

ARTICLE T

HUMAN RESOURCES POLICIES AND PROCEDURES

I. Policy

- A. The policy of the Cook County Sheriff’s Office is to provide management with the necessary flexibility and control to assure the delivery of quality service; to attract, retain and motivate employees; and to develop and maintain a professional and progressive human resources management system.

- B. The Sheriff’s Office respects its relationships with its employees’ legally recognized collective bargaining representatives and the provisions of the CBAs 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 Sheriff’s Employment Action Manual (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 or federal civil rights laws. With respect to Shakman Non-exempt Employees, if a CBA is in conflict with the language in the SEAM, the language in the CBA governs provided it does not permit or involve the use of Political Reasons or Factors. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Sheriff’s Order regarding Unlawful Political Factors and Reasons, Reporting and Retaliation, and to procedures contained in the SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the SEAM must be followed.

III. Reference

- A. CSDGO 3102.1 Human Resources Records
- B. CSDGO 3105.1 Annual Vacation Selection
- C. CSDGO 3109 Family and Medical Leave of Absence
- D. DOCGO 3.1 Establishment and Review of The Bureau of Human Resources Procedures
- E. DOCGO 3.10 Human Resources Records
- F. DOCGO 3.21 Leave of Absence
- G. DOCGO 3.22 Duty Injury
- H. DOCGO 3.24 Identification Cards/Badges for Employees
- I. DOCGO 3.32 Employee Assistance Program
- J. CCSPD.PER-03-02-A Injuries to Department Personnel
- O. CCSPD.PER-04-01-D Court and Hearing Attendance
- P. Sheriff’s Order: 11.4.1.1 Unauthorized Absence
- Q. Immediate Notification: 71.4.1.0 Teamsters Collective Bargaining Agreement: Unauthorized Absence

- R. Sheriff's Order: 11.4.4.0 Use of Medical Time for Non-Union Employees
- S. Sheriff's Order: 11.4.2.0 Medical Call In Procedure
- T. Immediate Notification: 71.4.4.0 Return to Duty from a Short-Term Duty Injury and/or Medical Emergency Absence

IV. Procedure

For the purpose of this Article T, The Bureau of Human Resources A refers to the Sheriff's Bureau of Human Resources located at 3026 South California, Building 2, 1st Floor.

A. Benefit Time

1. The official record of an employee's Benefit Time is maintained within the Payroll Department. The totals of Benefit Time for Medical Time, Personal Time, Vacation Time, Compensatory Time and Floating Holiday Time, as documented on the employee's pay stub or direct deposit advice by the Cook County Comptroller's Office, is not the current reflection of the actual balance of Benefit Time. The employee should complete a "Request for Benefit Time Accruals" Form and submit it to their assigned Timekeeper to obtain a current balance of Benefit Time. Employees are required to provide Timekeeping Attendance Forms within at least twenty four (24) hours of the need for use of Benefit Time.

B. Medical Time

1. Medical Time may be authorized by the Cook County Sheriff's Office because of an employee illness causing the employee to be unable to perform his/her assigned duties, or because the employee's presence at work would jeopardize the health of his/her co-workers. Medical Time may be used for illness, disability, pregnancy-related issues, non-job related injury to the employee, appointments with physicians, dentists or other recognized practitioners, or for serious illness, disability or injury in the immediate family of the employee. Accordingly, Medical Time shall not be used as additional Vacation Time.
2. All eligible employees, other than seasonal employees, will accrue Medical Time with pay at the rate of 3.70 hours per Pay Period, approximately one (1), eight (8) hour working day for each month of service. Medical Time accruals will be carried out in accordance with the bi-weekly payroll system and employees must be in a Pay Status for a minimum of forty (40) hours in a Pay Period to accrue Medical Time in that period. Employees earn 3.70 hours of Medical Time each Pay Period.
3. Medical Time may be accumulated to equal, but at no time exceed, fourteen hundred (1400) hours, which is approximately one hundred seventy-five (175), eight (8) hour working days. Records of Medical Time accrual and use shall be

maintained by the employee's Timekeeper within the Payroll Department. Severance of employment terminates all rights for the compensation hereunder.

4. Requests for use of Medical Time may be submitted in advance of the date of use for scheduled physician visits, medical treatment, physical therapy, etc. Advance requests should be submitted by completing and submitting a Timekeeping/Attendance ("3-Part") Form.
5. An employee absence that exceeds or is anticipated to exceed five (5) consecutive days for reasons other than planned vacation must be reported to the Bureau of Human Resources in advance of the absence, if known, or no later than the next business day after the fifth day of absence. This includes:
 - a. If the absence is for a personal health care issue, care of a family member or other reasons that would be covered under FMLA,
 - b. If the absence might be considered a covered disability under the FMLA or Cook County Pension Board Disability rules ,
 - c. If the absence is related to a duty injury or occupational illness,
 - d. If the leave may be compensable with any available benefit time
6. The Bureau of Human Resources will review all actual or anticipated absences of five (5) or more consecutive days to assess and advise employees of entitlements under various leave policies and initiate documentation related to leaves.
7. When an employee uses Medical Time for unforeseen medical emergencies, the employee must call in to the Medical Call-In Line, and pursuant to his or her Department General Order, at least one (1) hour in advance of his or her start time. The employee must complete and submit the Timekeeping/Attendance Form the first day he/she returns to work after the emergency.
8. Employees who have been placed on Proof Status through the Affirmative Attendance procedure are required to provide documentation from the employee's physician within 3 days of their return to work. The documentation must contain:
 - a. The printed name, address, phone number and signature of the medical practitioner on physician's official letterhead /script ;
 - a. Date(s) of the examination /visit of the employee or immediate family member;
 - b. Date(s) the employee was unable to work due to the illness or injury of themselves or an immediate family member;

- c. Confirmation from the medical provider that the employee was unable to work due to the illness or injury of himself/herself or an immediate family member.
9. In cases where the employee indicates he or she had a medical emergency that required the employee to go to an emergency room at a clinic or hospital or if the employee indicates he or she was required to undergo any type of medical procedure, minor or major, and prior to returning to work, the employee will be required to submit medical documentation to the Employee Health RN/designee in the Bureau of Human Resources. The statement(s) must include:
 - a. A comprehensive diagnostic statement(s) from the employee's treating physician covering the entire period of time the employee has been away from the workplace and
 - b. The date the employee's treating physician has identified that the employee may return to work.
 - c. In cases of Sworn Employees, confirmation that the employee may carry and qualify with a firearm must be indicated on the release.
10. If an employee is absent from work and the absence from duty can be validated by a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, the employee may be permitted to utilize other available benefit time if their sick bank has been exhausted.
 - a. The Timekeeping/Attendance Form must indicate that this additional Benefit Time is being utilized for medical purposes in the comments section of the Timekeeping/Attendance Form.
 - b. Payment of benefit time may be subject to approval by the Bureau of Human Resources based on interpretation of policies, CBAs and related documentation.
11. If an employee calls in to the Medical Call-In Line to indicate he or she is utilizing Medical Time for a medical reason, but has no Medical Time accumulated or less than eight (8) hours Medical Time accumulated, that employee shall not be paid unless the employee has an approved Family and Medical Leave of Absence (FMLA) in which case the employee must specify that he or she wishes to utilize Family and Medical Leave of Absence (FMLA) in conjunction with another type of time (Vacation, Personal, etc.).

C. Vacation Time

1. All employees of the Cook County Sheriff’s Office, other than seasonal employees shall accrue Vacation Time with pay as follows: (Please note that “Days” accrued is applicable to employees whose regularly scheduled working day consists of at least eight (8) hours. Actual accruals are in hour increments).

<u>Anniversary of Employment</u>	<u>Days of Vacation</u>	<u>Maximum Accumulation</u>
1 st thru 6 th	10 days (80 hours)	20 days (160 hours)
7 th thru 14 th	15 days (120 hours)	30 days (240 hours)
15 th thru --	20 days (160 hours)	40 days (320 hours)

2. Vacation Time accruals will be carried out in accordance with the bi-weekly payroll system. Employees must be in a Pay Status for a minimum of forty (40) hours in a Pay Period to accrue Vacation Time in that period. Employees in their first (1st) through sixth (6th) year of continuous service earn 3.08 hours per Pay Period. Employees in their seventh (7th) through fourteenth (14th) year of continuous service earn 4.62 hours per Pay Period. Employees in their fifteenth (15th) year or more of continuous service earn 6.16 hours per Pay Period.
3. Employees may use only such Vacation Time that has been earned and accrued. At the discretion of a Probationary Employee’s supervisor, vacation may be used in increments of one (1) eight (8) hour day. The Department Head/Designee may establish the time when the vacation shall be taken based on Operational Needs.
4. Any employee of the Cook County Sheriff’s Office who was previously employed by one of the following agencies, shall have the right to have the period of such service be credited for vacation credit only provided that employment with the Cook County Sheriff’s Office occurred within one (1) year of the cessation of termination with the above mentioned government offices.
 - a. The City of Chicago,
 - b. The Chicago Park District,
 - c. The Forest Preserve District,
 - d. The Metropolitan Water Reclamation District of Greater Chicago,
 - e. The Chicago Board of Education,
 - f. Agencies under the State of Illinois including, without limitation, the University System, and the Chicago Transit Authority
5. Credit for such prior service shall be established by providing the Bureau of Human Resources an original letter, on agency letterhead from the Human Resources Department of the former government office, attesting to the employment dates of the prior service and signed by an authorized official within the agency.

- a. The agency letter must be provided by the employee to the Bureau of Human Resources prior to the start of employment with the Cook County Sheriff's Office.
 - b. The vacation credit will be applied upon receipt of the original agency letter and will not be applied retroactively.
6. In the event an employee has remaining Vacation Time and separates from service, the employee, or in the event of death, the employee's spouse or estate, shall be entitled to receive the employee's prevailing salary (i.e. the last active pay rate the employee was receiving) for such unused Vacation Time.
 7. In computing years of service for Vacation Time, employees shall be credited with all time in an active Pay Status. Any breaks in service due to a leave of absence (except for Military purposes), lay-off or disability (except for Injury on Duty) shall be deducted from an employee's years of service for the purpose of accrual.
 8. Any Cook County Sheriff's Office employee who is a re-employed veteran or who was off due to duty disability (injury on duty) shall be entitled to be credited with working time for each of the periods of absence. The years of service, for purposes of accrual of Vacation Time in the year of return to employment with the Cook County Sheriff's Office, shall be the same as if employment had continued without interruption.
 9. All applicable General Order and Collective Bargaining Agreement (CBA) vacation bid processes will be adhered to.

D. Personal Time

1. All employees shall be permitted thirty two (32) hours of Personal Time, with pay, each Fiscal Year for such occurrences as observance of a religious holiday or other personal reasons. Such Personal Time shall not be used in increments of less than one-half (1/2) working day at a time. An exception will be made in the event that an employee's working day exceeds eight (8) hours, in which case the employee may utilize any remaining Personal Time that is less than one-half (1/2) of a working day prior to the end of the Fiscal Year. For example, the employee who works four (4), ten (10) hour days will utilize five (5) or ten (10) hour increments of Personal Time up to and including thirty (30) hours; the remaining two (2) hours can be utilized as needed by the employee prior to the end of the Fiscal Year.
2. Personal Time accrual will be carried out in accordance with the bi-weekly Pay Period system. An employee must be in a Pay Status for a minimum of forty (40)

hours in that Pay Period in order to accrue Personal Time. Employees earn 1.24 hours of Personal Time each Pay Period.

3. Employees entitled to receive Personal Time, who enter Cook County Sheriff's Office employment during the Fiscal Year, shall be given credit for such Personal Time at the rate of eight (8) hours or one (1) eight (8) hour working day for each full fiscal quarter in a Pay Status. Two (2) days of Personal Time may be advanced upon request and based on Operational Needs and/or used, for example, for observance of religious holidays, prior to accrual, to be paid back in the succeeding two (2) fiscal quarters, within the same Fiscal Year.
4. Personal Time shall not be used as additional Vacation Time. If the health of an employee warrants prolonged absence from duty, the employee may be permitted to combine Personal Time, Medical Time and Vacation Time if the employee can submit medical documentation to the Bureau of Human Resources, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to a review by the CCSO Employee Health RN to substantiate his/her request. Documentation such as a Family and Medical Leave of Absence Form (FMLA) can be utilized to support the use of Personal Time for medical purposes. The comments section of the Timekeeping/Attendance Form must indicate that this additional Benefit Time is being utilized for medical purposes.
5. Personal Time may not be used consecutive days unless approved by the Department Head/Designee.
6. Personal Time off shall be scheduled a minimum of twenty-four (24) hours in advance so as not to disrupt operations and will be subject to Department Head/Designee approval.
7. In crediting Personal Time, the Fiscal Year shall be divided into the following fiscal quarters:

1st quarter-December, January, February
2nd quarter-March, April, May
3rd quarter-June, July, August
4th quarter-September, October, November
8. On November 30th of every year, employees with accrued Personal Time left may carry over 11.99 hours into the next Fiscal Year. Any Personal Time exceeding 11.99 hours will be lost.
9. Severance of employment shall terminate all rights to accrued Personal Time.

E. Overtime

All overtime for union employees, both Sworn and Civilian, is governed by the applicable Collective Bargaining Agreement (CBA). Employees will be selected for overtime based on the following:

1. When the Department Head/Designee determines an emergency or Operational Need exists to mandate overtime, the Department Head/Designee will first ask for volunteers based on Seniority, starting with the employee(s) with the most Seniority. If no employees volunteer, overtime will be given based on Reverse Seniority.
2. Employees who are required to work overtime will be paid based on either a forty (40) hour or eighty (80) hour work week, in accordance with the applicable CBA. Compensation for overtime worked will be in the form of Compensatory Time or pay, or in accordance with the applicable CBA.
3. Employees who have worked overtime must submit a Timekeeping/Attendance Form to their respective Payroll timekeeper, approved by a Supervisor and the Facility/Unit/Division Head, within twenty-four (24) hours of the overtime worked.
4. Employees shall receive payment for overtime worked in the next payroll period after submission or within thirty (30) days following the Pay Period in which the employee worked the overtime.
5. Employees are allowed to “bank” overtime up to two hundred forty (240) hours or amounts specified in the applicable CBA. Employees shall not be allowed to work more than six hundred twenty four (624) hours (thirty percent (30%) of 2080 full-time hours) in overtime in a Fiscal Year with the exception of emergency situations where the Department Head/Designee will be required to provide written authorization and justification.
6. No employee in a pay grade/step of twenty (20) or higher is eligible for overtime, unless approved by the Sheriff/Designee.

F. Compensatory Time

FLSA nonexempt employees can earn up to a maximum of two hundred forty (240) hours of Compensatory Time or up to amounts specified in the applicable CBA.

G. Designation of Holidays

1. The Cook County Sheriff's Office recognizes all twelve (12) holidays designated by the Board of Commissioners of Cook County: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Pulaski's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.
2. In order to be eligible for holiday pay an employee must meet the following requirements:
 - a. The employee must have worked the regularly scheduled number of hours on the last scheduled day before and the first scheduled day after the holiday.
 - b. The employee must have worked at least forty (40) hours during the Pay Period in which the holiday occurs unless the employee was in a Paid Status during such period.
 - c. Other restrictions pertaining to the earning of holiday time apply pursuant to the applicable CBA. These holiday days will not be counted as Medical Time, Vacation Time, or Personal Time.
 - d. Employees are scheduled to work holidays in accordance with their applicable Collective Bargaining Agreement.
3. Holiday Time cannot be accrued for non-union employees. If a holiday is to be worked by a non-union employee, the respective Payroll timekeeper must be notified in writing by the employee's supervisor and the employee must be scheduled to utilize this Holiday Time within one (1) Pay Period of the holiday.
4. Employees who are active at the beginning of the Fiscal Year (December 1st) also qualify for a Floating Holiday.
 - a. Floating holidays must be used within the Fiscal Year unless otherwise specified by a CBA.
 - b. Floating holidays have no payout value upon termination of employment.

H. Civilian Probationary Period

1. Pursuant to Cook County Ordinance, except as provided herein a collective bargaining agreement, a period of probation for any new employee who has been appointed to a career service position will be a Probationary employee for the first twelve (12) months of employment. During the first twelve (12) months of employment the probationary employee will receive no seniority or continuous service credit, regardless of prior career service status in another County position.

2. The period of probation for a current employee who has been appointed to a new position after a promotional process is fixed at a period of six (6) months of continuous service, or as otherwise provided by a Contractual Agreement.
3. Any period of absence will result in the extension of the employee's probationary period for the period of time equal to the absence for reasons such as Military Leave, Duty Disability, Ordinary Disability, etc. Probationary employees continuing in the service of the employer beyond their probationary period shall be Career Service employees.

I. Sworn Merit Probationary Period

1. An applicant appointed to an entry-level position as a Correctional Officer or Deputy Sheriff, will serve a required twelve (12) month probationary period. During the first twelve (12) months of employment the probationary employee will receive no seniority or continuous service credit during such probationary service, regardless of prior career service status in another County position.
2. Newly-appointed Selected Candidates shall be in a probationary status for a period of one (1) year of active duty in that rank from the Date of Appointment, or as otherwise provided by the Rules and Regulations of the Cook County Sheriff's Merit Board. (Reference Article B)
3. Pursuant to the Rules and Regulations of the Cook County Sheriff's Merit Board, Sheriff's Police Officers, Cook County Correctional Officers and Cook County Sheriff's Deputies will be on probation for one (1) year from the date of appointment. The probationary period includes either employment in the position to which the person has been appointed or promoted, or employment in another position within the Sheriff's Office, or while on official leave of absence, or a combination of all.
4. Any period of absence will result in the extension of the employee's probationary period for the period of time equal to the absence for reasons such as Military Leave, Duty Disability, Ordinary Disability, etc. Probationary employees continuing in the service of the employer beyond their probationary period shall be Career Service employees.

J. Probationary Period Separation / Discharge

A Department Head/Designee may recommend separation/discharge of an employee during the employee's initial probationary period. All recommendations must be forwarded to Chief of the Bureau of Human Resources Office for further action. Recommendations for separation of a sworn officer within their initial probationary period must additionally be forwarded to the Office of Professional Review.

K. Leave of Absences With Pay / Without Pay

1. Bereavement Leave

- a. Excused bereavement leave with pay will be granted, up to three (3) days, to an employee for the funeral of a member of the employee's family or household. Family is understood to include mother, father, spouse, domestic partner, child (including step children and foster children), brother/sister, grandchildren, grandparents, spouse's parents. Where death occurs and the funeral is to be held out of Illinois and beyond the states contiguous thereto, the employee shall be entitled to a maximum of five (5) normal days' pay to attend the services. Documentation must be provided to support the employee's travel.
- b. All or some of the following documentation must be provided to the Bureau of Human Resources for bereavement leave to be granted:
 - i. An obituary or death notice which lists the employee as a designated mourner; or a program from the funeral which lists the employee as a member of the deceased's immediate family.
 - ii. Travel documentation (if applicable), including airline tickets or supportive documentation that indicates the funeral of a member of the employee's family or household where death occurs and the funeral is to be held more than one hundred fifty (150) miles from the Cook County Building located at 118 N. Clark Street, Chicago Illinois 60602 or the requirements of any applicable CBA.
 - iii. Birth Certificate or Marriage Certificate or legal documentation providing proof of relationship or guardianship.
- c. Leave requested to attend the funeral of someone other than a member of an employee's immediate family or household may be granted, but time so used shall be deducted from the accumulated Vacation Time, Personal Time or Compensatory Time of the employee making the request.

2. Jury Duty

Approval will be granted for leave with pay for any jury duty required of on an employee of the Cook County Sheriff's Office. Any compensation earned, excluding travel allowance received, must be relinquished to the Cook County Sheriff's Office through the respective Payroll timekeeper. The Bureau of Human Resources will utilize this paycheck as proof of jury duty served.

3. Maternity / Paternity Leave

Employees shall be granted maternity or paternity Leaves of Absence to cover periods of pregnancy and postpartum child care up to six (6) months. Employees need not exhaust all accrued Vacation Time or Medical Time before going on maternity/paternity leave, but may apply such accrued Time to the Leave of Absence. Such leave will not exceed six (6) months. The employee must complete a Maternity/Paternity Leave Request Form with the Bureau of Human Resources. The following rules shall apply:

- a. An employee requesting a Maternity/Paternity Leave shall inform the Bureau of Human Resources in writing of the request no later than sixty (60) days before the expected date of delivery and shall present a statement on physician's letterhead and signed by a physician stating the expected date of delivery.
 - i. The employee will be advised of their rights and responsibilities under related General Orders, County Risk Policies and applicable CBAs.
 - ii. The employee will be given necessary and relevant forms, including a *Benefit Enrollment Change Form* (Insurance Form), which must be completed and returned to the Bureau of Human Resources Department, but no later than thirty one (31) calendar days.
 - iii. Upon return to active employment from Maternity Leave, an employee who has given birth to or adopted a child and who has not exhausted her annual maximum entitlement of twelve (12) weeks FMLA may choose to utilize the balance of hours as intermittent leave to care for that child.
 - iv. An employee who returns to active duty from Paternity leave may not utilize remaining entitlements under FMLA for intermittent leave for the birth or adoption of a child.
- c. A pregnant employee may continue in her assignment as long as her attendant physician deems her to be able to perform her normal work routines.
 - i. The physician shall specify in writing the latest date Maternity Leave shall commence.
 - ii. A pregnant employee who is placed on restrictions by their attending physician is entitled to accommodation, including transitional work

assignments and job restructuring, at the same level as any employee with other disabilities that are granted entitlement to accommodation.

- iii. Pregnant employees who are placed on restrictions by their attending physicians must immediately report to the CCSO Risk Management Department in the Bureau of Human Resources to discuss accommodation. Such requests must be supported by written documentation by their attending physician and review by the Employee Health RN.
 - d. An employee who has been absent due to Maternity Leave shall be eligible for reinstatement as soon as her physician deems her to be able to resume her regular duties. The employee shall report to the Bureau of Human Resources with a written statement from her physician indicating a return to work date and a comprehensive medical diagnostic statement for the entire period of time the employee has been away from the workplace.
 - e. An employee who has been absent due to Maternity Leave who returns to work with medical restrictions, verified by documentation from her attending physician, will be assessed by the Employee Health RN and referred to CCSO Risk Management for a possible transitional work assignment or extended leave of absence.
 - f. An employee who has been absent due to Paternity Leave shall be eligible for reinstatement upon returning the Bureau of Human Resources to complete the return to duty process and complying with the Sheriff's Drug Free Workplace Policy.
 - g. Upon return from Maternity/Paternity Leave, the reinstatement rights of the employee will be identical to those of an employee returning from an Ordinary Disability leave, in accordance with Cook County rules or the applicable CBA.
5. Veterans' Convention Leave

Any employee who is a delegate or alternate delegate to a national or state convention of a recognized veterans' organization may request a Leave of Absence for the purpose of attending said convention, providing, however, that any employee requesting a Leave of Absence with pay must meet the following conditions:

- a. The employee must be a delegate or alternate delegate to the convention as established in the by-laws of the organization.
- b. The employee must register with the credentials committee at the convention headquarters.

- c. The employee's name must appear on the official delegate-alternate rolls that are filed at the state headquarters of their organization at the close of the convention.
- d. The employee must have attended no other veterans' convention, with a Leave of Absence with pay, during the Fiscal Year.
- e. The employee must produce, upon returning from the convention, a registration card signed by a proper official of the convention, indicating attendance.

6. Military Leave Activation

Any employee granted a Leave of Absence without pay to enter service in the Illinois National Guard or any of the reserve components of the military or naval forces of the United States, either voluntarily or by reason of conscription, shall upon return to County service, be restored to the position held prior to going on the Leave of Absence with the same anniversary and seniority dates, status and pay as if the employee had been employed continuously by Cook County.

- a. The employee must present The Bureau of Human Resources a copy of military orders indicating the employee's full name and the start date and approximate end date of service when requesting a Military Leave of Absence.
- b. Employees that are on active military duty must provide a Military Service Affidavit.
- c. Employees must complete a *Military Leave Request Form* and may specify a period of time off following completion of service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA):
 - i. 1-30 consecutive days of military service: Employee must return to the workplace after safe travel home and eight (8) hours of rest.
 - ii. 31-180 consecutive days of military service: Employee must return to the workplace within fourteen (14) days of release from active duty.
 - iii. 181+ consecutive days of military service: Employee must return to the workplace within ninety (90) days of release from active duty.

- d. If an employee's military pay is less than his/her current pay rate for a commensurate Pay Period, the employee will be eligible for Differential Pay. All Leave and Earning Statements must be submitted to the Bureau of Human Resources to be eligible for Differential Pay.
- e. Employees should notify the Bureau of Human Resources if there are any alterations in their period of deployment. Appropriate documentation must be sent the Bureau of Human Resources Department.
- f. Employees must present discharge papers at the time of their return.
- f. Employees who apply for a military leave of absence will additionally be assessed for eligibility under the CCSO Family Medical Leave Act policy.
- h. Unlike other County benefits, pension credits do not accrue for employees on military deployment. All employees returning from deployment should contact the Cook County Annuity and Benefit Fund immediately upon return.

7. Military Leave (Training)

Any employee who has at least six (6) months or more of continuous actual service and is a member of the Illinois National Guard or any of the Reserve components of the military or naval forces of the United States shall be entitled to a leave of absence with full pay for limited service in field training, cruises, and other like recurring obligations. Such leave will normally be limited to eleven (11) working days in each year. Longer periods of leave may be granted in accordance with current County policy and local, state and federal requirements during periods of military escalation.

8. Leave of Absence / Non-Merit Rank

An employee not affected by the Leave of Absence Rules of the Merit Board of Cook County may be granted a Leave of Absence, without pay, by the Undersheriff/Designee.

- a. The employee must complete a Request for Leave of Absence Form with the Bureau of Human Resources. The Chief of the Bureau of Human Resources/Designee will forward the request, along with any supporting documentation to the Undersheriff/Designee for authorization. A copy will then be forwarded to the Department Head/Designee.
- b. Such Leave of Absence shall be limited to one (1) month for every full year of continuous employment by Cook County, with a maximum of one (1) year of Leave, except for military service.

- c. An employee granted a Leave of Absence shall be eligible, when such Leave expires, to receive the salary he/she received at the time the Leave of Absence was granted. In all cases, the Chief of The Bureau of Human Resources/Designee shall provide the Cook County Comptroller with the names of any employees on Leave of Absence.
 - d. The request for a Leave of Absence must be submitted no later than fourteen (14) days prior to the requested commencement date.
 - e. The vacancy created by the Leave of Absence may be filled. Should reinstatement be requested, at the termination of the Leave or before, and no vacancy in the rank or no budgetary position is available, the employee will wait for a vacancy in the appropriate status.
 - f. A written request for reinstatement must be submitted at least fourteen (14) days prior to the termination of the Leave of Absence. Failure to do so will be considered a resignation by the employee.
 - g. During a Leave of Absence, Cook County shall not pay any insurance benefits. Employees on a Leave of Absence may elect to continue their health insurance benefit at their own expense. Checks should be submitted to the Cook County Department of Risk Management.
 - h. In the event that the Leave of Absence is denied, the employee will be notified in writing that the request is denied and if the employee fails to return to work within fourteen (14) days of the denial date, he/she will be considered to have resigned their employment with the Sheriff's Office.
9. Leave of Absence / Sworn Merit Rank
- a. Leaves of Absence without pay may be granted to any Sworn Merit Rank Employee, irrespective of rank. The Leave of Absence shall be from the position and rank the employee holds at the time the Leave of Absence is granted. Upon termination of the Leave of Absence, the officer shall be returned to the same rank held at the time the Leave of Absence was granted provided a vacancy still exists. Leave of Absence shall not be granted to any Cook County Sheriff's Police Officer, Cook County Correctional Officer or Deputy Sheriff who has not completed his or her probationary period. The Sworn Merit Rank Employee must complete a Request for Leave Form with his/her respective the Bureau of Human Resources Department and submit supporting documentation. The Chief of The Bureau of Human Resources/Designee will submit the request along with any supporting documentation to the Undersheriff/Designee for approval. A copy will then be forwarded to the Department Head/Designee. If the request for leave documentation does not fully substantiate the request, the employee must provide the required

documentation no later than fifteen (15) days from the date of the request or the request for leave will be denied.

- b. If the Sworn Merit Rank Employee requests a Leave of Absence to attend higher education through a college/university, the Sworn Merit Rank Employee must provide documentation to the Bureau of Human Resources Department from the institution, on school letterhead, showing proof of full time enrollment and must continue to provide such proof, on a semester/quarter basis, substantiating the continued need for the Leave of Absence.
- c. If the Sworn Merit Rank Employee is requesting a Leave of Absence to report to another law enforcement agency, he/she will be required to present documentation to the Bureau of Human Resources Department from the agency, on their official letterhead, substantiating an offer of employment and the start date no later than fifteen (15) days from the date of the request.
- d. A Sworn Merit Rank Employee may request a Compassionate Leave, which is a medical Leave of Absence in the event the Sworn Merit Rank Employee has exhausted his or her Ordinary Disability credits and is no longer eligible for a Family and Medical Leave of Absence (FMLA). To request a Compassionate Leave, the employee must complete a Request for Leave of Absence Form with the Bureau of Human Resources Department. The Sworn Merit Rank employee will be required to provide the Cook County Medical Unit with a comprehensive diagnostic statement to support the request. Additional documentation, as needed or requested, to support the medical Leave of Absence may be required. The Chief of The Bureau of Human Resources/Designee will forward the request, along with any supporting documentation, to the Undersheriff/Designee for approval. A copy will be forwarded to the Department Head/Designee. If the request for Compassionate Leave is approved, the Sworn Merit Rank Employee will be required to provide medical documentation to the Cook County Medical Unit every ninety (90) days to substantiate the continued need for the Leave.
- e. During a Leave of Absence, Cook County shall not pay any insurance benefits. Employees on a Leave of Absence may elect to continue their health insurance benefit at their own expense. Checks should be submitted to the Cook County Department of Risk Management.
- f. In the event that the Leave of Absence is denied, the employee will be notified in writing that the request is denied and if the employee fails to return to work within fourteen (14) days of the denial date he/she will be considered to have resigned their employment with the Sheriff's Office.

- g. All Leaves of Absence, except for military service, shall be for one (1) year or less, with the privilege of reapplying for a new Leave of Absence at the expiration of the first. Requests for a Leave of Absence beyond one (1) year may be granted by the Undersheriff/Designee, with notification to the Merit Board of Cook County. Due to Operational Needs, requests to extend a Leave of Absence beyond (1) year are disfavored by the Sheriff's Office. A Sworn Merit Rank Employee on a Leave of Absence who accepts a position other than that for which the Leave of Absence is granted, without written approval from the Undersheriff/Designee, will be deemed to have resigned. A Sworn Merit Rank employee who fails to return to his or her position following the granted Leave or fails to request and be granted a new Leave of Absence before the expiration of the first Leave of Absence, shall be deemed to have resigned.
10. Disability Provisions
- a. Ordinary Disability
 - i. Employees seeking Ordinary Disability benefits must apply to the Cook County Pension Board for approval. Employees should contact the Cook County Pension Board at 312.603.1200 or at 33 N. Dearborn, Suite 1100, Chicago, Illinois 60602 to obtain application and benefit information, eligibility rules and other documentation. Completed applications must be submitted to the Cook County Medical Unit, located at 118 N. Clark, Room 849, Chicago, Illinois 60602.
 - ii. Employees seeking Ordinary Disability benefits are required to continue to call in each day of absence to the Medical Call-In Line at least one (1) hour prior to their start time until such time as the Bureau of Human Resources receives written notification from the Cook County Pension Board that the employee's Ordinary Disability application has been filed.
 - iii. The Bureau of Human Resources will notify the Department Head/Designee of applications for Ordinary Disability, as well as the length and terms of any benefits granted by the Cook County Pension Board. Employees must notify the Bureau of Human Resources within one (1) business day after being released for duty by a physician or the expiration of benefits, whichever comes first.
 - iv. An employee who is on Ordinary Disability leave and returns to work within sixty (60) calendar days after Ordinary Disability leave is terminated shall be eligible to receive the salary paid at the time the Ordinary Disability leave started, provided the budget of the Department can accommodate the salary and, if not, the

employee shall be eligible to have the salary received at the time the Ordinary Disability leave started restored at the earliest possible date.

- b. Duty Disability / Injured on Duty (IOD)
 - i. Employees determined by Cook County Department of Risk Management to have incurred any occupational illness or injury will be covered by Workers' Compensation insurance benefits provided by the Cook County Department of Risk Management. Benefits amount to sixty-six and two thirds percent (66-2/3%) of the employee's salary at the time of injury, and begin the day after the date the salary stops. Employees off work due to an injury or illness arising out of and in the course of employment are eligible for temporary total disability benefits in accordance with the provisions of the Illinois Workers' Compensation Act.
 - ii. Employees must file an Employees Accident Report with their supervisors immediately following a job-related injury and complete an Employee's Authorization to Release Medical Data. The employee's supervisor must forward the documentation, along with a Supervisor's Investigative Report and any Witness Reports, if applicable, to the Sheriff's Safety Office, located in the Cook County Department of Corrections, Division 5 or contacted at 773.869.6882 or 4032. The Sheriff's Safety Office will forward all documentation to the Cook County Department of Risk Management. Additionally, employees must contact the Cook County Department of Risk Management at 312.603.6274 to confirm that their claim has been submitted. Employees are responsible to ensure that all applicable medical documentation is forwarded to the Cook County Department of Risk Management, Workers Compensation Division. The Cook County Department of Risk Management is located at 118 N. Clark St., Room 1072, Chicago Illinois 60602.
 - iii. Employees are paid Temporary Total Disability by the Cook County Risk Management Department. Employees can apply for additional benefits from the Cook County Pension Board of eight and one third percent (8-1/3 %). If an employee does not apply for the additional Cook County Pension Board benefit or if the application is denied, the employee will not receive pension credit for retirement and may be required to pay the pension credit directly to the Cook County Pension Board.
 - iv. Any employee who is off duty and receiving supplemental temporary total disability may be eligible to receive duty disability

benefits as provided under the provisions of the Cook County Pension Board. Separate applications must be made with the Cook County Pension Board.

- v. Any employee who is injured in an accident arising out of and in the course of his/her employment will not be eligible to substitute Medical Time, Vacation Time, or Personal Time in place of supplemental temporary total disability or substitute for temporary total compensation as defined in the Workers' Compensation Act.
 - vi. Any period for which an employee is shown to be carried on supplemental temporary total disability or on temporary total disability compensation is subject to review by the Cook County Pension Board. The Cook County Pension Board is authorized to require a physical examination of any employee injured in the course of employment to determine eligibility for supplemental temporary total disability or for temporary total disability compensation benefits. Any employee who fails to submit to such physical examination will immediately have supplemental temporary total disability or temporary total disability compensation benefits terminated.
 - vi. The CCSO Department of Risk Management will work with all IOD employees carried on Temporary Total Disability to return them to light duty positions within the CCSO. Light duty positions will accommodate restrictions placed on the employee as a result of the occupational injury or illness. Light duty positions may be in the employee's home department or detail, or in another division of the CCSO. Light duty positions are not permanent and are subject to change as needed to meet the needs of the employee and the CCSO.
 - vii. No employee shall return to duty after having been carried on supplemental temporary total disability or on temporary total disability compensation without obtaining a Physician's Approval to Return to Work authorization
 - viii. If an employee is denied Duty Disability by the Cook County Department of Risk Management, the employee must submit medical documentation to the Bureau of Human Resources Employee Health RN and comply with the Sheriff's Drug Free Workplace Policy to complete the return to work process.
11. Employees granted a Leave of Absence either without pay, or being paid by the Cook County Pension Board (Maternity and Disability Leave), with the exception of employees on Military Leave or Duty Injury, whose Leave of Absence exceeds

thirty (30) consecutive days shall have the total number of days of such Leave deducted from his/her seniority date, accrual date and date in position, as applicable, to reflect the total number of days absent. All Leaves of Absence and changes to seniority dates, accrual dates and dates in position shall be in accordance with Cook County rules and/or the applicable Collective Bargaining Agreement (CBA).

L. Return to Work

An employee returning to work after an absence of forty (40) consecutive hours or more for reasons other than planned vacation are required to complete the return to work process prior to their next scheduled work day

1. For all absences related to the Employee's own health or medical condition, including but not limited to ordinary disability, work –related injuries and/or illness, and other medical, including maternity leave, employees are required to submit medical documentation to the Bureau of Human Resources, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work.
2. The medical documentation will be reviewed by the Employee Health RN/designee. Upon review the Employee Health RN/designee will do one of the following:
 - a) Provide the employee with an Approval to Return to Work Form, or
 - b) Refer the employee back to their physician for additional clearance or
 - c) Refer the employee to the CCSO Risk Management Department for possible accommodation or
 - d) Refer the employee for an Independent Medical Examination(IME)
3. In the event that restrictions are indicated on the Approval to Return to Work form, the employee must meet with the CCSO Risk Management Department to determine whether he/she can return to their regular position within the scope of the restrictions.
4. As warranted, employees returned to work with restrictions will be evaluated for placement in a transitional work assignment or light duty position, counseled on Family Medical Leave options and/or provided information about accommodation under the Americans with Disabilities Act (SEAM Article AA).

5. Employees who have been absent from the workplace for fifteen (15) consecutive days must complete and clear a drug screen through the Cook County Sheriff Drug Testing Unit before a release to work can be completed.
6. The CCSO Risk Department will complete the return to work process upon receipt of all required forms, including Timekeeping/Attendance forms as required.
7. Bereavement Leave Return to Work
 - a. Employees returning from bereavement leave must submit Timekeeping/Attendance Forms and pertinent documentation explaining their relationship to the deceased (i.e. Obituary, Mass card, program) as required; and
 - b. If employee utilizes Benefit Time following bereavement Leave and this period of time is fifteen (15) calendar days or more, employee will be required to return to work through the The Bureau of Human Resources and comply with the Sheriff's Drug Free Workplace Policy.
8. Jury Duty Return to Work:
 - a. Employees returning from jury leave must submit Timekeeping/Attendance forms along with any compensation received from jury duty, exclusive of travel allowance, to the Bureau of Human Resources .
 - b. Comply with the Sheriff's Drug Free Workplace Policy if the period of absence is fifteen (15) days or more.
8. Employees returning to work from Paternity Leave shall:
 - a. Submit Timekeeping/Attendance Forms as required; along with confirmation of the birth of his child through a Birth Certificate or a statement from the child's physician.
 - c. Comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more; and
 - d. Upon completion of Return to Work procedures, report to Department Head/Designee, as required.
9. Employees returning to work from Family and Medical Leave of Absence (FMLA) exceeding forty (40) hours for a family member shall:

- a. Submit medical documentation to the CCSO Employee Health RN, including a comprehensive diagnostic statement from the treating physician of the employee's family member which substantiates the need for the employee to have utilized the Family and Medical Leave of Absence (FMLA).
 - b. If the absence was for more than 15 days, the employee must comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more
10. Employees returning to work from short term military activations after an absence from work for more than five (5) days but less than fifteen (15) calendar days shall:
 - a. Report to the Bureau of Human Resources Department to receive Release for Duty Authorization form prior to his or her next scheduled tour of duty;
 - b. Submit Department of Defense documentation as required by the Cook County Sheriff's Office (including employee's name, deployment dates, etc.); and submit Timekeeping/Attendance Forms as required.
11. Employees returning to work from any period of military training or service during which an employee sustains an injury shall:
 - a. Submit medical documentation to the CCSO Employee Health RN, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of injury resulting in the employee absence from the workplace, including the date the employee's physician has identified that the employee may return to work The Employee Health RN will issue an Approval to Return to Work Form to the employee or request additional medical clearance/clarification.
 - b. The Bureau of Human Resources will facilitate the Release for Duty including collecting the Department of Defense documentation as required by the Cook County Sheriff's Office (including, e.g., employee's name, deployment dates); and
 - c. Assuring compliance with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more.
12. Employees returning to work from extended active duty (fifteen (15) calendar days or longer,) shall:
 - a. Contact the Bureau of Human Resources at least ten (10) days prior to their expected return to work;

- b. Report to the Bureau of Human Resources Department to receive Release for Duty Authorization Form;
 - c. Submit Department of Defense documentation as required by the Cook County Sheriff's Office (including employee's name, deployment dates, etc.);
 - d. Comply with the Sheriff's Drug Free Workplace Policy; and
 - c. Upon completion of Return to Work procedures, return to Department Head/Designee, as required.
13. Employees returning to work from a Non-Merit Rank / Merit Rank Leave of Absence shall:
- a. Contact the respective the Bureau of Human Resources within fourteen (14) days prior to returning to work.
 - b. Report to the Bureau of Human Resources to receive a Release for Duty Authorization Form.
 - c. Comply with the Sheriff's Drug Free Workplace Policy; and
 - d. For absences of thirty (30) days or more, report to Department Head/Designee to receive written notification of assignment.
16. Employees returning to work from a leave approved for training, Specialized Training or educational purposes (excluding In-Service Training) shall:
- a. Contact the Bureau of Human Resources Department at least ten (10) days prior to his or her desired date of return to work;
 - b. Report to the Bureau of Human Resources Department to receive a Release for Duty Authorization Form prior to his/her next scheduled tour of duty;
 - c. Upon completion of the return to work procedures, report to his or her Department Head/Designee;
 - d. Comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more; and
 - e. Submit copies of any diplomas or certificates received to the Bureau of Human Resources Department and the Sheriff's Training Institute.

17. Employees returning to work from a Suspension of five (5) or more calendar days shall:
 - a. Report to the Bureau of Human to receive a Release for Duty authorization Form prior to their next scheduled work day.
 - b. Submit Timekeeping/Attendance Forms as required.
 - c. Comply with the Sheriff's Drug Free Workplace Policy for absences fo 15 days or more.
18. Employees returning to work from a Suspension for thirty (30) or more calendar days shall:
 - a. Report to the Bureau of Human Resources to receive Release for Duty Authorization Form prior to their next scheduled work day;
 - b. Comply with the Sheriff's Drug Free Workplace Policy;
 - c. Upon completion of Return to work procedures, report to his or her Department Head/Designee as required; and
 - d. Submit Timekeeping/Attendance Forms as required.

M. Return to Duty Credential Compliance

1. Sworn Employees returning to work who have an expired Firearms Owners Identification Card (FOID) or do not have a current firearms qualification will be returned to duty Not Authorized to Carry a Weapon until valid documentation is provided to the Bureau of Human Resources.
2. If the Sworn Employee must qualify with a firearm, it is the Sworn Employee's responsibility to request to attend In-Service training by submitting a To/From memorandum to his/her supervisor.
3. If an employee's Driver's License is not current, the Bureau of Human Resources will request a copy of the updated Driver's License to be provided in order to update the Sheriff's Office records and the Training Firearms Database. Those employees who are required to possess a valid Driver's License and are required to drive as part of their job responsibilities must provide a valid Driver's License.
4. It is the employee's responsibility to ensure that he/she is in compliance with the City of Chicago's, or other local municipalities', firearms registration

requirements. The employee should provide all documentation to the Bureau of Human Resources and the Sheriff's Training Academy.

P. Maintenance of Records

The Bureau of Human Resources is responsible for maintaining employees' official personnel files. Two set of files will be maintained:

1. The Employee's personnel file will contain employment related documents including but not limited to applications, certificates, official memorandums, acknowledgements, records of discipline and commendations, performance reviews, payroll and personnel change forms and credential information.
 - a. Divisional units may maintain additional files on performance, coaching and discipline. Such files will be maintained in a secured file accessible only to the employee's supervisor.
 - b. Upon request, copies of such divisional files will be forwarded to the Bureau of Human Resources. Upon termination, transfer or promotion of employees, the complete divisional file will be forwarded to the Bureau of Human Resources.
 - c. Additional employment files may be maintained by other offices, e.g. the Office of Professional Review.
2. The Employee Benefit file will contain enrollment forms, medical documentation, leave requests and supporting documentation, ADA, FMLA, and secondary employment disclosures. Employee benefit files are confidential and may only be accessed by the Bureau of Human Resources.

Q. Request to View Personnel Files / Request for Copy of Personnel Files

1. Employees may request to review their Personnel file by submitting a Request to Review Personnel File Form to the Bureau of Human Resources Department. Pursuant to the Personnel Record Review Act, the employee shall be provided the opportunity to review his/her file within seven (7) working days after the employee submits the request.
2. Employees may request a complete copy or copies of specific documents from his/her file by completing the Request/Receipt for Copy of Personnel File Form. The employee will be provided the requested copy or copies within seven (7) working days after the employee submits the request.
3. The employee will incur a charge of \$ 0.30 per document page and must submit a Money Order or Certified Check, payable to the Cook County Sheriff's Office at the

time he/she reports to the Bureau of Human Resources to pick up the requested documents.

R. Duty to Inform

Employees must inform both their Department Head/Designee and the Bureau of Human Resources of their intention to go on leave in accordance with the notice provisions contained herein.

1. Before their departure, they must provide the Department Head/Designee and the Bureau of Human Resources with a current address and telephone number and maintain current contact information while on leave.
2. The Department Head/Designee and/or the Bureau of Human Resources may require the employee to report in on a reasonable periodic basis.
3. Employees who wish to extend a leave must apply to the Bureau of Human Resources at least thirty (30) days before they are scheduled to return, unless a medical emergency precludes such notice.
4. Employees must contact their Department Heads/Designees at least two (2) weeks before returning from leave and complete all processing, including medical examinations, before they can return. Failure to comply with these provisions may lead to disciplinary action, delays in reporting and forfeiture of pay.

S. Retirement

1. Employees planning on retirement should contact the Cook County Pension Board as soon as possible.
2. Employees should report to the Bureau of Human Resources within three (3) days of their expected retirement date to complete an Exit Interview and the retirement process.
3. When reporting to the Bureau of Human Resources, the employee must bring any Sheriff's Department credentials including star, hat shield, Sheriff's Identification Card and County Identification Card and relinquish all credentials to the Bureau of Human Resources.
4. Sworn Employees may request a retirement star and retired Sheriff's Identification Card by submitting a To/From memorandum, identifying his/her retirement date, to his or her Department Head/Designee and the Chief of the Bureau of Human Resources/Designee. The following criteria must be met to be considered for retirement credentials:
 - a. Ten (10) years of service and be eligible for a Cook County Pension.

- b. Must be in good standing with the Sheriff's Office at the time of retirement.
- c. Return of all Sheriff's Department Credentials, including star, hat shield, Sheriff's Identification Card and County Identification Card.
- d. In possession of a valid Firearms Owners Identification Card (FOID) and show a current qualification with the Sheriff's Training Academy.
- e. A Photo Identification Request Form must be completed and forwarded to the Bureau of Human Resources, who will verify the employee meets all criteria as listed above and will issue the retired Sheriff's Identification Card to the retired employee.

T. Lost or Stolen Credentials / Damaged Credentials

The following must be provided to the Bureau of Human Resources, accompanied by a completed Photo Identification Request Form, for any lost, stolen or damaged credentials:

- 1. A detailed police report from the police department of the local municipality where the credentials were lost or stolen;
- 2. A detailed To/From memorandum describing the circumstances and/or incident, submitted through the employee's chain of command;
- 3. A Money Order or Cashier's check made payable to the Cook County Sheriff for the amounts as follows:
 - a. Star and Hat Shield - \$170.00 (the entire amount must be paid in full even if only the star or the hat shield were lost). This will also cover the cost of the issuance of a new Sheriff's Identification Card, due to the change in the star number.
 - b. Sheriff Photo Identification Card or Photo Identification/Proximity Card combination - \$20.00
 - c. Sheriff Proximity Card only - \$10.00
 - d. Replacement for a Cook County Employee Identification Card will require a payment of \$10.00 in cash. The employee must report to the Cook County Building, 118 N. Clark, Room 881, to obtain a replacement Cook County Employee Identification Card.

4. Employees may be held responsible for any damaged credential(s). A Photo Identification Request Form and a To/From Memorandum describing the condition of the damaged credential(s) and a request for replacement(s), must be submitted through the employee's chain of command, along with a Money Order or Cashiers Check made payable to the Cook County Sheriff, for the appropriate amount due.

U. Change of Address, Name, and/or Addition or Deletion of Dependents

Employees are responsible for ensuring that the Bureau of Human Resources is informed of all status changes, including change of name, address, marital status and the addition or deletion of dependents.

1. Employee must submit a completed Employee Information Sheet updating all employee information including name, address, telephone numbers and emergency information. Additional documentation pertaining to pension, health insurance, life insurance, W-4 Tax Forms and designation of beneficiaries may also be required by the employee.
2. The employee's Driver's License must reflect the current address and/or name change and must be provided. If the employee does not possess a Driver's License, a State ID must be provided.
3. Proof of notification to the State of Illinois to change address and/or name on the Firearms Owners Identification Card (FOID) will be required of all Sworn Employees.
4. If change of name is due to marriage, a copy of the marriage license will be required. If change of name is due to divorce, a copy of the first and last page of the divorce decree will be required. Either circumstance will also require completion of a Benefit Enrollment Form (Insurance Form) to add or delete dependents.

V. Deceased

1. The Bureau of Human Resources must be notified immediately upon the death of a current Cook County Sheriff's employee.
2. A Memorial Notification Form must be completed for the death of a current or former Cook County Sheriff's Office employee or the death of a current employee's family member and submitted, via the chain of command, to the Department Head/Designee. The Department Head/Designee will email the Memorial Notification Form to CCSO.inmemoryofnotification@cookcountyil.gov

The Bureau of Human Resources Office will create a CCSO In Memory Of Notification and email the Notification to all employees of the Cook County Sheriff's Office with a Cook County email address.

3. In the case of a current employee's death, a death certificate must be forwarded to the current life insurance provider and to the Cook County Pension Board within twenty four (24) hours or as soon as practicable. This is critical to ensure continued coverage of any dependents under the Cook County benefit plan.

W. Direct Deposit

1. All employees are strongly encouraged to sign up for direct deposit of their paycheck through their financial institution or through an authorized County credit union.
2. To participate in direct deposit an employee must complete a Direct Deposit Authorization Form obtained from The Bureau of Human Resources Department and include either a void check from his/her financial institution or the respective direct deposit form from his/her credit union.

X. Employment Verification

1. All requests for verification of employment must be submitted in writing to The Bureau of Human Resources and must be accompanied by a signed release from the employee permitting the Bureau of Human Resources to release the information. No verification of employment will be provided verbally or without the signed consent of the employee. E-signatures or electronic signatures are not acceptable.
2. The employment verification must indicate the employee's name as it appears on their current pay check or direct deposit advice. No employment verification will be completed for an employee if another name is indicated on the request submitted to the Bureau of Human Resources.
3. Employment verifications may be sent via facsimile, by regular mail or hand delivered to the Bureau of Human Resources Department .
4. Under no circumstance is any employee of the Cook County Sheriff's Office authorized to complete any employment verification other than the Bureau of Human Resources.

Y. Bi-Lingual Pay

1. Employee's utilizing their bi-lingual skills regularly during the course of their employment may request the County's stipend for bi-lingual pay through their

chain of command by submitting a To/From memorandum explaining how he/she utilizes his/her bi-lingual skills in the course of his/her work duties.. An authorization to receive bi-lingual pay must be submitted to the Bureau of Human Resources with the signed approval of the Department Head/Designee.

2. Employees must successfully complete a College Level Examination Program (CLEP), or other examination if a College Level Examination Program (CLEP) is not available, in their language of proficiency to qualify.
3. Bi-lingual pay is a once a month stipend.
4. Only those employees that are covered by a CBA with a bi-lingual pay provision and meet the above mentioned requirements will be eligible for bi-lingual pay.

Z. Domestic Partnership Status

The Cook County Board of Commissioners passed the Cook County Employee Domestic Partnership Benefits Resolution, effective December 1, 1999, to provide benefits for the qualified domestic partners of participating County Employees. Pursuant to the ordinance, a qualified domestic partner (“Partner”) of an individual (“Employee”) employed by Cook County shall be eligible for the same health benefits, including health care, dental insurance and vision coverage that Cook County offers to the spouse of an Employee.

1. For a Partner to be eligible for coverage, the Employee and Partner must complete and file with the Cook County Bureau of Human Resources an Affidavit of Domestic Partnership.
2. The Employee and Partner are responsible for providing required documentation to satisfactorily support the Partner’s eligibility for employee benefits. In addition to other requirements, eligibility for domestic partner coverage requires the following:
 - a. Both parties reside together;
 - b. Neither party is married, nor are they related by blood closer than would bar marriage in the State of Illinois;
 - c. Both parties must be eighteen (18) years of age; and
 - d. Both parties are of the same sex.
3. Any and all documents that may be required to substantiate the eligibility guidelines must be provided by the domestic partners at the time the Affidavit of Domestic Partnership for Benefits is submitted to the Cook County Bureau of

Human Resources. Birth Certificates and copies of Illinois Driver's License or State of Illinois Identification Cards will be required. Other documents may include:

- a. Civil Union Certificate
- d. Mortgage document, displaying common or joint ownership;
- c. Residential tenant lease, displaying common or joint tenancy;
- d. Motor vehicle title or loan documents evidencing joint ownership;
- e. Evidence of a joint checking account;
- f. Evidence of a joint credit account (e.g. credit card); and
- g. Properly executed will identifying the Partner of the Employee as a primary beneficiary in the Employee's Last Will and Testament.

AA. Employee Assistance Program Referrals

The Sheriff's Office is committed to ensuring the safety and well-being of all employees and their families whenever possible. The Sheriff's Office recognizes that employees may experience difficulties which may impact their personal and professional lives. The Sheriff's Office supports and encourages employees to utilize the Employee Assistance Program to obtain assistance.

1. Any Department Head/Designee who counsels an employee to contact the Employee Assistance Program is required to notify the Employee Assistance Program and must provide the following information:
 - a. The Employee name and JDE Number; and
 - b. Reason for the referral.
2. Employees that utilize the Employee Assistance Program and require time away from the workplace are required to obtain an approved leave of absence. Further explanation of leaves of absence can be obtained from the Employee Assistance Program representative or the Bureau of Human Resources.
3. Employee Assistance Contact Information

- a. The Employee Assistance Program counselors can be contacted by phone at 312.603.1290 or email Michael Goldman at michael.goldman@cookcountyil.gov.
 - b. AFSCME Personal Support Program - Union members can take advantage of this confidential program for free screening and referral services. AFSCME Members should contact 1-800-647-8776 for further information.
- 4 The CCSO offers immediate assistance through the Peer Support Program (PSP)
- a. The Peer Support Program is an intervention program for CCSO employees challenged with both personal and professional crisis.
 - b. Professionally trained counselors and peer members are on site at Oak Forest Hospital.
 - c. Employees can call the 24/7 confidential peer support telephone line at 708.633.2588.

BB. Victims' Economic Security and Safety Act (VESSA) (820 ILCS 180/1 et seq.)

The Victims' Economic Security and Safety Act (VESSA) provides an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence. VESSA provides an employee with the legal right to an annual allotment of unpaid leave, protection against discrimination and reasonable accommodations to workplace facilities or job requirements.

VESSA defines "domestic or sexual violence" as including "domestic violence, sexual assault or stalking" (820 ILCS 180/10) and further includes acts or threats of violence which causes distress or fear. According to VESSA, a "family or household member" may be a spouse, parent, , son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or persons jointly residing in the same household". (820 ILCS 180/10).

1. An employee may take VESSA leave to:
 - a. Seek medical attention for, or recovery from, physical or psychological injuries;
 - b. Obtain victim services, including psychological or other counseling;
 - c. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim;

- d. Seek legal assistance or participate in court proceedings related to the violence.
2. Employees may take up to twelve (12) workweeks of unpaid leave during the twelve (12) months following the request for VESSA leave.
3. VESSA leave may be taken in increments, intermittently or on a reduced schedule.
4. An employee may not exceed the time permitted by a Family and Medical Leave of Absence (FMLA). Family and Medical Leave of Absence (FMLA) taken during any twelve (12) month period counts against the twelve (12) week allowance of unpaid leave permitted under VESSA.
5. An employee may elect to utilize accrued paid leave for any portion of VESSA leave, however, an employer may not compel an employee to exhaust any portion of her/his paid leave before using (or in substitution of) VESSA leave.
6. Group health plan benefits must be maintained through the duration of the VESSA leave “under the conditions coverage would have been provided if the employee had continued in employment” (820 ILCS 180/20(e)(2)(A)), however, the employer may continue to collect any premium contributions from the employee that otherwise would have been paid by the employee had she/he not taken Leave.
7. VESSA requires employers to make reasonable accommodations to known limitations resulting from circumstances relating to domestic or sexual violence, unless the employer can demonstrate that such an accommodation would impose an undue hardship (an action requiring significant difficulty or expense) on the operations of the employer. A reasonable accommodation would include:
 - a. Adjustment to a job structure, workplace facility or work requirement;
 - b. Transfer, reassignment or modified schedule;
 - c. A changed telephone number or seating assignment;
 - d. Installation of a lock; or
 - e. Implementation of another safety procedure.

8. The employee shall provide the employer with at least forty eight (48) hours advance notice of the employee's intention to take VESSA Leave, except in such cases where it is not practicable to provide such notice. The employee may be required to provide certification that VESSA Leave is to be taken for one (1) or more of the purposes shown in section BB.1 above at the time of the request for VESSA Leave. If the employee is unable to provide certification at the time of the request, the employee must provide certification within a reasonable period of time after the request for VESSA leave by providing one (1) of the following documents:
 - a. Documentation from a victim services organization, attorney, member of the clergy or medical or other professional from whom the employee or the employee's family or household member has sought assistance; or
 - b. A police or court record; or
 - c. Other corroborating evidence.

9. An employee requesting a VESSA Leave may be required to provide the following certification documentation at the time of the request for VESSA Leave to the Sheriff's Office of The Bureau of Human Resources. If the employee is unable to provide the certification documentation at the time of the request, the employee must provide certification within a reasonable period of time after the request:
 - a. A sworn statement from the employee that states the following:
 - i. That the employee, or a family or household member of the employee, is a victim of domestic or sexual violence and that the employee is taking time off from work to address issues related to domestic violence or sexual violence. Other documentation, such as a birth certificate, marriage certificate and/or legal documentation may be required to confirm family or household relationships;
 - ii. The requested start date of the VESSA Leave;
 - iii. If the employee is requesting to take the VESSA Leave intermittently or on a reduced work schedule. If the employee is requesting a reduced work schedule, the exact reduced work schedule must be provided.

- iv. The employee must also indicate if he/she is requesting to utilize accrued Benefit Time or if the employee is requesting unpaid VESSA leave.
 - v. Original documentation, on official letterhead, signed and dated, from a victim services organization, an attorney, a member of the clergy or a medical or other professional from whom the employee or a family or household member of the employee has sought assistance, a police or court record or other corroborating evidence. If the employee is requesting a reduced work schedule, this documentation should substantiate that request.
10. The Bureau of Human Resources shall verify eligibility requirements of the Leave request, including either the submittal of required documentation at the time of the request for VESSA Leave or within a reasonable period of time after the VESSA Leave has been approved, and shall notify the Department Head/Designee and the employee, in writing, of the status of the VESSA Leave request as soon as practicable (i.e. two (2) business days absent any extenuating circumstances). It should be noted that the employee's Department Head/Designee shall ensure the employee's chain of supervision is notified of the employee's VESSA Leave status.
11. The Bureau of Human Resources, department heads and supervisory staff shall maintain the confidentiality of all information pertaining to the use of VESSA Leave, notice of an employee's intention to take VESSA Leave and certification provided by the employee.
12. Individuals wishing to learn more about the Victims' Economic Security and Safety Act (VESSA), or file a complaint regarding VESSA should contact the Illinois Department of Labor at 312.793.6797 or visit their website at <http://www.state.il.us/agency/dol>.

V. Certification

All memoranda or forms applicable to the Bureau of Human Resources Policies and Procedures shall include the NPCC language. The Compliance Officer may audit any Employment Action or process indicated in this Article T as he or she deems necessary.