

## LAYOFFS

### S.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 the process.

### S.2 POLICY

- (a) It is the policy of the Cook County Sheriff's Office that in the event of budgetary reductions imposed by the County Board or other events or operational needs requiring a reduction of budgeted or grant funded positions, employees will be subject to layoff and possible recall in accordance with the provisions of the applicable collective bargaining agreements. If no collective bargaining agreement applies or the applicable collective bargaining agreement is silent, then this Article shall apply.
- (b) 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.

### S.3 LAYOFF PROCEDURES

- (a) In the event of the need for reductions, the Chief of Staff shall identify potential positions to be eliminated.
- (b) The Chief of Staff in consultation with the Chief Administrative Officer and any other employees determined by the Chief of Staff shall determine the number of positions that must be eliminated. The final number of positions to be eliminated shall be forwarded in writing to the Director of Compliance.
- (c) A Layoff List will be created by the Chief Administrative Officer, which contains the names and positions of all individuals selected for layoff.
- (d) The Layoff List must be approved by the Chief of Staff.
- (e) The completed Layoff List shall be forwarded to the Executive Director of Human Resources (HR) and the Director of Compliance.

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- (f) Upon approval of the Layoff List, the Executive Director of Human Resources (HR) shall prepare layoff notices and notify the affected employees. All notices for union-covered employees shall be done in accordance with the applicable collective bargaining agreement.

**S.4 EXIT INTERVIEW PROCESS**

- (a) Upon approval of the Layoff List, the list and all other supporting documentation will be provided to the Executive Director HR. The Executive Director of HR shall notify all employees listed on the Layoff List to report to HR for a scheduled exit interview.
- (b) The Executive Director of HR shall complete exit documentation for each employee listed on the Layoff List, ensure the employee signs and dates it and, if the employee refuses, shall note such refusal and sign and date.
- (c) The Executive Director of HR or shall ensure employees receive a copy of the completed exit documentation and shall answer questions the employee may have regarding the process.