



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

POLICY TITLE: THIRD-PARTY PROVIDERS		PAGE 1 of 1
Date of Approval: July 24, 2013 Effective Date: August 1, 2013	Policy Number: 2013-2.11 Associated Personnel Rule: 4.031	Policy Form: NA

PURPOSE: To establish the requirements that must be followed by the County when it retains and uses a Third-Party Provider to perform any aspect of the hiring process for Non-Exempt Positions.

AREAS/EMPLOYEES COVERED: This Policy applies to all Departments and to all County employees holding Non-Exempt Positions under the jurisdiction of the County Board President and the Plan. To the extent that any provision in this Policy conflicts with a specific provision in a collective bargaining agreement or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: Third-Party Providers may be used to recruit, validate, interview and recommend Applicants and Candidates for Non-Exempt Positions under the jurisdiction of the County Board President or Departments covered under the Employment Plan under the following terms and conditions:

No Political Reasons or Factors. No employment activities performed by Third Party Providers relating to any Employment Action performed on behalf of the County involving Non-Exempt Positions may be based on any Political Reasons or Factors.

Retention of Third Party Provider. All Third Party Providers may be retained by the Chief of BHR or a Department Head upon approval by the Chief of BHR or his or her designee. Any Department Head seeking to retain a Third Party Provider to perform any activity relating to an Employment Action, including any hiring activity, must submit a written request to the Chief of BHR for approval. If approved, the Chief of BHR shall work with the Department Head to ensure that the terms of the Third Party Provider agreement is in compliance with the contract, the Personnel Rules, the Employment Plan and this Policy. The Compliance Officer shall be authorized to monitor the performance of any Third Party Provider.

Activities of Third-Party Providers. Third-Party Providers may be retained by written contract to perform activities relating to the Plan's General Hiring Process, provided they follow the specific procedures for such activities described in the Plan.

NPCC. Third-Party Providers performing any hiring activities relating to any Employment Action on behalf of the County will be required under the terms of their contracts with the County to comply with this Policy, the Personnel Rules and the Plan and to refrain from engaging in any activities based on any Political Reasons or Factors relating to any Employment Action or any aspect of the hiring process performed on behalf of the County that relate to any Non-Exempt Position. Third-Party Providers will be required to execute a NPCC on behalf of the business entity or owner and to obtain executed NPCCs from all of their employees who engage in any activities on behalf of the County and all Applicants and Candidates identified as a result of their activities on behalf of the County.