

**ARTICLE K**

**STRAIGHT SENIORITY BID TRANSFER**

I. Policy

- A. It is the policy of the Cook County Sheriff's Office that certain Civilian and Sworn Employees shall be transferred to a different shift, day-off group and/or location in accordance with the provisions in this Article (K).
- B. This Article is applicable to the following Departments and any other Departments as determined by the Sheriff/Designee:
  - 1. Department of Corrections;
  - 2. Women's Justice Services;
  - 3. Boot Camp;
  - 4. DCSI;
  - 5. Court Services;
  - 6. Sheriff's Police;
  - 7. CIU;
  - 8. Training Institute; and
  - 9. Custodial Services
- C. The Sheriff 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 Employment Plan 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 Employment Plan or 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 Sheriff's Employment Plan and SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the Employment Plan or SEAM must be followed.

## II. Procedure

- A. The Department Head/Designee shall determine the number of Vacancies in each respective location, shift and day-off group.
- B. The Department Head/Designee shall also determine whether the Bid will have one or two cycles. A two-cycle Bid allows employees to bid for Vacancies in locations, shifts and day-off groups in the second cycle that were created as a result of those who were successful in the first cycle of the Bid.
- C. The Department Head/Designee shall create a Bid Transfer Announcement, which includes the following information:
  - 1. Bid Number (Example: DOC-10-01)
  - 2. Number of Vacancies in each location, shift and day-off group;
  - 3. Whether the Bid will have one or two cycles;
  - 4. The dates and times that each cycle of the Bid will be open;
  - 5. Bid instructions;
  - 6. Minimum Qualifications (only applicable to Bid Transfers into the Department of Corrections External Operations Unit); and
  - 7. NPCC Language.
- D. The Department Head/Designee shall post the Bid Transfer Announcement at each place within the Department where the employee may file an application, the applicable Personnel Office and on the Sheriff's website.
- E. A copy of the Bid Announcement shall be sent to the Director of Personnel/Designee, the respective union representative and the Compliance Officer.
- F. The Department Head/Designee will review all Bid applications in accordance with the Bid Instructions.
- G. The Department Head/Designee shall verify with the Sheriff's Personnel Office that the Seniority dates are accurate for all Applicants.

- H. If multiple Candidates have the same Seniority date, they will be ranked in order of their Employee Number (meaning the lower Employee Number is the more senior Candidate).
- I. Applicants who successfully submit a Bid for a Straight Seniority Bid Transfer shall be selected based on Seniority for the number of vacancies indicated in the Bid Transfer Announcement. For a Straight Seniority Bid Transfer process for External Operations at the Department of Corrections, only Applicants deemed Qualified based on the Minimum Qualifications indicated in the Bid Transfer Announcement shall be selected based on Seniority.
- J. In situations where all positions in a Department are eligible for bid and either all Bids submitted by an employee are unsuccessful due to a lack of Seniority, or the employee fails to submit a Bid, the employee shall be transferred based on operational needs.
- K. If the Department is conducting a two-cycle Bid, the Department/Head Designee shall then post the Bid Transfer Announcement pursuant to this Article K, Section II.C noting the newly vacated locations, shifts and day-offs that will be open for Bid in the second-cycle. The second-cycle must then follow the remaining procedures in Section II above.
- L. The Department Head/Designee shall issue a memorandum, which shall include:
  - 1. A list of employees who have been awarded the Straight Seniority Bid Transfer and their new location, shift and/or day-off group as applicable; and
  - 2. NPCC Language
- M. A copy of the memorandum shall be distributed to the Director of Personnel/Designee, respective union representative and Compliance Officer.
- N. In the event an Applicant for a Bid Transfer to the Department of Corrections External Operations Unit is deemed Not Qualified based on failure to meet the Minimum Qualifications, the Department Head/Designee shall send notification via memorandum or certified letter including the general reason for disqualification. The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.

III. Certification

The Department Head/Designee and all other individuals involved in any aspect of the Straight Seniority Bid process will complete and sign a No Political Consideration Certification (NPCC) on all lists and bid documentation affirming that all transfer decisions were made in accordance with the procedures set forth in this Article and the Employment Plan.

All Applicants and/or Candidates will complete and sign an Applicant Certification.