

## **OIIG POLICIES AND PROCEDURES MANUAL**

This OIIG Policies and Procedures Manual is created under the authority of the Section 2-284(12) of the OIIG Enabling Ordinance and in accordance with Section IV.A of the OIIG Employment Plan. None of the language used in this Manual shall constitute a contract and nothing in this Manual 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. No Employment Action described in this Manual shall be influenced by any Political Reasons or Factors.

### **Definitions**

Section II of the OIIG Employment Plan (Definitions) is hereby incorporated by reference, and all capitalized terms in this Policies and Procedures Manual shall have the meanings assigned therein unless otherwise specified.

### **Rule 1 – Conduct and Discipline of Personnel**

#### **1.01 Rules of Conduct**

The OIIG adopts the Rules of Conduct set forth in Rule 8.03 of the County of Cook Personnel Rules.

#### **1.02 OIIG Directives**

The Independent Inspector General may from time to time issue OIIG Directives regarding operations.

#### **1.03 Discipline**

Discipline for violations of the Rules of Conduct and failure to adhere to OIIG Directives or other OIIG established protocol may include admonishment, written reprimand, suspension, or termination. Employees in the OIIG are exempt from career service, and Discipline imposed for any violation of the Rules of Conduct, OIIG Directives, or established protocol need not be progressive. The level of Discipline for any particular violation will be determined by the Independent Inspector General based on the particular facts and circumstances involved. The Independent Inspector General will document the basis for any Discipline imposed and shall maintain such documentation as part of the Employee's personnel record.

### **Rule 2 – Leaves of Absence**

#### **2.01 Leaves of Absence With Pay**

The OIIG adopts the policy for leave with pay set forth in Rule 6.02 of the County of Cook Personnel Rules.

## **2.02 Leaves of Absence Without Pay**

The OIIG adopts the policy for leave with pay set forth in Rule 6.03 of the County of Cook Personnel Rules.

## **2.03 Disability**

The OIIG adopts the disability policies set forth in Rule 6.04 of the County of Cook Personnel Rules.

### **Rule 3 – Performance Management**

#### **3.01 Performance Evaluation Policy**

The performance of all Employees shall be evaluated on an annual basis using systems and procedures established by the Independent Inspector General.

#### **3.02 Performance Evaluation Records**

The Performance Evaluation for each Employee shall be reported on forms approved by the Independent Inspector General and shall be maintained by the OIIG as part of the Employee's personnel record.

### **Rule 4 – Position Classification and Compensation**

#### **4.01 Classifications**

The OIIG adopts the policy for position classifications set forth in Rule 2.02 of the County of Cook Personnel Rules except that all positions in the OIIG are exempt from career service.

#### **4.02 Entry Rate**

New Employees entering service with the OIIG shall be paid a salary within the salary grade in which the job has been placed. Subject to budgetary allocation by the Cook County Board, the salary shall be in an amount determined by the Independent Inspector General to be appropriate based on the necessary knowledge, skills and abilities required for the position and the needs of the office.

#### **4.03 Transfers**

If the need for a Transfer arises, the Independent Inspector General will document the basis for the Transfer and place such documentation in the Transferred Employee's personnel record.

#### **4.04 Promotions**

Promotions based on appointment to a higher position are not permitted. Employees seeking advancement to a higher position within the OIIG must apply for such openings as they become available pursuant to the procedures set forth in the OIIG Employment Plan. An Employee's work experience with the OIIG will be considered if the Employee applies for higher positions within the office.

#### **4.05 Demotions**

The OIIG does not utilize the practice of Demotions. An Employee's failure to perform his or her job at a satisfactory level may lead to Discipline or Termination, but not a Demotion.

#### **4.06 Reclassification of Positions**

The OIIG adopts the policy for Reclassification of Positions set forth in Cook County Employment Plan Supplemental Policy 2013-2.1. Subject to budgetary allocation by the Cook County Board, an Employee whose position is upgraded shall receive a salary equal to the current entry level rate for that position or at a rate determined by the Independent Inspector General to be appropriate based on the necessary knowledge, skills and abilities required for the position and the needs of the office.

#### **4.07 Interim Assignment and Interim Pay**

The OIIG adopts the policy for Interim Assignments and Interim Pay set forth in Cook County Employment Plan Supplemental Policy 2013-2.3.

#### **4.08 Temporary Assignment**

In the event a Temporary Assignment is needed, the Independent Inspector General will have the discretion to determine which OIIG Employee will serve such Temporary Assignment based on the needs of the office at that time. The Independent Inspector General will make a reasonable effort to equitably distribute Temporary Assignments among all OIIG Employees in the same classification while also considering the operational needs of the office. The Independent Inspector General will document the basis for a decision as to the OIIG Employee chosen for a Temporary Assignment. A Temporary Assignment may not exceed 180 business days unless the needs of the office require otherwise. If needed, the Temporary Assignment may be extended for one additional period not to exceed 180 business days, and the Independent Inspector General shall document the reason for the extension of the Temporary Assignment.

#### **4.09 Overtime and Compensatory Time**

OIIG Supervisors, the OIIG Executive Administrative Assistant, and the Senior Investigator supervising the Unlawful Political Discrimination Unit of the OIIG are exempt from the Fair Labor Standards Act and are not entitled to Overtime or Compensatory Time. Other OIIG Employees are eligible for either Overtime or Compensatory Time at the discretion of the

Independent Inspector General. Employees must receive written prior authorization to work Overtime. Failure to do so could result in Discipline.

## **Rule 5 – Layoffs and Reinstatements**

### **5.01 Layoffs**

In the event a layoff is necessary, the Independent Inspector General will determine the order of layoff based on the needs of the office at that time. The Independent Inspector General will document the basis for layoff decisions.

### **5.02 Layoff Lists**

Layoff lists contain the names of Employees who have been laid off and have made written application for a place on the layoff list within 60 days after being laid off. The name of an Employee shall be retained on a layoff list until the person is reinstated by the OIIG or two years, whichever comes first, except that an Employee's name shall be removed if the Employee is offered and declines reinstatement.

### **5.03 Reinstatement**

If the authority to reinstate laid off Employees is granted, the Independent Inspector General will determine the order of reinstatement based on the needs of the office at that time.

## **Rule 6 – Training and Development**

### **6.01 Training Opportunities**

Employees may be offered training in connection with their positions. Training that is not office-wide or mandatory will be offered to Employees based on the operating needs of the office. The OIIG will make a reasonable, good-faith effort to equitably distribute training based on operational needs among all Employees in the same classification and work unit.

### **6.02 Training Records**

The OIIG will maintain records regarding the types of training offered and Employee attendance.

## **Rule 7 – Dual Employment**

### **7.01 Dual Employment**

The OIIG adopts the Dual Employment Policy set forth in Rule 13 of the County of Cook Personnel Rules.

## **Rule 8 – Third-Party Providers**

## **8.01 Third-Party Providers**

The OIIG does not use Third-Party Providers to recruit, validate, interview or recommend Candidates for employment.