



Cook County Bureau of Human Resources

Discipline Checklist

Follow these steps in exercising discipline with an employee:

Identify the employee's status:

- At-Will (Non-Career Service)
- Union
- Non-Union (Career Service)

At-Will (Non-Career Service) Employees

1. If the employee is At-Will, they may be disciplined or discharged at any time for any reason or no reason so long as the reason is not illegal under the law. The conduct rules in the Cook County Personnel Rules Section 8.3 may be used as guidelines by supervisors in disciplining At-Will employees and will be useful to such employees in conforming their conduct to County requirements. However, discipline is not limited to the reasons stated therein, nor are the hearing and progressive discipline procedures applicable.

Union and Non-Union (Career Service) Employees

2. If the employee is in the union, follow the requirements of the applicable Collective Bargaining Agreement ("CBA") and Employment Plan Supplemental Policy Number 2013-2.8 to the extent it does not conflict with a specific provision of the CBA. If the employee is non-union Career Service, follow the requirements in the Cook County Personnel Rules and Employment Plan Supplemental Policy Number 2013-2.8. Regardless of whether the employee is union or non-union Career Service, adhere to the requirements below:
 - Provide notice of the pre-disciplinary hearing to employee in accordance with the Cook County Personnel Rules or applicable CBA. (Copy the union, if applicable) (Copy the Office of the Independent Inspector General ("OIIG") if the pre-disciplinary hearing resulted from an OIIG report and copy the Compliance Officer ("CO") if the pre-disciplinary hearing resulted from an incident report.)
 - Conduct the pre-disciplinary hearing in accordance with the Cook County Personnel Rules or applicable CBA.
 - A. If the **determined discipline following the pre-disciplinary hearing is an oral reprimand**, it does not need to be documented using a Disciplinary Action Form

("DAF") and no notice is required to the Chief of the Bureau of Human Resources ("Chief of BHR") or CO.

B. If the **determined discipline following the pre-disciplinary hearing is a written warning or suspension of 10 days or less**, it must be documented using a Disciplinary Action Form ("DAF").

i. A copy of the DAF is retained by the Department Head, given to the employee when the discipline is imposed and union, if applicable. (Please see additional instructions related to obtaining an employees' signature on the DAF for discipline being issued in-person, by email or regular mail below.)

1. If the discipline is issued to the employee, in-person, the employee should be presented with a copy of the DAF for signature to acknowledge receipt. If the employee signs the DAF, the employee should be immediately provided with a signed copy of the DAF. If the employee refuses to sign the DAF, the supervisor should note the refusal on the employee's signature line and immediately provide the employee with a copy of the DAF.

2. If the discipline is issued to the employee, by email or regular mail, the DAF should be sent to the employee with a written request for the employee to sign the DAF to acknowledge receipt and return it by a date certain. If the employee fails to return the DAF signed by the date certain, the supervisor should note the refusal on the employee's signature line.

ii. When the discipline imposed is a suspension, a copy of the DAF and supporting documents are sent to the Chief of BHR and CO within five (5) days of the discipline being imposed. The Chief of BHR will place the forwarded DAF and supporting documents in the employee's personnel file.

C. If the **determined discipline following the pre-disciplinary hearing is suspension of more than 10 days or termination**, send a completed Discipline Notice and Request for Approval Form, proposed unsigned DAF and supporting documents to the Chief of BHR and CO for approval before issuing the discipline.

• Please note: For probationary employees, no approval to terminate or suspend is needed. Send copy of letter to Chief of BHR and CO.

i. Receive approval to discipline from BHR, if applicable. (If BHR grants approval, sign the DAF.)

ii. A copy of the DAF is retained by the Department Head, given to the employee when the discipline is imposed and union, if applicable. (Please

see additional instructions related to obtaining an employees' signature on the DAF for discipline being issued in-person, by email or regular mail below.)

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 2. If the discipline is issued to the employee, by email or regular mail, the DAF should be sent to the employee with a written request for the employee to sign the DAF to acknowledge receipt and return it by a date certain. If the employee fails to return the DAF signed by the date certain, the supervisor should note the refusal on the employee's signature line.
- iii. Send a copy of the DAF and supporting documents to the Chief of BHR and CO within five (5) days of the discipline being imposed. The Chief of BHR will place the forwarded DAF and supporting documents in the employee's personnel file.
3. All employees involved in recommending or implementing discipline pursuant to Employment Plan Supplemental Policy Number 2013-2.8 or an Employment Action relating to discipline must also sign a NPCC certifying that no Political Reasons or Factors were considered.
 4. Appeals of Disciplinary Action shall be made in accordance with the Cook County Personnel Rules or applicable CBA. Notice of all hearings and reschedule dates of all hearings relating to discipline scheduled at the Employee Appeals Board must be sent to the CO at least five (5) days prior to the scheduled or rescheduled hearing.

**Disciplinary Action Forms are used for discipline that entails a written warning, suspension, or termination, except probationary/at-will employment terminations.