

RE-HIRE OF FORMER SHERIFF'S OFFICE EMPLOYEES

E.1 PURPOSE AND SCOPE

This SEAM Article establishes the policy and procedures that govern the Cook County Sheriff's Office employment practice of re-hiring former non-union employees, who were initially hired under the processes outlined in SEAM Article A.

E.2 POLICY

The Sheriff's Office has complete discretion with respect to the re-hire of former non-union employees who:

- (a) Were previously employed by the Sheriff's Office; and
- (b) Left the Sheriff's Office in good standing.

Any re-hire candidate must have previously been hired under the provisions of SEAM Article A, which exempts the re-hire candidate from undergoing the processes outlined in SEAM Article A, which the exception of the criminal background check and a drug screening.

The Cook County Sheriff's Office assures equal employment opportunity without regard to race, religion, color, national origin, sex (including pregnancy), age, marital status, citizenship status, military status, disability, genetic history, sexual orientation, gender identity and/or expression, political affiliation and/or influence, basing all recruitment and selection decisions, including re-hire, solely on job-related criteria.

E.3 RESPONSIBILITIES

The respective department head and the Department of Human Resources (HR) will coordinate the re-hire process for former non-union employees of the Sheriff's Office.

Hiring managers, supervisors and/or designated individuals charged with making hiring decisions for their respective divisions and/or department are responsible for basing those hiring decisions on the principles of merit.

All employees and/or contractors involved in the hiring process are responsible for adhering to the Merit-Based Recruitment and Selection Plan and for signing a No Political Consideration Certification.

E.3.1 DEPARTMENT RESPONSIBILITIES

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

SEAM Article E – Re-hire of Former Sheriff's Office Employees

When a department head wishes to re-hire a former employee to his/her former (or similar) position, the respective department head or the authorized designee shall make a request to re-hire to HR and include all of the following information:

- (a) Requestor name (generally the respective department head);
- (b) Date of request;
- (c) Department seeking re-hire;
- (d) Title of requested position(s);
- (e) Desired hire date;
- (f) Whether the position is professional/technical;
- (g) Whether the position is FSLA Exempt;
- (h) Whether the position is a direct appointment; desired annual salary or salary range (subject to budget and operational constraints);
- (i) The job description for the position requested;
- (j) Summary of the candidate's previous work history at the Sheriff's Office; and
- (k) Justification for position(s) (justification must be as detailed as possible).

E.3.2 HR RESPONSIBILITIES

After receiving a request to re-hire a former employee, the Executive Director of HR or the authorized designee shall:

- (a) Make a formal request for the approval of funding for the position using established hiring procedures (i.e., using applicable sections of SEAM Article A);
- (b) Ensure the re-hired employee is qualified for the essential job functions for the requested position (e.g., review of candidate resume, summary from department head of the candidate's previous work history at the Sheriff's Office);
- (c) If a determination is made that the position involves a high degree of technical expertise or professional specialties, designate the position as "Professional/Technical" and notify the Compliance Officer;
- (d) If the re-hire of the employee is approved, determine whether the re-hire should go through a normal orientation or is eligible for an expedited entry process.

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E.4 LAYOFFS

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 SEAM Article S.

E.5 CERTIFICATION AND COMPLIANCE

All memorandums relating to details shall include the No Political Consideration Certification (NPCC) language. The Compliance Officer may audit any detail process as he/she deems necessary.

Refer to SEAM Article A for the list of prohibited practices.