
INTRODUCTION

INTRO 1 PURPOSE

The Cook County Sheriff's Office Employment Action Manual (SEAM) Articles establish the policy and procedures that govern the Cook County Sheriff's Office employment actions for Executive Office Chiefs, department heads, managing personnel and supervisors to utilize when taking employment actions for all employees, except direct appointment employees, and are a reiteration of standing practices, which prevents any political influence on the process.

In every circumstance involving the execution of a SEAM Article, any procedural step or requirement that is to be fulfilled by a specific employee of the Sheriff's Office may also be fulfilled by an authorized designee, even if not noted in the applicable Article.

INTRO 2 POLICY

- (a) The Sheriff's Office respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the collective bargaining agreements it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, et seq., as amended, and the SEAM will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution, federal civil rights laws, or any other applicable laws or regulations. If a collective bargaining agreement contains a specific provision to be followed concerning any employment action which is in conflict with the language in SEAM, the language in an applicable collective bargaining agreement governs only to the extent necessary to resolve the conflict and to the extent it does not involve the use of Political Reasons or Factors. If any provision in a collective bargaining agreement allows for management discretion involving any employment action, such management discretion must be exercised subject to policies/procedures regarding Political Reasons and Factors, reporting and retaliation, and to procedures contained in SEAM. If the applicable collective bargaining agreement does not contain a specific procedure or is otherwise silent, the procedure in SEAM must be followed.
- (b) The Executive Director of HR, the Director of Talent and Employment Actions and/or the Director of Compliance will be responsible for assuring that the selected attributes on which applicants are rated are not in violation of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Immigration Reform and Control Act, the Illinois Public Labor Relations Act, the Uniformed Services Employment and Reemployment Rights Act, the Bankruptcy Act,

Cook County Sheriff's Office

Sheriff's Employment Action Manual (SEAM)

SEAM Article Introduction

the Illinois Human Rights Act, the Illinois Civil Rights Act of 2003, the Illinois Service Member Employment and Reemployment Rights Act, and/or the Child Support Enforcement Amendments. In all employment action processes, the Sheriff's Office will ensure equal employment opportunity to all applicants in compliance with Sheriff's Office policies and procedures.

- (c) Employees involved in a SEAM Article process shall complete and sign a No Political Consideration Certification (NPCC).

INTRO 3 REFERENCE

The following resources are available for reference regarding employment actions under SEAM:

- (a) Applicable SEAM Articles;
- (b) Unlawful Political Discrimination policy;
- (c) Applicable current collective bargaining agreement(s);
- (d) Current Merit Board Rules and Regulations;
- (e) Illinois Compiled Statutes;
- (f) County of Cook Personnel Rules; and
- (g) Federal Law

INTRO 4 APPLICABILITY

The policies and procedures set forth in this manual are applicable to all Cook County Sheriff's Office employees except direct appointment employees and except as otherwise indicated and are for strict compliance.

SEAM Article	Affected employees
Article A: Sworn External Selection Process	Sworn merit ranked (new hire)
Article AA: Accommodation Procedure	All employees
Article B: Sworn Officer Promotional Procedures	Sworn (C/O, C/Sgts, D/S, D/Sgt, D/Lt, P/O, and P/Sgt)
Article C: Detail	Union employees
Article EE: Civilian Selection Process	Civilian employees (union/non-union)
Article F: Employer Rights Transfer	Sworn merit ranked with collective bargaining unit (Those that have free moves - C/O, C/Sgts, D/S, D/Sgt, D/Lt, P/O, and P/Sgt)
Article G: Hardship Transfer	All employees
Article H: Transfers	Sworn merit ranked with collective bargaining unit
Article K: Straight Seniority Bid Transfer	All employees with collective bargaining unit
Article M: Selective Training	All employees
Article N: Individual Outside Training Requests	All employees
Article S: Layoffs	All employees

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

SEAM Article Introduction

Article T: HR Policies and Procedures	All employees
Article U: Transfer Due to an Investigation	All employees
Article V: Discipline	All employees
Article X: Non-union Transfers and Title Changes	All non-union employees except direct appointments
Article Y: SEAM Complaint Process	All employees
Article Z: Direct Appointment List	Direct appointments

INTRO 5 PROHIBITED PRACTICES

- (a) No employee of the Sheriff's Office may engage in prohibited personnel practices in the selection and hiring process. These practices, many of which are addressed in CCSO policy, include:
1. Discriminating against any employee or applicant based on protected status including but not limited to race, religion, color, national origin, sex, age, marital status, disability, sexual orientation, gender identity and/or expression, political affiliation and/or influence;
 2. Soliciting or considering employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
 3. Coercing the political activity of any person or requiring political connections in order to be hired, promoted, retained or rewarded;
 4. Lowering minimum requirements or manipulating interviews or test scores to favor or accommodate any individual;
 5. Withdrawing or delaying a posting to accommodate any applicant;
 6. Deceiving or willfully obstructing anyone from competing for employment;
 7. Influencing anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;
 8. Giving unauthorized preference or advantage to anyone so as to improve or injure the prospects of any particular employee or applicant;
 9. Engaging in nepotism (e.g., hire, or advocate for the hiring of relatives);
 10. Engaging in reprisal for whistleblowing (e.g., take, fail to take or threaten to take personnel action with respect to any applicant because of any disclosure or threat of disclosure of information by the applicant that they in good faith believe evidences a violation of a law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or substantial and specific danger to employees, public health or safety);

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

SEAM Article Introduction

11. Taking or threatening to take a personnel action against an applicant for exercising an appeal, complaint, or grievance right, or refusing to obey an order that would require the individual to violate a law; and
 12. Taking any action (or failing to do so) that would violate an applicant's rights.
- (b) Any employee who engages in a prohibited practice will be subject to discipline, up to and including termination.

INTRO 6 CONCLUSION

The Sheriff's Office is committed to continuing its practices of being an equal opportunity employer, hiring qualified applicants and prohibiting unlawful political contacts and unlawful political discrimination with respect to all employment actions. SEAM is intended to create transparent and workable employment processes and procedures that meet the operational, public safety and budgetary needs of the Sheriff's Office and comply with legal requirements. It is not possible to anticipate and address every situation that may give rise to unlawful political contacts or political discrimination, and the Sheriff's Office is prepared to comply with the spirit as well as the letter of the law to meet those situations in the future.