



**COOK COUNTY BUREAU OF HUMAN RESOURCES
INTERIM ASSIGNMENT REQUEST FORM**

Initial Request ____ **Request for Extension** ____

If request is for an extension, what was the initial term of the original Interim Assignment?

Provide the following regarding the proposed Interim Assignment Position:

Title: _____

Grade: _____ Rate of Pay: _____ Position ID: _____

Reason position is currently vacant:

Date vacancy began, if known: _____

Estimated date vacancy is expected to end: _____

Is the employee who previously held the position on a Leave of Absence and expected to return?

Yes ____ No ____

If yes, when is return anticipated? _____

What, if any, steps have been taken to fill the position?

Additional information in support of this request:

Provide the following information regarding the employee you propose to fill the Interim Assignment:

Name: _____

Current Title: _____

Current Department: _____

Grade: _____ Rate of Pay: _____ Position ID: _____

Proposed Start Date: _____ Anticipated End Date: _____

Required Attachments:

- Job description of Interim Assignment Position
- Resume, copies of diplomas, licenses, certifications and/or other qualifying documentation of employee proposed to fill Interim Assignment

EMPLOYEE AND DEPARTMENT HEAD(S) CERTIFICATION

I hereby certify that the employee I am requesting to select for this Interim Assignment possesses all of the minimum requirements of the position as listed on the Job Description and that this request is in compliance with the Interim Assignment Policy and Employment Plan.

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment of hiring upon or because of any political reason or factor or knowingly inducing, aiding abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Interim Assignment Request. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____
(Employee)

Title: _____ Date: _____

Print Name: _____ Signature: _____
(Department Head requesting assignment)

Title: _____ Date: _____

Print Name: _____ Signature: _____
(Department Head of department in which requested employee works, if different)

Title: _____ Date: _____

FOR BUREAU OF HUMAN RESOURCES USE ONLY

BHR DETERMINATION

Disposition of Request: Approved _____ Denied _____

Chief of BHR: _____ Date: _____

Disposition of Request: Approved _____ Denied _____

Compliance Officer: _____ Date: _____

(In the event of disagreement, the Compliance Officer's decision will govern.)

BHR CHIEF CERTIFICATION

With respect to all County jobs under the jurisdiction of the Cook County Board President that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of County employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any County Employment Actions taken with respect to the above Interim Assignment Request or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Print Name: _____ Signature: _____

Title: _____ Date: _____