

STRAIGHT SENIORITY BID TRANSFER

K.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, which prevents any political influence on this process.

K.2 POLICY

- (a) It is the policy of the Cook County Sheriff's Office that certain sworn and civilian employees shall be transferred to a different shift, day-off group and/or location in accordance with the provisions in this Article.
- (b) This Article is applicable to both sworn employees and civilian employees of the following departments and other departments as determined by the Chief of Staff:
 - Court Services Department
 - Department of Community Corrections
 - Department of Corrections
 - Sheriff's Police Department
- (c) The respective Executive Office Chief and/or department head involved in this Article's process shall complete and sign a No Political Consideration Certification (NPCC).
- (d) The respective Executive Office Chief and/or department head responsible for the decisions involved in this Article's process shall complete and sign a No Political Consideration Certification (NPCC). If other members of management assisted them in the review and selection of employees for this employment action, the respective Executive Office Chief and/or department head must order and obtain NPCCs from any such member.
- (e) This Article is only applicable for intra-departmental seniority bid transfers and not intended to be used for the temporary or permanent transfer of an employee between

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departments of the Sheriff's Office. Refer to SEAM Article H for rules regarding non-bid and seniority plus transfers.

K.3 PROCEDURE

- (a) The respective department head shall coordinate all Bid Transfer Announcements with Director of Talent and Employment Actions.
- (b) The respective department head shall determine the number of vacancies in each respective location, shift, and day-off group.
- (c) The respective department head shall determine whether the bid will have one or two cycles. A two-cycle bid allows employees to bid for vacancies in locations, shifts and day-off groups in the second cycle that were created as a result of those who were successful in the first cycle of the bid.
- (d) The respective department head shall create a Bid Transfer Announcement, which includes the following information and send the draft announcement to the Director of Talent and Employment Actions and Director of Compliance for review prior to posting:
 - 1. Bid number (e.g., DOC-10-01);
 - 2. Number of vacancies in each location, shift and day-off group;
 - 3. Whether the bid will have one or two cycles;
 - 4. The dates and times that each cycle of the bid will be open;
 - 5. Bid instructions;
 - 6. Minimum qualifications; and
 - 7. No Political Consideration Certification (NPCC) Language.
- (e) The respective department head shall post the Bid Transfer Announcement at each location within the Department where the employee may file an application, the Department of Human Resources (HR), on SheriffNet, and on the Sheriff's Office website.
- (f) A copy of the bid announcement shall be sent to the Executive Director of HR, Director of Talent and Employment Actions, the respective union representative, and the Director of Compliance.
- (g) The respective department head shall review all bid applications in accordance with the bid instructions.

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- (h) The respective department head shall verify with HR that the seniority dates are accurate for all applicants.
- (i) If multiple applicants have the same seniority date, they will be ranked in order of their employee number (meaning the lower employee number is the more senior applicant).
- (j) Applicants who successfully submit a bid for a straight seniority bid transfer shall be selected based on seniority for the number of vacancies indicated in the Bid Transfer Announcement.
- (k) In situations where all positions in a department are eligible for bid and either all bids submitted by an employee are unsuccessful due to a lack of seniority, or the employee fails to submit a bid, the employee shall be transferred based on operational needs.
- (l) If the department is conducting a two-cycle bid, the respective department head shall then post the Bid Transfer Announcement pursuant to this section noting the newly vacated locations, shifts and day-offs that will be open for bid in the second cycle. The second cycle must then follow the remaining procedures in this section.
- (m) The respective department head shall issue a memorandum that includes:
 - 1. A list of employees who have been awarded the straight seniority bid transfer and their new location, shift and/or day-off group as applicable; and
 - 2. NPCC Language
- (n) A copy of the memorandum shall be distributed to the Executive Director of HR, Director of Talent and Employment Actions, Director of Compliance, and respective union representative.