



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

<b>POLICY TITLE: DISCIPLINARY ACTION</b>		<b>PAGE 1 of 1</b>
<b>Date of Approval: July 24, 2013</b> <b>Effective Date: August 1, 2013</b> <b>Amended: August 29, 2013</b>	<b>Policy Number: 2013-2.8</b> <b>Associated Personnel Rule: 8</b>	<b>Policy Form: Disciplinary Action Form</b> <b>Discipline Notice and Request for Approval Form</b>

**PURPOSE:** To provide procedures for imposing Discipline on all employees in the offices and Departments under the jurisdiction of the Cook County Board President that is in compliance with this Policy, the Personnel Rules and the Plan.

**AREAS/EMPLOYEES COVERED:** This Policy applies to all Departments and to all County employees 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 has established and will follow the Rules of Conduct contained in the Personnel Rules when assessing the performance and conduct of all employees. The County also will apply the principles of corrective progressive discipline contained in its Personnel Rules when disciplining employees, and complete the Disciplinary Action Form documenting all steps of the disciplinary process. The Independent Inspector General shall be notified in writing of the time and place of any pre-disciplinary hearing scheduled by a Department resulting from a sustained OIIG finding in order for the Independent Inspector General or his or her designee to present any testimony or evidence regarding his or her findings. Additionally, the County shall adhere to the Grievance/Appeals Procedure contained in the Personnel Rules when employees seek to appeal discipline imposed.

No Political Reasons or Factors. All Disciplinary Action for employees must be offered in accordance with the Policy, the Personnel Rules and the Plan, as and if applicable. No Disciplinary Action given to an employee may be granted or denied based on any Political Reasons or Factors.

Documentation of Discipline. Disciplinary action is defined as an oral reprimand, a written warning, a suspension or termination. All disciplinary action consisting of a written warning, a suspension or termination must be documented using a Disciplinary Action Form. All Disciplinary Action Forms must be signed by the authorized manager imposing or recommending the discipline, as well as the Department Head of Department to which the employee is assigned. A copy of all Disciplinary Action Forms (1) must be retained by the Department Head and (2) given to the employee at the time the discipline is imposed. Additionally, a copy of all Disciplinary Action Forms consisting of a suspension or termination must be sent to the Chief of BHR or his or her designee and the Compliance Officer within five days of the discipline.

Terminations and Suspensions of More Than Ten Days. All terminations and all suspensions for more than ten days in length of non-probationary employees must be reviewed in advance by the Chief of BHR or his or her designee. Department Heads must complete and send Discipline Notice and Request for Approval Form, along with the proposed Disciplinary Action Form, to the Chief of BHR or his or her designee and receive his or her approval in advance of the discipline. If, in the opinion of the Department Head, the continued presence of the employee at the work location poses a threat of physical harm or unacceptable disruption, in accordance with the Personnel Rules, the Department Head may place the employee under Emergency Suspension.

The Chief of BHR or his or her designee shall review and approve or deny the proposed Discipline and send written notice of his or her determination to the Department Head, with a copy to the Compliance Officer. The Chief of BHR may consult with the Department Head and request additional information regarding the request prior to making his or her determination. He or she may also change the recommended discipline based upon the provisions of the Personnel Rules and the Plan. If and as approved, the Department Head shall (1) give a copy of the Disciplinary Action Form to the employee, (2) retain a copy in his or her files, and (3) send a copy to the Chief of BHR or his or her designee and the Compliance Officer.

Appeal of Disciplinary Action. Appeals of Disciplinary Action shall be made in accordance with the Personnel Rules or applicable Collective Bargaining Agreement. Notice of all hearings and reschedule dates of all hearings relating to Discipline scheduled at the Employee Appeals Board must be sent to the Compliance Officer at least five days prior to the scheduled or rescheduled hearing. The Compliance Officer may attend and monitor such hearings in order to assure compliance with this Policy and the Plan; the Compliance Officer shall not monitor the deliberative process unless specifically authorized by the Employee Appeals Board. Copies of transcripts, evidence and any written decisions will be made available to the Compliance Officer upon request.

NPCC: All employees involved in recommending or implementing Discipline pursuant to this Policy or an Employment Action relating to Discipline must also sign a NPCC certifying that no Political Reasons or Factors were considered.