



# COOK COUNTY BUREAU OF HUMAN RESOURCES

<b>POLICY TITLE: Ineligible for Rehire List</b>		<b>Page 1 of 1</b>
<b>Date of Approval: May 1, 2014</b> <b>Effective Date: September 30, 2014</b>	<b>Policy Number:2014-2.13</b> <b>Associated Authority:</b> <b>Cook County Employment Plan and Personnel Rules</b>	<b>Policy Form: Ineligible for Rehire List</b>

**PURPOSE:** To provide the Supplemental Policy addressing the process and guidelines for placement of Affected Individuals on the Ineligible for Rehire List.

**AREAS AFFECTED:** This Policy applies to all Cook County employees under the jurisdiction of the County Board President or Departments covered under the Cook County Employment Plan (“Plan”). To the extent that any provision in this Policy conflicts with a specific provision in any collective bargaining agreement of the Plan, the provision in the collective bargaining agreement or the Plan, if applicable, shall govern.

**POLICY AND PROCEDURES:** Pursuant to the Plan, an Ineligible for Rehire List (“List”) has been established to regulate the rehiring of individuals who were terminated, discharged, resigned in lieu of discharge as a result of or resigned under inquiry prior to a finding related to unlawful political discrimination, engagement of prohibited political activity or other violation of an applicable Personnel Rules.

**BHR Process for Determining if an Affected Individual is Placed on the Ineligible for Rehire List:** Department Heads must notify the Chief of BHR or his or her designee in all instances where an employee is Terminated, Discharged or Resigns in lieu of Discharge or Termination. Notification of employee Termination or Discharge shall be completed using the Disciplinary Action Form. Notification of Resignation in Lieu of Discharge or Termination shall be made by contacting the Chief of BHR or his or her designee in writing on the date that the resignation is tendered and shall include documentation of any disciplinary materials that are in the possession of the Department Head that may have led to the resignation as well as a copy of the letter of resignation.

The Chief of BHR or his or her designee shall review all Terminations, Discharges and Resignations in Lieu of Discharge or Termination to determine if the individual who was previously employed with the County would be disqualified or ineligible for employment with the County based on the reasons listed in Personnel Rules 3.03(b)(1), (5), (6), (7), (8), (9), and (10) which would include individuals who have been terminated, discharged or resigned in lieu of discharge or termination as a result of a finding related to unlawful political discrimination or engagement of prohibited political activity will be placed on the Ineligible for Rehire List. The Chief of BHR or his or her designee may also place an employee previously employed with the County on the Ineligible for Rehire List pursuant to a recommendation by the Independent Inspector General.

The Chief of BHR or his or her designee shall notify the Compliance Officer and the Cook County Independent Inspector General in writing five (5) days in advance of adding an Affected Individual to the List. The Chief of BHR shall provide the Affected Individual notice prior to adding his or her name on the List. Such written notice shall cite the reason for placement on the List and review procedures. An Affected Individual may submit a written request to the Chief of BHR for review of his or her placement on the List in the event he or she believes his or her name has been added to the List in error. Such request for review must be mailed to the Chief of BHR and postmarked within 14 calendar days of the date of the notice of such placement by BHR. If the Chief of BHR determines that the Affected Individual should be removed after review, the Chief of BHR shall notify the OIIG and the Compliance Officer in accordance with the provisions of the Plan.

**Duration of Ineligibility for Rehire:** An Affected Individual placed on the Ineligible for Rehire List shall remain on the List for a minimum of two years. An Affected Individual that has been Terminated, Discharged or has Resigned in Lieu of Discharge or Termination after being found in violation of Section 44-54 or 44-56 of the County’s Code of Ordinances shall remain on the List for a minimum of five years.

**Maintenance and Use of the Ineligible for Rehire List:** BHR shall maintain the Ineligible for Rehire List and use the List as an initial check during the employment validation process described in the Employment Plan and when validating candidates for Exempt positions. BHR shall also check the Ineligible for Rehire List prior to extending an official offer of employment. Any decision to disqualify a Candidate from a validated eligibility list shall be documented by BHR. The Chief of BHR and the Compliance Officer will confirm any determination that an Applicant or Candidate appears on the Ineligible for Rehire List before that Applicant or Candidate is excluded from consideration for employment.

Removal from Ineligible for Rehire List: BHR shall include on the Ineligible for Rehire List the date when an Affected Individual may be removed from the Ineligible for Rehire List. BHR shall give written notice to the Compliance Officer and the Independent Inspector General at least five (5) business days before removing any Affected Individual from the Ineligible for Rehire List.