

DEPARTMENT TRANSFERS AND TITLE CHANGES

X.1 POLICY

It is the policy of the Cook County Sheriff's Office that the respective department head has the right to transfer non-union, non-exempt employees, pursuant to this article, in order to address budgetary or operational needs. Department transfers and title changes will not be used for either political discrimination and/or as a political reward and will not be based on political reasons or factors.

X.2 PROCEDURE

X.2.1 INITIATING A DEPARTMENT TRANSFER

Each department head or the authorized designee may elect to transfer non-union and non-exempt employees in/out of the respective department.

- (a) After identifying a budgetary or operational needs, the respective department head or the authorized designee shall determine the number of spots needed to be filled or transferred and select the employees.
- (b) The respective department head or the authorized designee shall provide a written request to the respective Executive Office Chief and Compliance Officer for each department transfer. The request shall include the following information:
 1. Name of employee(s);
 2. Position description, including location, shift and duties;
 3. Effective date of the department transfer; and
 4. Justification for the department transfer.
- (c) Upon approval by the respective Executive Office Chief or the authorized designee and the Compliance Officer, the respective department head or the authorized designee shall forward a copy of the approved request to the Executive Director of Human Resources (HR).

No political reasons or factors shall be taken into account when making transfer decisions.

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

SEAM Article X – Department Transfers and Title Changes

- (d) A department transfer of an employee does not change the employee's anniversary date.

X.2.2 EMPLOYEE REQUEST TO RETURN TO ORIGINAL DEPARTMENT/UNIT

- (a) If an employee requests to return to his/her original department/unit, he/she must submit a request in writing to the current department head. That department head or the authorized designee shall approve or deny the request based on budgetary or operational needs. The current department head or the authorized designee must obtain approval from the respective Executive Office Chief for both approvals and denials. Operational/budgetary needs shall be considered when making a determination to approve or deny a transfer.
 - 1. The employee will be advised, via a written memorandum, whether the request has been approved or denied. A copy shall also be sent to the Compliance Officer.
- (b) If an employee requests a transfer or return from a transfer under this article x, that employee must sign an Applicant Certification.

X.3 ORGANIZATIONAL TITLE CHANGE REQUEST

Each department head or the authorized designee shall provide a written request of the title change to the respective Executive Office Chief for approval. The request shall include the following:

- (a) Employee's name;
- (b) Employee's department;
- (c) Current title;
- (d) Requested new title;
- (e) Justification for title change; and
- (f) Updated job description to reflect new title a revised responsibilities.

A copy of the approved request shall be sent to the affected employee, Compliance Officer, Executive Director of HR and the coordinator of the exempt list when applicable.

X.4 CERTIFICATION

The respective department head or the authorized designee and the employee will complete and sign an Applicant Certification containing the No Political Consideration Certification (NPCC), including on all memorandums and related documentation affirming that all employment decisions and employment actions were made in accordance with the procedures set forth in this article.