
DIRECT APPOINTMENT LIST

Z.1 PURPOSE

This SEAM Article establishes the policy and procedures that govern the Cook County Sheriff's Office employment action and are a reiteration of standing practice.

Z.2 POLICY

All employees on the Direct Appointment List are exempt from the procedures set forth in SEAM unless otherwise indicated.

Z.3 PROCEDURES

Z.3.1 PLACEMENT OF DIRECT APPOINTMENT EMPLOYEES

The Executive Director of Human Resources (HR) will take steps to verify that each individual who is placed in a direct appointment position possesses the minimum qualifications of the position as contained in the respective job description.

Z.3.2 CHANGES TO THE DIRECT APPOINTMENT LIST

The Cook County Sheriff's Office may add positions to, delete positions from, or amend titles of positions contained on the Direct Appointment List, provided that changes will be made as follows:

- (a) The respective Executive Office Chief shall submit a Direct Appointment Justification Form of the proposed addition to, deletion from, or title amendment on the Direct Appointment List to the Executive Director of HR along with the title of the direct appointment position and the current job description for the position. The Chief Administrative Officer and the Director of Compliance shall be copied.
- (b) If the Chief Administrative Officer, Director of Compliance or Executive Director of HR disagree with the designation, the respective Executive Office Chief may appeal to the Chief of Staff for final determination.

Z.3.3 POSTING OF DIRECT APPOINTMENT LIST

The most current direct appointment list shall be posted semi-annually on the Sheriff's Office website without names.

Cook County Sheriff's Office
Sheriff's Employment Action Manual (SEAM)

SEAM Article Z – Direct Appointment List

Z.3.4 NOTICE OF DIRECT APPOINTMENT

An employee being appointed to a direct appointment position will be notified via a SEAM Article Z memorandum.

An employee holding a non-direct appointment position that is to become a direct appointment position will be given notice of such change via a SEAM Article Z memorandum. Nothing will prohibit an employee from applying for the non-direct appointment position for which they may be qualified.

Z.3.5 TRANSFER TO A RANK POSITION

- (a) To transfer back into a rank position, the employee must submit a request in writing to their respective department head.
- (b) The respective department head and Executive Office Chief should review the request for the following considerations:
 - Whether there will be an operational impact if the transfer is approved;
 - How quickly the accommodation can be made, if approved;
 - Whether the requesting employee has any pending discipline or active investigations; and
 - In coordination with the Budget Director, whether a vacancy in the rank to be returned to exists.
- (c) If there is a vacancy and no pending discipline or active investigations, operational needs allows for the transfer and the respective department head and Executive Office Chief concur with the request, a recommendation for the transfer shall be forwarded to the Chief of Staff for final approval.
- (d) If approved, the applicable collective bargaining agreement will be utilized to determine the pay, step, and assignment location.