

SEAM GLOSSARY

Applicant: A person who has submitted an application to the Department of Human Resources, Executive Office Chief or a department head in response to a specific posting, has been certified by the Merit Board for a sworn position or is requesting a move pursuant to any procedure in SEAM.

Application Instructions: Instructions including the specific location, dates and times to receive and submit applications for the employment action, which will be included in the posting or Notice of Job Opportunity.

Applicant List: A list of applicants for a specific employment action in the SEAM that may be periodically modified.

Attrition: The loss of an employee or employees due to transfer, promotion, resignation, termination, retirement, or death.

Awarded Bid List: List of qualified and awarded applicants for the Seniority Plus Bid Transfer or Straight Seniority Bid Transfer.

Benefit Time: Time accrued by the employee including medical days earned, vacation days earned, personal days earned and compensatory time due days and holidays earned.

Bid: A written request submitted by an employee, pursuant and subject to an applicable collective bargaining agreement, to transfer to a posted vacancy in another location, shift or day-off group or to another position.

Bid Transfer Announcement: The SheriffNet announcement that informs Sheriff's Office employees of an upcoming Seniority Plus or Straight Seniority Transfer.

Civilian Employee: Any employee in the Sheriff's Office who holds a non-sworn civilian position.

Civilian Position: Any employment position in the Sheriff's Office that does not require the employee holding the position to be sworn and is not a position on the Direct Appointment List.

Collective Bargaining Agreement: Any applicable collective bargaining agreement between the Sheriff/County of Cook and any legally recognized collective bargaining representative of employees in the Sheriff's Office.

Collective Bargaining Representative: An employee's bargaining unit or union representative.

Command Channel Review: A review of OPR investigative findings and assessment of discipline if required.

Director of Compliance: The Director of Compliance is primarily responsible for reviewing all employment actions covered under the Sheriff's Employment Action Manual (SEAM), with the exception of those provided for in SEAM Article Z, and proactively, independently, and in conjunction with the Executive Director of the Department of Human Resources, recommending policies and procedures considered necessary and appropriate to more effectively implement SEAM and in order to ensure compliance with all state and federal laws, Sheriff's Office

employment procedures and policies including but not limited to SEAM and the legal prohibitions of unlawful political discrimination.

The Director of Compliance also ensures that any alleged or suspected violations of SEAM are appropriately evaluated, investigated, and resolved, including recommending the initiation of investigations to the Office of Professional Review (OPR) if/where applicable. Preventive measures to ensure SEAM compliance may include, but are not limited to auditing, monitoring, or investigating SEAM employment actions and the processes used to facilitate those employment actions.

Conflict of Interest: Any circumstance that creates a risk that professional judgment or actions regarding an applicant will be unduly influenced by a secondary interest.

Consensus: A unanimous agreement.

Consensus Meeting: A meeting held when panel members during a selection process do not unanimously agree on the selection of an applicant.

Contact Log: A log established by the Sheriff's Office and maintained by the Director of Compliance recording all political contacts, which includes, but is not limited to:

- (a) Name of the public official/agent or political organization making the contact;
- (b) Name of the applicant or non-direct appointment employee who is the subject of the contact;
- (c) Position involved;
- (d) Name of the individual receiving the contact;
- (e) Date of the contact;
- (f) Method of contact;
- (g) Documents related to the contact; and
- (h) Statement of all information received and given.

The log shall also include any contact from any individual, including Sheriff's Office supervisory employees, any public officials/agents or any political organizations, relating to an employment action that is based on political reasons or factors.

Cook County: The County of Cook, Illinois.

Date of Appointment: The effective date of the employment action.

De-Deputization: The process by which a sworn employee is relieved of their law enforcement, peace officer and/ or deputy sheriff authority and is also not authorized to carry a weapon and relieved of their Cook County and Sheriff's Office credentials (i.e., Sheriff's Office identification card, Sheriff's Office hat shield, Sheriff's Office badge).

Demotion: A downgrade from one position to another due to a disciplinary matter.

Department: A functional unit, office, or division within the Sheriff's Office.

Department Head: The individual appointed to lead a department of the Sheriff's Office.

Designee: A Sheriff's Office employee that is appointed and authorized to assume the duties and responsibilities of another Sheriff's Office employee.

Direct Appointment Form: the form used for all direct appointment requests.

Direct Appointment List: The list of all positions currently designated as exempt from the provisions of the Sheriff's Employment Action Manual (SEAM).

Direct Appointment Position: Any position, sworn or civilian, which, due to specific confidentiality or policy-making requirements, is an exception to the "no political considerations" caveat of regular employment practices. Employees in direct appointment positions serve at the will of the Sheriff. Note: this designation is not to be confused with FLSA designations as these positions are both FLSA exempt and non-exempt.

Discipline: Action that employee will be subject to when their acts or failure to act constitute one of the following:

- (a) A violation of State, local, or Federal Law;
- (b) A violation of written or departmental, rules, policy, procedure, orders, or verbal directives; or
- (c) Behavior that causes or has the potential to cause harm to the image, operation, or assets of the Sheriff's Office.

Docked Time (0): When an employee is docked pay and may incur discipline due to arriving late in accordance with an applicable collective bargaining agreement or department policy.

Eligibility List: List of all employees who have applied for a particular employment action that includes a detailed breakdown of eligibility requirements.

Employment Action: The process pursuant to articles in SEAM.

Employment Action Form: The form used for all employment action requests, except for a direct appointment.

Executive Office: Those positions identified on the Sheriff's Office Executive organizational chart.

External Applicant: An individual who is seeking employment with the Sheriff's Office who is not an employee of the Sheriff's Office at the time of application.

Final Transfer List: The ranked list of selected applicants for a Non-Bid Transfer or a Seniority Plus Bid Transfer.

Final Promotion List: The list prepared by the requesting department head upon completion of the promotion process, containing the names of selected applicants.

Fiscal Year: December 1st through November 30th.

Good Standing: A former employee has retired in good standing when they had no record, at the time of retirement, of any of the following:

- (a) Open or pending OPR investigations that cannot be released by OPR similar to the process in SEAM;
- (b) Open or pending complaints before the Merit Board;
- (c) Unresolved or non-final Merit Board action;
- (d) Unresolved or non-final arbitration proceedings where termination or demotion is being sought as discipline;
- (e) Outstanding or unserved suspension time in excess of 29 days;
- (f) A finding by a qualified medical professional employed or contracted by the Sheriff's Office that the former employee is unqualified to safely and properly perform essential duties of their position for reasons relating to mental health or a pending request by the Sheriff's Office to submit to an evaluation by the qualified medical professional to determine that qualification;
- (g) Loss or forfeiture of a Law Enforcement or Correctional Certification; or
- (h) Any type of legal action that would have prevented the employee from being employed as a sworn member.

Hiring Department: The unit within the Sheriff's Office with a funded approval to hire an open position(s) and that is responsible, under the guidance of the Department of Human Resources, for following the SEAM process to resource, screen and select an applicant.

Internal Applicant: An individual who applies or is considered for reclassification, promotion, demotion or transfer to a non-direct appointment position and who is employed by the Sheriff's Office at the time of application.

Interview List: The list of applicants derived from the eligibility list for non-direct appointment civilian positions who have been further screened and identified by the Department of Human Resources as having the posted minimum qualifications for a given position and are, therefore, eligible for interview by the hiring department.

Job Description: The written responsibilities and duties for a position including minimum qualifications needed for that position, including but not limited to mandatory skills, education level, required licenses and certifications, mandatory experience, minimum length of experience and abilities needed to perform those responsibilities. The job description may also list preferred qualifications.

Layoff: The termination of employment of an employee(s) due to lack of funding, lack of work and/or reorganization. Laid off union employees may be subject to recall before the hiring of any new employee if an applicable collective bargaining agreement has a specific provision for such recall.

Layoff List: A list of employees, the number of which is determined pursuant to Article S, ranked from highest to lowest (with number 1 being the highest rank) on the list to be laid off.

Leave of Absence: An authorized period of time away from the workplace taken by an employee (e.g., bereavement leave, maternity/paternity leave, injury on duty (IOD), short-term disability).

Mandatory Reporting: Pursuant to the Prohibited Political Discrimination policy, any employee of the Sheriff Office who knows of or has a reasonable belief that a political contact or prohibited political discrimination has occurred or is occurring is required to report such information to the Director of Compliance directly and without delay. All employees of the Sheriff's Office are required to cooperate fully in any investigation conducted by the Director of Compliance and/or OPR. Any employee who fails to report and/or cooperate as required will be subject to disciplinary action, up to and including termination.

Maternity/Paternity Leave: A leave that is taken by an employee to accommodate the birth, adoption, or guardianship of a child.

Merit Board: The Cook County Sheriff's Merit Board, including its members and employees.

Merit Board Certified List: The certified list of Applicants for a specific merit ranked position created and sent to the Department of Human Resources by the Merit Board upon completion of its certification procedures.

Mitigating Circumstances: Factors that may be considered to offset an otherwise negative impact when assessing an applicant's suitability for the respective employment action.

Minimum Qualifications: A list of qualifications established by the respective department head or authorized designee that an applicant must possess to be considered for the respective employment action. Applicants who do not meet any one of the minimum qualifications will be deemed "not qualified".

New Hire Memorandum: A memorandum listing the names of applicants for sworn or civilian positions who have been selected for hire and are not internal applicants.

No Political Consideration Certification (NPCC): The certification language that is used to certify employment and process actions to ensure they are free from political influence. The NPCC is as follows, "I certify that no political reasons or factors were considered in any decision I made or action I took relating to this employment action. Further, I do not know of, or have any reason to believe that anyone else considered or took action based on political reasons or factors with respect to this employment action".

Non-Bid Transfer: A transfer to a department within the Sheriff's Office that requires an internal application instead of a bid form, election for which is based on merit and/or specific criteria as described in the posting announcement.

Not Qualified Applicant: An applicant that fails to meet any one or more of the minimum qualifications listed in the posting.

Notice of Job Opportunity: The written notice of a job opening posted on the Sheriff's Office website via TALEO and/or elsewhere for a non-direct appointment civilian position that is created by the Department of Human Resources in response to an Employment Action Form regarding a job opening for a non-direct appointment position.

Office of Professional Review ("OPR"): The department responsible for the internal investigation of allegations of misconduct by any Sheriff's Office employee.

Operational Needs: The determined operating needs of a department which must be met to ensure the proper functioning of the Department, including, but not limited to, workforce, minimum staffing, community concerns, legal mandates, unique and specialized skills, budgetary constraints, Sheriff's Office and department priorities, technological or procedural changes, crime patterns, crime fighting strategies, public safety situations, intelligence driven policing and corrections, officer, public and detainee safety.

Ordinances: Any Cook County Ordinance.

Ordinary Disability: A benefit provided for eligible Cook County employees and administered by the Cook County Pension Board.

Outside Training: Any training that is not instructed through a Sheriff's Office academy, in-service session, Learning Management System (LMS), or other training method sponsored or hosted by the Sheriff's Office. For purposes of awarding outside training points in a SEAM process, the outside training must have occurred within the previous five years, be relevant to the employee's duties at the Sheriff's Office, not be sought through the Sheriff's Office training approval process, be paid for independently by the employee, and be confirmable through an official certification and/or an official letter from the training body.

Pay Period: A reoccurring length of time (14 days) over which employee time is recorded and paid. The Sheriff's Office pay period is bi-weekly beginning on a Sunday and ending on a Saturday.

Pay Status: Term used to differentiate when an employee is active or inactive, with or without compensation.

Pending Disciplinary Case: A matter pending disciplinary investigation (including command channel review) until final resolution (e.g., exonerated, unfounded, not sustained or sustained with penalty served).

Political Contact: Any contact of any kind whatsoever (oral or written) from any public official/agent or political organization regarding any employment action related to any non-direct appointment position.

Political Organization: Any political party or any organization that has as a significant component of its activities promoting or supporting a political party, an elected official or officials, or a candidate or candidates for public office or anyone employed by, acting on behalf of, acting as an agent of or promoting or representing such political party or organization.

Political Reasons or Factors: Political reasons or factors related to any applicant, or non-direct appointment employee of the Sheriff's Office, the consideration of which is prohibited, include but are not limited to:

- (a) Recommendations for hiring, promotion or other employment terms for specific persons from public officials/agents or political organizations that are not based on personal knowledge of the person's work skills, work experience or other job-related qualifications.
- (b) The fact that the person worked for a public official/agent or political campaign or belongs to a political organization or political party or the fact that the person chose not to work in a public official's political campaign or to belong to a political organization or a political party. Note: the mere fact that a person worked for a public official's political campaign for elective office does not prohibit consideration of a recommendation related to that person insofar as the basis for that recommendation relates to the recommender's first-hand knowledge of the individual's relevant work experience.
- (c) The fact that the person contributed money, raised money or provided something else of value to a candidate for public office or a public official/agent or political organization, or the fact that the person chose not to contribute or raise money for a public official, candidate for public office or political organization.
- (d) The fact that the person is a democrat or a republican or a member of any other political party or group, or the fact that the person is not a member.
- (e) The fact that the person expressed views or beliefs on political matters such as what candidates or elected officials they favored or opposed, what public policy issue they favored or opposed, or what views on government actions or failures to act they expressed.

Note: Nothing herein shall serve as a basis for an employee of the Sheriff's Office to disobey a lawful order or disobey the chain of command.

Preferred Qualifications: A list of qualifications such as, but not limited to, advanced degrees, training certificates or language skills which are not required but will give the applicant additional consideration.

Probationary Period: The timeframe during which an employee new to a position may be terminated for unsatisfactory performance without access to the appeal or grievance processes.

Prohibited Political Contact: Any contact of any kind whatsoever (e.g., oral, written, electronic) from any public official/agent or political organization recommending an employment action related to a non-direct appointment employee that is based on political reasons or factors.

Prohibited Political Discrimination: Taking any positive or negative employment action, based on political reasons or factors, involving an applicant or Sheriff's Office employee who is applying for, being considered for, or holding a non-direct appointment position.

Promotion: The appointment of a current Sheriff's Office employee to a higher graded position than their current position.

Public Official/Agent: Any person elected or appointed to public office, any official representing a political party and/or anyone employed by, acting on behalf of, acting as an agent of and/or promoting or representing such person or party.

Promotional Announcement/Posting: The document(s) that is posted on SheriffNet that informs employees of an upcoming employment action.

Promotional Applicant: An employee of the Sheriff's Office who:

- (a) Meets all criteria for promotion as set forth in the Merit Board Rules and Regulations;
- (b) Has been certified by the Merit Board as eligible for promotion; or
- (c) Is an employee of the Sheriff's Office who has applied for a non-merit rank promotional opportunity.

Promotional Applicant List: The working list prepared by the Department of Human Resources designee that contains the names of the promotion applicants and is periodically updated throughout the evaluation process.

Professional/Technical/Specialized List: The list of all professional/technical positions, which may be amended from time to time.

Qualified: An applicant that meets all the minimum qualifications and requirements.

Recall: The procedure by which employees covered by a collective bargaining agreement and who are affected by a layoff are returned to a previous position or called back for an offer of re-employment with the Sheriff's Office.

Requirements: Specific qualifications of the position indicated in the posting that the employee appointed to the respective employment action must achieve and/or maintain in order to remain in the position.

SEAM: The Sheriff's Employment Action Manual, which contains step-by-step policies and procedures for employment actions in the Sheriff's Office.

Screening Spreadsheet/Eligibility List: A document completed by screeners of applicants for non-merit rank, non-direct appointment positions which identifies whether an applicant, based on review of their application, submittal of any required documentation and successful completion of any testing requirement(s), has or has not met the minimum qualifications for the position applied for.

Selected Applicant: An applicant who has gone through the interview process and been identified as qualified and ranked, and who has been selected based upon the number of vacancies and available funding.

Selection Meeting: A meeting held at the conclusion of the interview process for certain employment actions in which the interviewers review their respective interview results and any other relevant information to arrive at a recommendation on the selection of an applicant for any non-direct appointment position.

Seniority: An employee's length of most recent continuous employment with the Cook County Sheriff's Office since the date of appointment in their most recent position, unless otherwise stated in any applicable collective bargaining agreement.

Seniority Plus Bid Transfer: A transfer to a department that requires the submission of a bid form, and selection for which is based on the seniority of the applicant, provided that the applicant meets the minimum qualifications outlined in the bid transfer announcement.

Separation: The removal of an employee from employment with the Sheriff's Office.

Straight Seniority Bid Transfer: A transfer to a different shift, day-off group and/or location within a department, selection of which is based on seniority.

Supervisor: Any employee of the Sheriff's Office who has the authority to recommend any employment action.

Sworn Employee: Any employee in the Sheriff's Office who holds a sworn direct appointment or sworn merit rank or a sworn non-merit rank position.

Sworn Merit Rank Position: A non-direct appointment position that is subject to the certification, hiring, promotion and termination procedures of the Merit Board or arbitration.

TALEO: The electronic employment application system used for the hiring of Sheriff's Office employees.

Tardiness: When an employee clocks into work after their assigned start time.

Termination: The involuntary separation of an employee from employment with the Sheriff's Office.

Unpaid Unauthorized Activity: Any one or more of the following activities/codes reflected on an employee's timecard:

- (a) No Sick Time (NST/0): When an employee is docked pay due to calling in sick/medical time when none is available.
- (b) Absent Late Call (ALC/0): When an employee is docked pay due to calling in absent less than one hour prior to the start of their duty/shift, unless the employee's respective department head or the applicable collective bargaining agreement provides for a different period of time.
- (c) Absent Late Call/FMLA (ALC/FMLA): When an employee calls in an FMLA absence less than the required hours prior to the start of their duty/shift.
- (d) Absent No Call (ANC/0): When an employee is docked pay due to failure to call in prior to the start of their duty/shift.
- (e) No Vacation Time (NVT/0): When an employee is docked pay due to attempting to utilize vacation time when none is available.

- (f) No Personal Time (NPT/0): When an employee is docked pay due to attempting to utilize personal time when none is available.
- (g) No Compensatory Time (NCET/0): When an employee is docked pay due to attempting to utilize compensatory time when none is available.
- (h) No Holiday Time (H/0): When an employee is docked pay due to ineligibility to receive holiday pay per respective collective bargaining agreements or County rules.
- (i) Unauthorized FMLA (FMLA Unauthorized/0): When an employee:
 - 1. Exceeds their certified FMLA time;
 - 2. Uses their FMLA time in a way that is inconsistent with the employee's FMLA certification and later fails to get the FMLA properly recertified; and/or
 - 3. The employee continues to call in FMLA when the employee does not have a current, approved FMLA on file.
- (j) Unauthorized Injured on Duty (IOD/Unauthorized): When an employee is docked pay due to denial or termination of an IOD/duty disability claim by Risk Management.
- (k) Tardiness Docked Time (0): When an employee is docked pay due to arriving 16 minutes or more after the start of their duty/shift. For purposes of SEAM, an employee shall only incur an unauthorized absence(s) if they are tardy for one hour or more after the start of their duty/shift.

Writing Sample Evaluation Form: A form listing evaluation criteria and scores to select. The form is used to evaluate and score a written narrative on a given topic.