



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES**

POLICY TITLE: Layoff/Recall		PAGE 1 of 1
Date of Approval: July 24, 2013 Effective Date: August 1, 2013	Policy Number: 2013-2.10 Associated Personnel Rule: 4.031, 4.032, 7	Policy Form: NA

PURPOSE: To provide a supplemental policy and related procedures regarding the layoff and recall of Non-Exempt Employees, in accordance with Cook County Personnel Rules, in the offices and Departments under the jurisdiction of the Cook County Board President and the Cook County Employment Plan.

AREAS AFFECTED: This policy applies to all non-exempt County employees assigned to work in Departments and offices under the jurisdiction of the County Board President or Departments covered under the Employment Plan. To the extent that any provision in this policy conflicts with a specific provision in any collective bargaining agreement covering Cook County employees, the provision in the collective bargaining agreement shall prevail for employees so covered.

POLICY AND PROCEDURE: The Department Head shall comply with the Layoff and Recall procedures contained in the Personnel Rules and with the following when implementing any Layoff or Recall of employees holding Non-Exempt Positions:

No Political Reasons or Factors. Employees holding Non-Exempt Positions may be subject to Layoff or Recall in accordance with this Policy, the Personnel Rules and the Plan, as and if applicable. No employee holding a Non-Exempt Position may be subject to a Layoff or Recall based on any Political Reasons or Factors.

Basis or Bases for Layoff. All layoffs shall be based on specific operational and/or budgetary needs of the Department.

Layoff Determined by Position and Seniority. The Department Head shall determine which Position(s) within a classification shall be affected by Layoff based on the specific operational and/or budgetary needs, provided that all probationary employees in the same Position within the affected Department must be laid off before any non-probationary employee in the same Position within the Department is laid off. The order of Layoff within a Position shall be based on the employee's length of service in the Position within the Department. The Department Head shall consult with the Chief of BHR or his or her designee to determine accurate seniority dates. The Chief of BHR shall provide the Office of the Independent Inspector General and the Compliance Officer with the names of laid off employees and the operational and/or budgetary reason for selecting the affected positions/employees.

Recall. Employees who retain Recall rights shall be recalled pursuant to this Policy, the Personnel Rules and the Plan. The Chief of BHR or his or her designee shall maintain a Recall list, which shall be updated as necessary, containing (1) the names of all employees laid off, (2) the Departments in which they were employed, (3) the Positions held at the time of layoff, (4) the date of Layoff, (5) the date on which Recall rights expire, and (6) the date the employee was recalled, if applicable. A copy of the Recall list must be updated and a copy sent to the Compliance Officer and the OIIG on a quarterly basis. In the event of a Recall, the Chief of BHR will be responsible for notifying employees of their eligibility for Recall in compliance with the Personnel Rules. Copies of such notices shall be sent to the Compliance Officer and the OIIG.

NPCC. All employees subject to Layoff or Recall pursuant to this Policy and all Employees participating in any Employment Action related to any must also sign a NPCC certifying that no Political Reasons or Factors were considered. No Layoff or Recall decision affecting an employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.