the verification and testing described in Section IX.E, the IIG and BHR will take steps to complete the hiring process and send written notice (including a copy of all the required documents) to the Compliance Administrator, while acting.

X. OIIG INTERN AND EXTERN POSITIONS

OIIG will follow Section V. with respect to all Interns and Externs regardless of whether the Intern or Extern will receive compensation (monetary or otherwise) for his or her employment except when the Intern is provided directly by an academic institution or other non-political organization with a bona fide internship or externship program and OIIG has no discretion or input in recommending or selecting the Intern or Extern; in which case, OIIG will follow the placement procedures of the academic institution or other non-political organization with a bona fide internship or externship program. In situations where OIIG receives an Intern or Extern from an academic institution or other non-political organization with a bona fide

internship or externship program prior to the hiring, OIIG will obtain an NPCC from the academic institution or other non-political organization with a bona fide internship or externship program. OIIG shall not require as a basis for employment that any Applicant has, at any point, performed as an Intern or Extern with Cook County. .

XI. MISCELLANEOUS POLICIES

A. Reclassifications/Promotions. Reclassifications, including Promotions, of Employees shall be decided based on the operational and business needs and goals of OIIG in accordance with the OIIG Policies and Procedures Manual. Reclassifications, including Promotions, of Employees will not be based on Political Reasons or Factors.

B. Temporary Assignments. A Temporary Assignment may not exceed 120 days in a calendar year. Changes in Assignments and work locations of Employees will not be made based on Political Reasons or Factors.

C. Transfers. Transfers of Employees shall be decided based on the operational and business needs and goals of OIIG in accordance with the OIIG Policies and Procedures Manual. Transfers of Employees will not be based on Political Reasons or Factors.

D. Training. Training of Employees shall be conducted in accordance with the OIIG Policies and Procedures Manual, and no training will be provided or denied to Employees based on Political Reasons or Factors.

E. Compensatory Time and Overtime. Compensatory Time and Overtime will be awarded and earned in accordance with the OIIG Policies and Procedures Manual and applicable law. Compensatory Time and Overtime for Employees will not be awarded or withheld based on Political Reasons or Factors.

F. Discipline. Discipline will be administered in accordance with the OIIG Policies and Procedures Manual and applicable law. Discipline of Employees will not be based on any Political Reasons or Factors.

G. Desk Audits. Desk Audits will be performed in accordance with the OIIG Policies and Procedures Manual. Desk audits of Employees will be conducted in a uniform manner and will not be based on Political Reasons or Factors.

H. Demotions. Demotions will be given in accordance with the OIIG Policies and Procedures Manual and applicable law. Demotions of Employees will not be based on Political Reasons or Factors.

I. Layoffs/Recall. Layoffs and Recall of Employees shall be conducted in accordance with the OIIG Policies and Procedures Manual and applicable law. Layoffs and Recall of Employees will not be based on Political Reasons or Factors.

J. Third Party Providers. Any third party vendor selected for the purposes described within this OIIG Employment Plan shall be required by contract to follow this OIIG Employment Plan

and all applicable laws, rules, and regulations applicable to services or products provided by such third party vendor.

XII. CONCLUSION

OIIG is committed to continuing to serve as an equal opportunity employer within Cook County government and enforcing the prohibitions of Unlawful Political Discrimination. This OIIG Employment Plan is designed to both support these important goals and create a transparent and fair process. By ensuring that these goals are met by adherence to these procedures, OIIG will maintain its high standards in selecting qualified Candidates to serve within OIIG with integrity, independence, professionalism and respect for the rule of law and the citizens of Cook County. It is not possible to anticipate and address every situation that may give rise to an Unlawful Political Contact or circumstance of Unlawful Political Discrimination. Nonetheless, OIIG is prepared to address such circumstance should they arise in the future by complying with the law and the spirit of this OIIG Employment Plan.

OIIG Employment Plan Exhibits

A: Political Contact Log Reporting Form
B: Grant of Authority
C: Interview Panel Ranking Form
D: Interviewer Evaluation Form
E: Job Description Form
F: No Political Consideration Certification
G: Request to Hire