
NON-UNION TRANSFERS AND TITLE CHANGES

X.1 PURPOSE

This SEAM Article establishes the policy and procedures that govern the Cook County Sheriff's Office employment action and reiterates the standing practice, which prevents any political influence on the transfer process.

X.2 POLICY

- (a) It is the policy of the Cook County Sheriff's Office that the respective department head has the right to transfer non-union employees, pursuant to this article, in order to address budgetary or operational needs. Department non-union transfers and title changes will not be used for prohibited political discrimination and will not be based on political reasons or factors.
- (b) The respective Executive Office Chief and/or department head involved in this Article's process shall complete and sign a No Political Consideration Certification (NPCC).
- (c) If an employee requests a transfer or return from a transfer under this Article, the employee must sign an NPCC.
- (d) This Article is not intended to be used for promotions.

X.3 PROCEDURES

X.3.1 INITIATING A DEPARTMENT TRANSFER

Each department head may elect to transfer non-union employees in/out of the respective department.

- (a) After identifying a budgetary or operational need, the respective department head shall determine the number of spots needed to be filled or transferred and select the employees.
- (b) The respective department head shall complete an Employment Action Form and send it to the respective Executive Office Chief for approval. An approved copy should then be forwarded to the Chief Administrative Officer, Executive Director of Human Resources (HR) and Director of Compliance for each transfer. The request shall include the following information:

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

SEAM Article X – Non-Union Transfers and Title Changes

1. Name of employee(s);
 2. Position description, including location, shift and duties for the department transfer;
 3. Effective date of the department transfer; and
 4. Justification for the department transfer.
- (c) The respective department head should work with HR to determine if the employee who is being transferred meets the minimum qualifications of the position being filled. If the employee does not meet the minimum qualifications, the transfer will not be completed and the employee will remain in their current position.
- (d) Upon approval by the respective Executive Office Chief, the respective department head shall forward a copy of the approved request to the Executive Director of HR and the Director of Compliance.
- (e) A department transfer of an employee does not change the employee's anniversary date.

X.3.2 EMPLOYEE REQUEST TO RETURN TO ORIGINAL DEPARTMENT/UNIT

- (a) If an employee requests to return to their original department/unit, they must submit a request in writing to both their current and former department heads.
1. Both department heads shall review the request and make a joint recommendation based on the budgetary and/or operational needs of each department and complete an Employment Action Form.
 2. If the recommendation is to return the employee to their original department, the recommendation shall be forwarded to each respective Executive Office Chief for final approval.
 3. 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 Director of Compliance.

X.4 EMPLOYEE TITLE CHANGE REQUEST

The department head shall submit an Employment Action Form 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;

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

SEAM Article X – Non-Union Transfers and Title Changes

- (c) Current title;
- (d) Requested new title;
- (e) Justification for title change; and
- (f) Updated job description to reflect new title and revised responsibilities.

Once approved, the Executive Director of HR will send a memorandum to the affected employee, respective Executive Officer Chief, Director of Compliance and the Chief Administrative Officer.