



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

POLICY TITLE: TEMPORARY ASSIGNMENT		PAGE 1 of 2
Date of Approval: July 24, 2013 Effective Date: August 1, 2013	Policy Number: 2013-2.4 Associated Personnel Rule: NA	Policy Form: Long-Term Temporary Assignment Request Form and Volunteer Request for Long-Term Temporary Assignment

PURPOSE: To establish the terms and conditions under which the County may make Temporary Assignments of employees to a different Department if the Department reports vertically up to a Bureau Chief or to a different work location or unit within a Department.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and to all employees that are 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 or the Plan, the provision in the collective bargaining agreement or the Plan, as and if applicable, shall govern.

POLICY AND PROCEDURE: The County may place a Non-Exempt or Exempt employee in a Short Term Temporary Assignment in a Non-Exempt or Exempt Position. The County may place a Non-Exempt employee in a Long Term Temporary Assignment only in a Non-Exempt Position. Temporary Assignments may be located in a different Department or in a different work location or unit within the same Department. All Temporary Assignments must be (1) in the same job title, and (2) based on a verified operational or other business-related needs, , provided the County complies with the following procedures:

No Political Reasons or Factors. All Temporary Assignments and any related Employment Action established under this Policy must be done in accordance with Personnel Rules and the Plan, as and if applicable. No Temporary Assignment or Employment Action relating to a Temporary Assignment of any employee holding a Non-Exempt Position may be based on any Political Reasons or Factors.

Short Term Temporary Assignments (Less than Two Weeks in Duration) A Department Head may assign an employee within his or her Department or the Department Head may request the Chief of BHR to assign an employee to cover a Short-Term Temporary Assignment in the event there is a verified operational or other business-related need for a Short-Term Temporary Assignment and the assignment is for a period of less than two weeks. The Department Head or Chief of BHR must assure the employee is returned to his or her regular assignment within two weeks.

Long-Term Temporary Assignments (Two Weeks or More in Duration). In the event the Department Head determines there is a need for a Long-Term Temporary Assignment of an employee in a Non-Exempt Position to a different Non-Exempt Position, the Department Head shall place a notice and invitation to submit a written request to volunteer for the Long-Term Temporary Assignment for a period of at least five business days prior to the selection of the employee for the Long-Term Temporary Assignment. Such notice shall include the start date and projected end date, the location of the Long-Term Temporary Assignment, and the basis on which the Long-Term Temporary Assignment will be made. Such notice will be placed in highly visible areas in the Department; notice may also be placed by email if applicable.

In the event more than one employee volunteers for a Long-Term Temporary Assignment, the Department Head shall select the employee with the most seniority in the Position. If the selected employee works in a different Department than the Department in which the Long-Term Temporary Assignment is located, the Department Head of the Department in which the employee works and the Chief of BHR must first approve the Long-Term Temporary Assignment in writing. If not approved, the next most senior employee in the Position who volunteers shall be selected. If the only employee or employees who volunteer work in the same Department in which the Long-Term Temporary Assignment is located, the Department Head may elect to withdraw his or her request for a Long-Term Temporary Assignment. Such withdrawal shall be in writing and sent to the Chief of BHR, with a copy to the Compliance Officer.

In the event no employee volunteers for a Long-Term Temporary Assignment or there are no employees approved or selected in accordance with the previous paragraph and the Department Head elects not to withdraw his or her request for the Long-Term Temporary Assignment, the Department Head, with the assistance of the Chief of BHR shall select the employee with the least seniority in the Position. If not approved, the next least senior employee in the Position shall be selected.

Department Heads shall send a Long-Term Temporary Assignment Request Form to the Chief of BHR or his or her designee and the Compliance Officer for approval before the Long-Term Temporary Assignment is made. The Request must include (1) the number of employee(s) needed for the Long-Term Temporary Assignment, (2) the start date and the projected end date of the Long-Term Temporary Assignment, (3) an explanation of the specific operational or other business-related need on which the request is based, (4) the names of the employees selected pursuant to the Department's posting for a Long-Term Temporary Assignment and (5) a NPCC.

Length of Long-Term Temporary Assignment. Long-Term Temporary Assignments may be for periods of no less than two weeks and no more than six months; provided the Head of the Department may request a maximum three month extension of a Long-Term Temporary Assignment by submitting a second Long-Term Assignment Request Form to the Chief of BHR and the Compliance Officer. The Chief of BHR and the Compliance Officer will either approve or deny the extension request. If the Chief of BHR and the Compliance Officer disagree, the Compliance Officer's determination shall govern. The Department Head will receive written notification of the determination. Under no circumstances may a Long-Term Temporary Assignment exceed a total of nine months for any Position.

NPCC. All employees applying for or assigned to Long-Term Temporary Assignments pursuant to this Policy and all employees participating in any Employment Action relating to the request or approval of a Long-Term Temporary Assignment must also sign a NPCC certifying that no Political Reasons or Factors were considered.