

LAYOFFS

S.1 POLICY

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

S.2 PROCEDURE

- A. In the event of the need for reductions, the Undersheriff or the authorized designee shall identify potential positions to be eliminated.
- B. The Undersheriff or the authorized designee in consultation with the Chief Operating Officer and any other staff members determined by the Undersheriff or the authorized designee shall determine the number of positions that must be eliminated. The final number of positions to be eliminated shall be forwarded in writing to the Compliance Officer.
- C. A Layoff List will be created, which contains the names and position of all individuals selected for layoff.
- D. The Layoff List must be approved by the Undersheriff or the authorized designee.
- E. The completed Layoff List shall be forwarded to the Compliance Officer.
- F. Exit Interview Process:
 1. Upon approval of the Layoff List, the Layoff List and all other supporting documentation will be provided to the Executive Director of the Department of Human Resources. The Executive Director or the authorized designee shall notify all employees listed on the Layoff List to report to the Department of Human Resources for a scheduled Exit Interview.
 2. The Executive Director of the Department of Human Resources or the authorized designee shall complete an Exit Interview Form for each employee listed on the Layoff List, ensure the employee signs and dates it and, if the employee refuses, shall note such refusal and sign and date.
 3. The Executive Director the Department of Human Resources or the authorized

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designee shall ensure employees receive a copy of the completed Exit Interview Form and shall answers questions the employee may have regarding the process.

S.3 CERTIFICATION

The Undersheriff, Executive Director of Human Resources, Chief Operating Officer, Department Head or any of the their authorized designees and all other individuals with material involvement in the layoff process described in this article shall complete and sign a No Political Consideration Certification (NPCC) on all lists and layoff documentation affirming that all layoff decisions made and actions taken were made or taken in accordance with the procedures set forth in this Article.