

EXEMPT LIST

Z.1 PROCEDURE

Z.1.1 PLACEMENT OF EXEMPT EMPLOYEES

The Executive Director of the Department of Human Resources (HR) or the authorized designee will take steps to verify that each individual who is placed in an exempt position possesses the minimum qualifications of the position as contained in the respective job description. In the event the placement is authorized by a member other than the Executive Director of HR, the authorizing member shall forward a copy of the placement memorandum to the Executive Director of HR and Compliance Officer.

Z.1.2 CHANGES TO THE EXEMPT LIST

The Cook County Sheriff's Office may add positions to, delete positions from, or amend title of positions contained on the exempt list, provided that, changes will be made as follows:

- (a) The respective Executive Office Chief or the authorized designee shall take into account the opinions of the Compliance Office and Executive Director of HR, or an authorized designee, and make the determination about whether a position should be considered an exempt position.
- (b) The respective Executive Office Chief or the authorized designee shall submit written notice of the proposed addition to, deletion from, or title amendment on the exempt list to the Compliance Officer and the Executive Director of HR or along with the identity of the exempt position and the current job description for the position.
- (c) If the Compliance Officer or the Executive Director of HR, or an authorized designee, disagree with the designation, he/she may appeal to the Sheriff for final determination.

Z.1.3 POSTING OF EXEMPT LIST

The most current exempt list shall be posted semi-annually on the Sheriff's website without names of the incumbents.

Z.1.4 NOTICE OF EXEMPTION

An employee holding a non-exempt position that is to become an exempt position will be given notice of such change. Nothing will prohibit an employee from applying for any available non-exempt position for which he/she may be qualified.