

EXHIBIT 1

CITY OF CHICAGO HIRING PLAN

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CHAPTER I GOALS AND PRINCIPLES

The City of Chicago is committed to hiring practices that:

- Base employee selection on a Candidate's knowledge, skills and ability to perform effectively on the job;
- Provide equal employment opportunity to all qualified Applicants;
- Prohibit the entry of Political Reasons or Factors and other Improper considerations into any stage of the selection and hiring processes for Covered Positions;
- Provide the Hiring Authority with maximum lawful discretion in making selection decisions; and
- Create a transparent hiring system that minimizes the ability to manipulate employment decisions.

This Hiring Plan was developed by the City of Chicago as required under section I.F. of the Settlement Order and Accord in case number 69 C. 2145 captioned *Shakman et. al. v. City of Chicago, et. al.*, before Judge Wayne R. Andersen in the United States District Court for the Northern District of Illinois ("the Accord").

This Hiring Plan sets forth the general principles which will govern hiring in the City of Chicago (the "City"). The principles presented here apply equally to Candidates who are external or internal job Applicants and Candidates for promotion.

Violations of this Hiring Plan may result in disciplinary action, up to and including discharge and ineligibility for future hire.

A. Organization of this Hiring Plan

This Hiring Plan sets out the principles and procedures for all City Hiring, with the exception of sworn and uniformed titles in the Chicago Police and Fire Departments, the Department of Law, and the Inspector General's Office. The Department of Law's and the Inspector General's Office's hiring plans are attached as Exhibits A and B, respectively. The Chicago Police and Fire Department's hiring plans for sworn and uniformed titles will be submitted to the Court. All hiring of City employees in non-excepted departments and non-sworn and non-uniformed titles in the Chicago Police and Fire Departments shall be done pursuant to the General Hiring Process except for hiring for Exempt Positions, which are covered by Chapter VIII, and hirings effected through Other Employment Actions, which are covered by Chapter XIII.

Additionally, the City has created a separate policy governing the use of contractors and other non-City employees ("Use of Non-City Employees to Perform Services for the City"), which is attached as Exhibit C and will be made publicly available as detailed in Chapter II of this Hiring Plan.

This Hiring Plan is not an exhaustive document and cannot contemplate every variation that could occur in hiring. This Hiring Plan is intended to provide a framework for City hiring that

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will survive changes in collective bargaining agreements, technology, management practice and law. The principles of this Hiring Plan should be construed broadly.

The City may modify this Hiring Plan so long as the modifications are not contrary to applicable law. Prior to the effective date of any modification of this Hiring Plan, the Commissioner of the Department of Human Resources (“DHR”) shall give thirty (30) days’ public notice in one or more newspapers of general circulation. Such public notice shall include information concerning where the rules can be reviewed and where comments may be directed. The City will also post on its publicly available internet site any modifications to this Hiring Plan.

In addition, prior to sunset of the Accord, thirty (30) days’ advance written notice of any modifications of this Hiring Plan shall be given to the *Shakman* Plaintiffs and the court appointed Monitor. The *Shakman* Plaintiffs and the Monitor may comment on the modifications and make written objections. Impasses shall be resolved as provided in Section II.D. of the Accord.

B. Definitions

Acting Up – Acting Up is where an employee is directed to, and does perform, or is held accountable for, substantially all of the responsibilities of a higher-graded, covered Class.

Applicant – An Applicant is an individual who completes an application for a specific open City Position.

Application – An Application is an electronic or paper document that is completed by a prospective Applicant or Bidder to apply for an open Position. The Application contains information about the prospective Applicant or Bidder, such as his or her education, previous employment history, and other relevant information to be considered for employment with the City.

Bid Announcement – A Bid Announcement is posted on the Recruiting Management System (“RMS”) and according to applicable Collective Bargaining Agreement (“CBA”) terms, gives notice of an open Position for which CBA-covered employees can exercise their bidding rights. A Bid Announcement shall include the job duties and predefined minimum qualifications from the Class Specification, predefined screening criteria, and predefined minimum testing score when applicable, whether or not an interview and/or test will be conducted, and any other relevant information.

Bidder – A Bidder is an individual who is covered by a CBA and exercises his or her contractual right to bid when applying for a specific open City Position.

Candidate – A Candidate is an Applicant or Bidder who meets the minimum qualifications of the job for which he or she applied and is eligible to be referred.

Career Event – A Career Event is an assembly of job seekers and prospective employers, such as job fairs and conferences.

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Class of Positions – A Class of Positions is a category of Position(s), each of which is sufficiently similar in respect to duties and responsibilities such that the same word(s) may be used to designate each Position in the group, the same salary range may be equitably applied, the same qualifications required, and the same examination used to select qualified employees. A Class of Positions is equivalent to a job title.

Class Specifications – Class Specifications are descriptions of the duties and responsibilities of a Class of Positions that distinguish one Class from another. They are, in effect, the general descriptions utilized to determine the proper level to which a Position should be assigned, and they include the general job duties and minimum qualifications of the Position. Class Specifications shall include sufficient detail so as to accurately reflect the job duties

Conditional Offer – A Conditional Offer refers to an offer of employment that is contingent upon satisfying the requirements of Chapter VII of this Hiring Plan.

Consensus Meeting – A Consensus Meeting is a discussion that is led by the Recruiter held at the conclusion of the interview process. During the Consensus Meeting, the interviewers and the Hiring Manager review their respective interview results and any other relevant information to arrive at a hiring recommendation.

Covered Position – A Covered Position is any City Position other than an Exempt Position as listed on the Exempt List, which will be submitted to the Court.

Eligible Candidates – An Eligible Candidate is a Candidate who has successfully completed the requirements for a Non-Interview Position and thus eligible for hire.

Escalation Procedure – The Escalation Procedure is a process that requires a DHR Recruiter or Analyst involved in a hiring process who has reason to believe that any individual involved in a hiring sequence may have committed a violation of this Hiring Plan or may have allowed Political Reasons or Factors or other Improper considerations to influence the hiring process to suspend the process and immediately notify IGO Hiring Oversight and the DHR Commissioner for further review and action.

Exempt Position – An Exempt Position is a City Position that is excepted from the requirements governing Covered Positions and is listed on the Exempt List, which will be submitted to the Court.

Hiring Authority – The Hiring Authority is the individual who has the ultimate responsibility and authority for the hiring of a Candidate. This role will typically be held by a Department Head.

Hire Certification – The Hire Certification is a form filled out by (1) selected Candidates and (2) all City employees involved in any hiring process, other than for Exempt Positions. This form shall certify under penalty of perjury, that no Political Reasons or Factors or other Improper considerations were considered in the action taken. DHR, with notice to IGO Hiring Oversight, may modify the form from time to time.

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Hiring Criteria – The Hiring Criteria are factors which elicit job-related knowledge, skills and abilities, identified in the Intake Meeting, that are used to evaluate Candidates to determine which Candidates will be offered the Position.

Hiring Manager – The Hiring Manager is responsible for managing the selection process for Positions requiring an interview. This individual will typically be the manager to whom the new hire will report, but may be a higher level manager in the department reporting structure.

Improper – Improper describes a consideration constituting preferential treatment which is not job related.

Intake Meeting – An Intake Meeting is a meeting where DHR shall work with the hiring department to establish Screening and Hiring Criteria for the Position and create a Notice of Job Opportunity or Bid Announcement (for those Positions covered by a CBA).

Notice of Job Opportunity – The Notice of Job Opportunity, which is posted on the RMS, shall include the Position's job duties and minimum qualifications from the Class Specification, the predefined screening criteria, the predefined minimum testing score when applicable, whether or not an interview and/or test will be conducted, whether or not the Position will be filled through random selection, and any other relevant information.

Other Employment Action – An Other Employment Action is any change in the terms and conditions of employment in addition to those detailed in this Hiring Plan and includes, but is not limited to: hiring, firing, promotion, demotion, lay-off, reinstatement, reemployment, transfer, reclassification, granting overtime, assignment, withholding of any job benefit and imposition of any employment sanction or detriment.

Political Reasons or Factors – Where this Hiring Plan refers to Political Reasons or Factors this shall include:

1. Recommendations for hiring, promotion or any other employment term for specific persons from public office holders (and/or their staffs) or political party officials that are not based on actual knowledge of the person's work skills, work experience or other job-related qualifications.
2. Recommendations for hiring, promotion or any other employment term based on the fact that the person worked in a political campaign or belongs to a political organization or political party; or the fact that the person chose not to work in a political campaign or to belong to a political organization or a political party. The mere fact that a person worked for a political campaign for elective office does not prohibit consideration of a recommendation related to that person insofar as the basis for that recommendation relates to the person's relevant work experience.
3. Recommendations for hiring, promotion or any other employment term based on the fact that the person contributed money, raised money, or provided something else of

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value to a candidate for public office or a political organization; or the fact that the person chose not to contribute or raise money for a candidate for public office or a political organization.

4. Recommendations for hiring, promotion or any other employment term based on the fact that a person is a Democrat or a Republican or a member of any other political party or group; or the fact that the Applicant is not a member.

5. Recommendations for hiring, promotion or any other employment term based on the fact that the person expressed views or beliefs on political matters such as what candidates or elected officials he or she favored or opposed, what public policy issues he or she favored or opposed, or what views on government actions or failures to act he or she expressed.

Position – A Position is a job to be performed by the full or part time employment of one individual. A Position exists whether it is filled or unfilled.

Pre-Qualified Candidate – A Pre-Qualified Candidate is an Applicant who meets the minimum qualifications and Hiring Criteria, is found to be suitable for the Position, and would have been hired as the result of a hiring sequence but for the lack of a vacancy.

Promotion – A Promotion is the appointment of a current City employee to a higher paid and/or graded Position than their current Position.

Recruiting Management System (“RMS”) – The RMS is an electronic system that selects or sorts Applicant data according to designated criteria and otherwise processes and presents information for the hiring process.

Requisition Form – A Requisition Form is an electronic document requesting approval to hire for a particular Position which describes relevant information about the Position including minimum qualifications, Screening and Hiring Criteria.

Screening Criteria – Screening Criteria are factors that a hiring department may use to screen minimally qualified Candidates to determine which Candidates will be further considered. They consist of the preferred qualifications and are identified in the Intake Meeting.

C. Department of Human Resources

This Hiring Plan depends on a robust DHR which shall act as the gatekeeper to the City’s processes governing actions covered by this Hiring Plan and Other Employment Actions. Although the responsibility for hiring decisions rests with the hiring department, DHR’s Employment Services Division (“Employment Services”) shall be responsible for facilitating City hiring. In addition, DHR, in conjunction with outside consultants, as needed, shall periodically analyze existing Classes to determine minimum qualifications, testing requirements, and appropriateness of Class Specifications.

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The DHR Commissioner has the authority to act on recommendations made by IGO Hiring Oversight or on his or her own initiative to impose remedial actions as they relate to a hiring sequence, which can include, but are not limited to the following: suspending a hiring sequence, terminating the hiring sequence and/or ordering that the hiring sequence be restarted. Also, DHR Recruiters and Analysts have the authority to suspend a requisition at any point in the hiring process pursuant to the Escalation procedures detailed in Chapter XII.

In implementing this Hiring Plan, the City shall also ensure that all Applicants have equal employment opportunities and shall use all resources at its disposal to fulfill its commitment to diversity as an equal employment opportunity employer. In furtherance of this goal, DHR shall file quarterly reports with the City Council Committee on Budget and Government Operations identifying the race, ethnicity and gender of the City's hires during the quarter and the current workforce. Nothing in this paragraph authorizes deviations from the provisions of this Hiring Plan.

D. Office of the Inspector General

The City's Office of the Inspector General ("IGO") shall be responsible for overseeing, monitoring, and auditing City hiring. The IGO has established a Hiring Oversight Section ("IGO Hiring Oversight") which shall oversee this Hiring Plan's Compliance and Governance system as outlined in Chapter XII.

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**CHAPTER II
EMPLOYEE DUTY TO REPORT, TRANSPARENCY OF CITY HIRING, AND
GOVERNING RULES**

A. Employee Duty to Report

Any City employee who knows or should know that a Hiring Manager, Hiring Authority, or other City employee may have allowed Political Reasons or Factors or other Improper considerations to influence any term or aspect of employment shall report the incident to IGO Hiring Oversight directly and without delay. Any employee who knowingly fails to report such a potential violation to IGO Hiring Oversight may be subjected to discipline, up to and including termination.

B. Transparency of City Hiring

1. DHR

In order to promote transparency, DHR shall post quarterly reports on the City's website detailing: (1) the total number of hires/promotions for all Covered Positions; (2) the department where the hire(s) occurred; and (3) the ward where the hired/promoted employee(s) reside(s).

DHR shall also post the following information on the City's publicly available website for the public to review:

- a. The Class Specification for each Class, including the minimum qualifications.
- b. A list of all Classes for which interviews are not required prior to hire.
- c. A list of all Classes for which interviews are required prior to hire.
- d. A list of all Classes for which testing is required prior to hire.
- e. A list of all Classes that may be filled using the Senior Manager Hiring Process.
- f. A list of all Classes that may be filled using the Exempt Position Hiring Process.
- g. All of the City's policies governing actions covered by this Hiring Plan and Other Employment Actions.

This information shall be updated on a quarterly basis.

2. IGO Hiring Oversight

IGO Hiring Oversight shall post the following on its website, which shall be linked to the City's website, and will be made available for the public to review:

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- a. Quarterly reports as detailed in Chapter XII.
- b. The Use of Non-City Employees to Perform Services for the City Policy.
- c. The Acting Up Policy.

C. Rules Governing All Hires Made Pursuant to the General Hiring Process

1. Contacts by Hiring Departments. Hiring departments shall not contact DHR to lobby for or advocate on behalf of actual or potential Applicants or Bidders for Covered Positions, nor may hiring departments request that specific individuals be added to any referral or eligibility list except as permitted in this Hiring Plan. Hiring departments may contact DHR to inquire about the status of selected Candidates. Any DHR employee receiving a contact violating this section shall report it to the DHR Commissioner and IGO Hiring Oversight within forty-eight (48) hours.
2. Non-Political and Impartial Actions. For actions covered under this Hiring Plan and Other Employment Actions concerning all Covered Positions, Political Reasons or Factors or other considerations otherwise prohibited by law or the City's Personnel Rules may not be considered. No CBA or other agreement shall provide otherwise.
3. Recommendations from Elected and Appointed Officials. Nothing in this Hiring Plan shall limit the right of any citizen, including elected officials, to make recommendations not based on Political Reasons or Factors or other Improper considerations to personnel involved in making employment decisions on behalf of the City. In the case of hiring for Covered Positions, recommendations from public office holders or political party officials that are based on their personal knowledge of the person's work experience, skill or other job-related qualifications are permitted and may be considered, to the extent that the department considers any recommendations for a particular Position.
4. Reporting of Contacts by Elected and Appointed Officials. All contacts, whether in person, in writing, by telephone, by facsimile, by e-mail, or any other means from any elected or appointed official of any political party or any agent acting on behalf of an elected or appointed official, political party, or political organization, attempting to affect any hiring for any Covered Position or Other Employment Actions shall be reported to IGO Hiring Oversight within 48 hours. IGO Hiring Oversight shall maintain a file documenting all such contacts.
5. Internal Candidates Attendance and Disciplinary Policy. The City shall require internal Candidates to meet certain attendance and disciplinary criteria at the time of selection, to the extent such a requirement does not violate the terms of any applicable CBA. The City must apply any such attendance and disciplinary criteria uniformly. The City shall post its attendance and disciplinary policy on the City's website. The City may modify such attendance and disciplinary criteria as necessary as long as such criteria are applied uniformly and are posted on the City's website. If an internal Candidate is passed over for selection based solely on the application of the attendance and disciplinary criteria

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referred to above, such Candidate shall remain in the Pre-Qualified pool, and may be considered for later vacancies if the Candidate then meets the attendance and disciplinary criteria.

6. Internal Candidate Performance Evaluations as Part of Hiring Criteria. Written performance evaluations of internal Candidates shall be used as part of the Hiring Criteria to the extent required by the terms of any CBA, and also in all cases where all internal Applicants/Bidders in the hiring sequence have been subject to a uniform performance evaluation system.
7. Consistency of Interviewers. The same individuals should interview all Candidates for any interview Position, including Senior Manager Positions. If an interviewer must change during the hiring process, the hiring department must provide advance notification to DHR, which shall forward the information to IGO Hiring Oversight.
8. Advance Notice of Hiring Activity to IGO Hiring Oversight. To facilitate IGO Hiring Oversight's monitoring of hiring processes, hiring departments shall provide the scheduled time and locations of Intake Meetings, tests, non-Senior Manager interviews, and Consensus Meetings to IGO Hiring Oversight at least seven (7) business days in advance of the activity. Hiring departments shall provide IGO Hiring Oversight four (4) days' notice for all Senior Manager intake meetings and interviews.
9. Notifications to the Monitor. Until termination of the Accord, IGO Hiring Oversight shall promptly forward all notifications and other information it receives pursuant to this Hiring Plan to the *Shakman* Monitor.

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CHAPTER III GENERAL HIRING PROCESS – INITIAL STEPS

The initial steps in the hiring process detailed in this chapter apply to *all* hires made pursuant to the General Hiring Process. Once these steps have been completed, the hiring process will differ, depending on the Position being filled.

The subsequent three chapters, which lay out the rest of the General Hiring Process, are organized as follows: (1) Positions for which an interview is not required prior to hire (Chapter IV); (2) Positions requiring an interview (Chapter V); and (3) Positions designated Senior Managers (Chapter VI).

INITIAL STEPS IN THE GENERAL HIRING PROCESS

1. Requesting approval to start the Hiring Process. The hiring department shall submit a request to the City's Office of Budget and Management ("OBM") identifying the Position and the number of vacancies to be filled. A Requisition Form for the Position shall be submitted to DHR.
2. Intake Meeting. DHR and the hiring department shall review any previously used Screening and Hiring Criteria for the Position and work together to create a Notice of Job Opportunity or Bid Announcement (for those Positions covered by a CBA) which shall include the Position's predefined Class Specification, predefined minimum qualifications, Hiring Criteria, predefined minimum testing score when applicable and interview requirements, whether or not an interview will be conducted, whether or not the Position will be filled through random selection, and any other relevant information. If there are no preexisting Screening or Hiring Criteria, or if the hiring department wishes to modify the existing Screening or Hiring Criteria, the Recruiter or Analyst will work with the hiring department to create or modify them (unless, in the case of no preexisting Screening Criteria, the hiring department chooses not to use them). In addition, the Recruiter/Analyst will determine whether a classification review is needed. Any changes to the minimum qualifications or Class Specification shall promptly be sent to IGO Hiring Oversight before posting, and any changes to Screening and Hiring Criteria, including the justifications, shall be documented in the hiring file.
3. Posting the Notice of Job Opportunity/Bid Announcement. All Positions filled through the General Hiring Process require the Position be posted, except in cases where a Position will be filled from a list of Pre-Qualified Candidates as described in this Hiring Plan. DHR shall post the Notice of Job Opportunity or Bid Announcement for at least fourteen (14) business days, or at least seven (7) business days for Senior Manager Positions, on the City's publicly available internet job site and any other sites where the City chooses to post such Notice of Job Opportunity or as required by the terms of a CBA.

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4. Notices of Openings. For all Covered Positions, DHR shall post and advertise open Positions in a manner designed to maximize the pool of Applicants.
5. Applications. Interested Applicants and/or Bidders shall submit their Applications and/or bids for the Position electronically to the RMS within the applicable period listed in the Notice of Job Opportunity or Bid Announcement. Applications shall remain active for twelve (12) months from the expiration date of the posting, unless (1) otherwise required by the terms of a CBA or (2) if the Position is re-posted.
6. Notice of Meeting Minimum Qualifications. Once an Application or bid is submitted electronically, the Applicant or Bidder shall receive prompt electronic notification of whether or not he or she meets the minimum qualifications based on their self-assessment for the Position for which he or she applied or bid.

From this point forward, the General Hiring Process will differ based upon whether the Position requires an interview and whether the Position is a Senior Manager.

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CHAPTER IV
GENERAL HIRING PROCESS – NON-INTERVIEWED POSITIONS

A. Applicability

DHR has identified Positions for which interviews are not required prior to hire. Instead, an Applicant may be required to pass a test in order to be eligible for hire, or the Position may be filled by random selection.

B. Process

1. Minimum Qualification Screening and Certification. DHR will verify that Applicants/Bidders meet the predetermined minimum qualifications for the Position. If there are no additional criteria, a list of minimally qualified Candidates shall be created in random order by DHR, unless otherwise required by the applicable terms of a CBA. If additional criteria are applied, DHR shall include Candidates on the list of Candidates to be tested or selected based on the Candidates' match to the additional criteria, unless otherwise required by the applicable terms of a CBA.
2. Testing. If testing is to be done for the Position, DHR shall determine the number of Candidates that shall proceed to the testing phase based on providing a good range of choice for the selecting party and the number of vacancies to be filled. DHR shall work with the hiring department to schedule testing of those Candidates in the order they appear on the list described in Paragraph 1 above, unless otherwise required by the applicable terms of a CBA.
3. Determination of Eligible Candidates. If the test is a pass/fail test, DHR shall remove those Candidates who have not passed the test from the list described in paragraph 1 above. Those Candidates remaining on the list shall be Eligible Candidates.
4. Offers to Eligible Candidates Taking Pass/Fail Tests. As Positions using a pass/fail test become available for hire, offers of employment shall be made to the Eligible Candidates in the order they appear on the random list described in paragraph 3 above, unless otherwise required by the terms of a CBA.
5. Ranking Results Lists from Rank-Ordered Tests. For Positions using a rank-ordered test, DHR shall prepare a list in descending rank order of Eligible Candidates.
6. Offers to Ranked Candidates. As Positions using a rank-ordered test become available for hire, offers of employment shall be made to Eligible Candidates in the order in which they appear on the rank-ordered list described in paragraph 5 above, unless otherwise required by the terms of a CBA.
7. Test Scores Availability and Useful Life; Retesting. Test scores shall be made available to individual Candidates when a final eligibility list is completed. Test scores shall be valid during the time an application remains active. (Candidates may only test

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one time during a twelve (12) month period for a Position, unless otherwise required by the terms of a CBA. This limitation does not apply to skills assessments.)

8. Pre-Qualified Candidates as Eligible Candidates for Limited Vacancies. DHR shall place Eligible Candidates who were not selected for employment due solely to limited vacancies available at the time on a list of Pre-Qualified Candidates in the order they appeared on the list of Eligible Candidates created above. The Pre-Qualified Candidates shall remain on the Pre-Qualified list as long as their applications have not been withdrawn but not to exceed twelve (12) months from the date of the application, unless otherwise required by the terms of a CBA. However, a Pre-Qualified Candidate list shall be retired and thus considered inactive when a new eligible list for the same Position is created as described above.
9. Priority for Pre-Qualified Applicants/Bidders. If a department chooses to use an active Pre-Qualified Candidate list for a particular vacancy, the Position shall not be reposted, and the Pre-Qualified Candidates will be hired in order of their respective rankings on a ranked list while their applications remain active, subject to the terms of a CBA.
10. Extension of Pre-Qualified Candidate List. The DHR Commissioner may extend a Pre-Qualified Candidate list for one additional twelve (12) month period, unless otherwise required by the terms of a CBA, and will prepare in writing a justification for the extension that shall be sent to IGO Hiring Oversight.
11. Hire Certification Forms. Every person who participated in the selection process shall execute a Hire Certification form. The successful Candidate(s) shall also execute a Hire Certification form.
12. Predetermined Testing Requirements. Pre-determined minimum testing requirements shall be developed for all non-interviewed Positions to be tested. DHR shall design, select or approve tests created by vendors and shall be responsible for ensuring that such tests are fairly administered and scored.
13. Test Proctoring and Certification. A DHR Testing Administrator shall proctor as many tests as possible, prioritizing the proctoring of tests for Positions regarding which complaints have arisen. A DHR Testing Administrator who proctors the tests shall certify that the testing process has been followed. In the event proctoring and certification by a DHR Testing Administrator is not possible, the hiring department shall designate a proctor and such individual shall serve as a substitute and have the same responsibilities and obligations as the DHR Testing Administrator.
14. Willing and Able. When a Position's minimum qualifications only require an interested Applicant to be willing and able to perform the duties of the Position, DHR shall refer all Applicants who successfully applied in random order. Candidates must complete a Willing and Able Questionnaire developed by the hiring department and DHR. In order

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to be offered the Position, Candidates must answer all questions in the affirmative on the Willing and Able Questionnaire.

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CHAPTER V
GENERAL HIRING PROCESS – POSITIONS REQUIRING AN INTERVIEW

A. Applicability

DHR has identified Positions for which interviews are required prior to hire. Candidates may also be required to take and pass a test as part of the selection process. DHR may modify the list and shall provide prompt notification to IGO Hiring Oversight of any modifications.

For Positions that require an interview prior to hire, the following steps shall be undertaken:

B. Process

1. Certification of Minimum Qualifications. DHR will verify that Applicants/Bidders meet the predetermined minimum qualifications for the Position. If there are no additional criteria, a list of minimally qualified Candidates shall be created in random order by DHR, unless otherwise required by the applicable terms of a CBA.
2. Screening for non-tested Positions. For interviewed Positions not requiring testing prior to hire, DHR shall include Candidates on the interview list based on the Candidates' relative match to Screening Criteria, unless otherwise required by the terms of a CBA, or unless the list of all minimally qualified Candidates has been created in random order by DHR as described in paragraph 1 above. The hiring department shall offer interviews to Candidates in the order they appear on the interview list and shall notify DHR and IGO Hiring Oversight of the interview schedule no later than seven (7) days before the interviews begin.
3. Testing. If the Position requires a test and an interview, DHR shall determine the number of Candidates that shall proceed to the testing phase based on providing a good range of choice for the selecting party and the number of vacancies to be filled. DHR shall work with the hiring department to schedule testing of those Candidates in the order they appear on the list described in paragraphs 1 or 2 above, unless otherwise required by the terms of a CBA.
4. Screening for tested Positions. For interviewed Positions requiring testing prior to hire, DHR shall include Candidates on the list of Candidates to be tested based on their match to the Screening Criteria. DHR shall then create an interview list of everyone who passed the test in the case of pass/fail tests or, in the case of ranked order tests, of everyone who meets a predefined minimum threshold score, unless otherwise required by the terms of a CBA. The hiring department shall offer interviews to Candidates in the order they appear on the interview list and shall notify DHR and IGO Hiring Oversight of the interview schedule no later than seven (7) days before the interviews begin.

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5. Interview Questions. Interview questions shall be developed by DHR and the hiring department from job-specific content related to the Hiring Criteria for the vacant Position. Interviews shall be designed to assess the Candidates' match to the Hiring Criteria.
6. Conduct of Interviews. Candidates for the same Position shall be asked the same core interview questions. Follow-up questions are permitted so long as they relate to previous questions asked to draw out more detailed information from the Candidate.
7. Interview Training. Interviewers shall be trained by DHR on proper interviewing procedures prior to conducting interviews.
8. Interviewers; Evaluations. At least two City employees from the hiring department who are familiar with the Position's requirements shall interview each Candidate. Each interviewer shall independently and personally complete an evaluation form for the Candidate at the conclusion of the interview. There shall be no discussion between the interviewers regarding the Candidates until the Consensus Meeting.
9. Interview Notes. Interview notes shall be recorded on each interviewer's evaluation form (and attached pages if necessary) and preserved and provided to DHR at the conclusion of the interviews.
10. Interviewer Recommendations and Documentation. Immediately following the interview, each interviewer shall independently and personally identify on the evaluation form whether or not the Candidate shall be subject to further consideration in the hiring process. Each interviewer shall provide all documentation from the interview to DHR. Interview evaluation forms shall not be altered or revised once completed. However, omissions or errors of a clerical nature which are not substantive may be corrected with written justification from the interviewer.
11. Consensus Meetings; Selection; Creation of Pre Qualified Candidate List. After the interviews for the vacancy are completed, the selection process for interviewed Positions shall be based on a Consensus Meeting led by a DHR Recruiter and attended by all interviewers, along with the Hiring Manager for the Position. The participants in the Consensus Meeting shall make a selection decision at the meeting and shall create a ranked list of those interviewed Candidates (i) who are determined to be suitable for the vacancy and (ii) who would have been selected but for the lack of a vacancy (Pre-Qualified Candidate list). If no selection consensus can be reached, the Hiring Manager shall make the final selection decision and shall provide written rationale for the selection decision for review and approval by the DHR Commissioner before extending an offer of employment. The DHR Recruiter facilitating the hiring process shall take detailed notes of the discussion at the meeting which shall be added to the Hire Packet. If the interviewers decide that more information is needed before they can make a successful decision, they may choose to conduct second interviews with all or some of the Candidates who were interviewed in

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the first round. The second round of interviews shall proceed per the requirements of this Chapter.

12. DHR Monitoring of Selection Process; Records. The DHR Recruiter shall ensure that the selection is based on the Hiring Criteria, the interviewers' evaluation forms, test results, the applicable terms of a CBA, if any, and other relevant factors and not on any Political Reasons or Factors or other Improper considerations. The DHR Recruiter shall maintain the notes of Consensus Meeting discussions and decisions in accordance with the record keeping requirements of the Local Records Act.
13. Pre-Qualified Candidates as Eligible Candidates. The Pre-Qualified Candidates shall remain on the Pre-Qualified list created under Paragraph 11 above as long as their applications have not been withdrawn but not to exceed twelve (12) months from the date of the application, unless otherwise required by the terms of a CBA. However, a Pre-Qualified Candidate list shall be retired and thus considered inactive when a new eligible list for the same Position is created as described above.
14. Priority for Pre-Qualified Candidates. If a hiring department chooses to utilize an active Pre-Qualified Candidate list, the Position will not be reposted, and the Pre-Qualified Candidates will be hired in order of their respective ranking on the list while their applications remain active, subject to the terms of a CBA.
15. Extension of Pre-Qualified Candidate Lists. The DHR Commissioner may extend a Pre-Qualified Candidate list for one additional twelve (12) month period, unless otherwise required by the terms of a CBA and will prepare in writing a justification for the extension that shall be sent to IGO Hiring Oversight.
16. Hire Certification Forms. Every person who participated in the selection process shall execute a Hire Certification form. The successful Candidate(s) shall also execute a Hire Certification form.

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**CHAPTER VI
GENERAL HIRING PROCESS – SENIOR MANAGERS**

A. Applicability

1. Senior Managers Definition. Senior Manager Classes are (1) not covered by a CBA; (2) not career service Positions (i.e. they are employees-at-will); (3) not Exempt; and (4) involve significant managerial responsibilities.
2. Class Specifications and Minimum Qualifications. Senior Manager Positions must have Class Specifications, which will include minimum qualifications, on file with DHR.
3. Senior Manager List Maintenance. DHR shall maintain a list of Classes where use of the process detailed in this chapter is allowed. DHR must review the list annually to ensure that the selected Classes are appropriate for use with this process. The Senior Manager List shall specify the identifying code for each Senior Manager Class and in which department each Senior Manager Position is located.
4. Senior Manager List Modifications. Modifications to the Senior Manager List shall be made by the DHR Commissioner, who shall provide fourteen (14) days' prior written notification to the affected department and IGO Hiring Oversight. Where a Class does not meet the requirements listed above, that Class must be hired using the procedures detailed in Chapter IV or V *supra*.

B. General Process for Hiring Senior Managers

1. Certification of Minimum Qualifications. DHR will verify that all Applicants meet the predetermined minimum qualifications for the Position.
2. Referral of Minimally Qualified Applicants. DHR shall refer all Applicants who meet the predefined minimum qualifications for the Position to the hiring department. The hiring department may forward an application to DHR, and if DHR determines such Applicant meets the minimum qualifications for the Position, DHR shall add the Candidate to the list.
3. Option for DHR Screening of Applicants. The hiring department may elect to have applications screened by DHR. If DHR screens Candidates, DHR shall refer Candidates to the hiring department based on the Candidates' relative match to the Screening Criteria if any exist. If Screening Criteria do not exist, the hiring department may elect to work with DHR to create them for the purpose of utilizing this option.
4. Interview Selection. The hiring department shall review the submissions and may schedule and conduct interviews for the Position for those Candidates, if any, who, in the sole discretion of the hiring department, should be interviewed. The hiring department

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shall forward DHR and IGO Hiring Oversight a list of those Candidates who will be offered an interview at least four (4) days before the first interview. The hiring department may begin interviewing such Candidates upon receipt of the Candidates' documents from DHR and need not wait for the expiration of the applicable advertising period before initiating interviews.

5. Rejection of All Referrals by Hiring Department. The hiring department may reject all Candidates forwarded by DHR with or without conducting interviews. The hiring department must submit a justification for the decision to reject all Candidates to the DHR Commissioner, who shall promptly provide the justification to IGO Hiring Oversight. If all Candidates are rejected by the hiring department, DHR shall purge the applications and post the Notice of Job Opportunity again.
6. Interviews; Number of Candidates. Subject to the presence of enough Candidates meeting the minimum qualifications, the hiring department shall interview at least one more Candidate than open Positions for three or fewer openings, two more Candidates than open Positions for four or five openings and three more Candidates than open Positions for greater than five openings.
7. Interviews; Number of Interviewers. Every Candidate selected for an interview must be interviewed by at least two interviewers who are familiar with the Position's requirements. Candidates for the same Position shall be asked the same core interview questions. Follow-up questions are permitted as long as they relate to previous questions asked to draw out more detailed information from the Candidate. If necessary, a second round of interviews may be conducted by different interviewers.
8. Assessment Forms. Each interviewer shall independently and personally complete an assessment form for the Candidate immediately following the interview. Interview evaluation forms shall not be altered or revised once completed. However, omissions or errors of a clerical nature which are not substantive may be the subject of a supplement to the original assessment forms with written justification from the interviewer.
9. Selection. The Hiring Manager shall collect the assessment forms and documents submitted by the Candidates and forward the materials to the Department Head, who shall make a selection. The Department Head may solicit the recommendations of the Hiring Manager if desired. The Department Head may choose to reject all of the Candidates submitted for consideration pursuant to paragraph 5 above.
10. Interview by Department Head. Prior to extending an offer of employment, the Department Head of the hiring department may (if he or she has not done so already) interview the selected Candidate.
11. Reasons for Hire Letter. Prior to extending an offer of employment, the Department Head of the hiring department shall review all of the evaluation forms prepared by the interviewers of the Candidate whose hire is being recommended, prepare in writing the reasons for selecting the successful Candidate ("Reasons for Hire"), and shall complete and sign the Hire Certification form. In addition to explaining the rationale for selecting

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a Candidate, the justification letter shall detail how the selected Candidate's experience meets the Screening and Hiring Criteria for the Position.

12. Hire Certification Forms. Every person who participated in the selection process shall create a Hire Certification form for each Candidate. The successful Candidate(s) shall also execute a Hire Certification form.

C. Record-keeping

The name, Position, and department of each Senior Manager hire shall be posted on the City's publicly available website within fourteen (14) days of the hire date and remain posted for a period of three (3) years from the date of hire.

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CHAPTER VII
CONDITIONAL OFFERS OF EMPLOYMENT AT CAREER EVENTS

A. Applicability and Principles

In very limited circumstances, and only with the prior approval of DHR, departments may use Career Events to make Conditional Offers of employment for a Covered Position. DHR will determine whether a Class is appropriate to be filled pursuant to this chapter, and such Classes shall be limited to those that have historically had a small pool of Candidates and have been difficult to fill through traditional means.

B. General Process

If a hiring department wishes to use a career event to potentially make a Conditional Offer of employment, it must receive DHR approval at least one month prior to the Career Event.

Every City employee who participates in a Career Event that results in a Conditional Offer shall complete a Hire Certification form. Any Candidate(s) extended a Conditional Offer shall also execute a Hire Certification form.

Within 48 hours of the Career Event, the hiring department will forward all materials relating to the Conditional Offer to the DHR Commissioner, who will immediately provide notification to IGO Hiring Oversight. The DHR Commissioner must approve the Conditional Offer for the selected Candidate to be hired. If the DHR Commissioner does not approve the Conditional Offer, the department will rescind it.

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CHAPTER VIII EXEMPT POSITION HIRING PROCESS

A. Applicability and Principles

Exempt Positions are those where any factor may be considered in actions covered by this Hiring Plan and Other Employment Actions, unless otherwise prohibited by law, and are listed on the Exempt List, which will be submitted to the Court.

B. Modifications to the Exempt List

DHR shall maintain a list of Classes where use of the process detailed in this chapter is allowed. The City may from time to time add or delete Positions from the list of Schedule G Positions on the Exempt List so long as the total number of Positions in any of the six categories within the Schedule G list (VIII-XIII) does not increase by more than 10% of the initial number of Positions in each category, as established in Exhibit II.G of the Accord.

Written notice of any proposed addition to or deletion from the Exempt List shall be submitted to the DHR Commissioner with supporting documentation including, but not limited to: (1) the Class of the Exempt Position, and (2) a description of the basis on which the Exempt status of the Position should be changed. Copies shall simultaneously be provided to IGO Hiring Oversight. If a proposed addition to the Exempt List involves adding a Class not previously included on the Exempt List, the Class must meet the requirements for exempt status under applicable law.

The DHR Commissioner will respond with his or her approval or denial (including the reasons for the approval or denial) within thirty (30) days and copy IGO Hiring Oversight on the response. If IGO Hiring Oversight disagrees with the DHR Commissioner's decision, it may submit a written objection to the DHR Commissioner, who must respond in writing within ten (10) days. The DHR Commissioner's decision will not be final until this response is submitted to IGO Hiring Oversight. The DHR Commissioner's initial justification for the decision, IGO Hiring Oversight's objection, the DHR Commissioner's response to IGO Hiring Oversight's objection, and the DHR Commissioner's final decision shall be posted on the IGO's website.

C. Process

1. Documentation. The department must submit the following documentation to DHR: a) electronic A-Form; b) Personnel Form – 14; and c) an organizational chart highlighting the reporting structure of the requested Position.
2. No specific selection process required. The employing department or official is not required to use any specific selection process in filling a Position using this process and may consider any factor in making its decision, so long as it is not an illegal factor.

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D. Removal

An Exempt employee may be terminated or subject to any action covered by this Hiring Plan or Other Employment Actions for any reason or without reason, so long as it is not an illegal reason.

E. Maintenance of Exempt Position Status

Any employee who is appointed to an Exempt Position shall retain Exempt status, even if subsequently placed into a Covered Position pursuant to an Other Employment Action, and that Exempt status shall not change unless he or she is subsequently hired into a Covered Position that is filled through the General Hiring Process.

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CHAPTER IX
PRIVATE SECRETARIES OR ASSISTANTS AND SECURITY SPECIALISTS

A. Applicability and Principles

Some hires by their nature require greater management discretion in selection. These include Private Secretaries or Assistants assigned to Exempt Employees and Security Specialists assigned to elected officials. DHR shall maintain a list of Classes covered by this chapter, and each Class shall have a Class Specification, which will include minimum qualifications, on file with DHR.

B. Process

1. Documentation. The department must submit the following documentation to DHR: a) electronic A-Form; b) Personnel Form – 14; and c) an organizational chart highlighting the reporting structure of the requested Position.
2. No Specific Selection Process Required. The employing department or official is not required to use any specific selection process in filling a Position using this process. The hiring department or official must not, however, take into account Political Reasons or Factors or other Improper considerations when evaluating or selecting a Candidate.
3. Hire Certification Forms. Every person who participated in the selection process shall create a Hire Certification form for each Candidate. The successful Candidate(s) shall also execute a Hire Certification form.
4. Security Specialists. Thirty (30) Security Specialists may be appointed pursuant to this process and the employing official does not need to provide an A-Form or an organizational chart when selecting a sworn member of the Chicago Police Department to serve as a security specialist.
5. Certification by Department or Department Designee. Prior to appointment, the Commissioner of the hiring department or the Commissioner's designee must certify that the requested Position will be utilized as represented in the submitted documentation.

C. Removal

A secretary or assistant assigned to an Exempt employee may be terminated at the discretion of the Exempt employee supervising the secretary or assistant or the Department Head, so long as the termination is not for Political Reasons or Factors or Improper considerations or other illegal reasons.

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CHAPTER X VOLUNTEER WORKERS

A. Applicability

A volunteer worker is any worker, including a student, who is not paid a wage or a salary by the City of Chicago and who works for the City of Chicago.

B. General Selection Process for Volunteer Workers

The following principles apply to volunteers working pursuant to this chapter:

1. No Political Considerations. Departments may not take into account Political Reasons or Factors or other Improper considerations in allowing a person to hold a volunteer appointment.
2. Identification of Need. When a department identifies a need or an opportunity for volunteer worker(s), the department shall notify DHR.
3. Unsolicited Offers. If a department receives an unsolicited offer from an individual desiring to volunteer their time to the City, the department must give seven (7) days' advance written notice to DHR and IGO Hiring Oversight before accepting the offer. DHR must give approval for the department to accept the offer and will provide prompt written notification of its decision to IGO Hiring Oversight.
4. Documentation. The department will provide to DHR copies of any documentation concerning the volunteer opportunity including but not limited to: program descriptions; extern/intern applications; recommendations; or proposals for the placement of a volunteer worker.
5. Procedure. DHR shall work with the department to define the procedures for using volunteer workers. These procedures may (but are not required to) include the following: a Notice of Job Opportunity; the predefined Class Specification, predefined minimum qualifications, and predefined Hiring Criteria if applicable; whether or not an interview will be conducted; who will make the selection; and any other relevant information.
6. Notice to IGO Hiring Oversight. DHR shall forward the procedures for using volunteer workers to IGO Hiring Oversight at least thirty (30) days prior to implementation.
7. Experience Gained as a Volunteer. The experience gained by any volunteer worker may be used to meet the minimum qualifications for any Position with the City. The City may consider the experience when evaluating between otherwise qualified Candidates, as long as the process outlined in this chapter is followed.

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8. No Transfer or Detailing of Volunteers from Legislative Offices. Volunteers working for City legislative offices cannot be transferred or detailed to any office in the City's executive branch.
9. Hire Certification Form. All individuals involved in the process to use a volunteer worker must execute a Hire Certification form stating that Political Reasons or Factors or other Improper considerations did not play a part in allowing the Volunteer to work for the City. The Volunteer shall also execute a Hire Certification form.

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CHAPTER XI ACTING UP

A. General Considerations

1. Acting Up Is the Exception, Not the Rule. Acting Up for temporary periods is sometimes unavoidable. However, it should never be the option of first resort and departments are expected to take every reasonable step to ensure that vacancies are filled in a timely and appropriate fashion. Violating the Acting Up Policy can lead to discipline, up to and including termination.
2. No Political Considerations. The Acting Up Policy relates to Covered Positions. Because of this, it is never appropriate for Political Reasons or Factors or other Improper considerations to play any part in determining whether an employee will act up.
3. Implementation Procedures. DHR shall create implementing procedures for the use of Acting Up. DHR may modify these implementing procedures as necessary so long as the modifications are not contrary to the provisions of this Hiring Plan. DHR will post on the City's publicly available internet site the Acting Up implementing procedures and any updates to the procedures.
4. Time Limit. Acting Up is a temporary appointment. The implementation procedures for Acting Up shall set a specified time limitation for an acting appointment that shall not exceed ninety (90) continuous days in a calendar year.
5. Waivers. In limited circumstances, a Department Head may seek an extension allowing an employee to continue in an acting appointment beyond the time limit set forth in the policy. DHR must approve all requests for waivers, which must be submitted prior to an employee reaching the time limit.
6. Rotation. The Acting Up Policy shall set forth requirements for the rotation of Acting Up opportunities among eligible employees.
7. Violations of Law or Rules and Regulations. No person may be selected to act up to the extent that the selection would violate any City ordinance, rule, or regulation, including the Governmental Ethics Ordinance. For example, no person may be selected to act up if selecting that employee would cause them to exercise supervisory authority with respect to a relative.
8. Reporting. All departments must fully report all acting up into covered Classes on a monthly basis to DHR.

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B. Exceptions

1. Exempt Positions. The Acting Up Policy does not apply to Exempt Positions. Acting into existing Exempt Positions is at the discretion of the Department Head or his/her designee.

2. Collective Bargaining Agreement Employees. If a CBA contains specific provisions detailing the use of Acting Up, the department shall use those procedures and adhere to any limitations as long as the department does not take Political Reasons or Factors or other Improper considerations into account. If the CBA is silent with respect to any specific acting up rule or procedure, the specific provisions of this chapter and of the Acting Up Policy must be followed.

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CHAPTER XII COMPLIANCE AND GOVERNANCE

A strong and effective compliance and governance system is critical to the success of this Hiring Plan. This Hiring Plan grants oversight to the City's Office of the Inspector General (IGO). The IGO has established a Hiring Oversight Section which shall oversee this Hiring Plan's compliance and governance system. IGO Hiring Oversight shall work collaboratively with the Department of Law and DHR to redress any and all issues regarding City hiring.

IGO Hiring Oversight reviews, monitors, and audits key processes in this Hiring Plan and receives complaints regarding the hiring process, including allegations of unlawful political discrimination and retaliation and other Improper influence in connection with any aspect of City employment. IGO Hiring Oversight shall, when appropriate, refer complaints and other instances of non-compliance to the Investigations Section of the IGO.

A. Complaints

The City shall designate a telephone number complainants may call to register complaints regarding the hiring process (the "Complaint Line"). The Complaint Line shall be staffed during normal City business hours and shall either be staffed during non-business hours or the City shall provide for voice mail recording. The IGO or a City vendor may staff the Complaint Line.

Calls to the Complaint Line shall be logged (the "Complaint Log") by IGO Hiring Oversight. The Complaint Log shall contain the caller's name (or noted as anonymous should the caller elect not to provide his or her name), the Class of the Position for which the complaint is being registered, the department in which the Position is located, the nature of the complaint, the approximate date the alleged violation took place, the identity(ies) of any party(ies) alleged to have caused or to have knowledge of the violation, contact information for the complainant if provided, any other relevant information, and the resolution of the complaint. Confidential information that may relate to official IGO investigations shall be protected pursuant to Section 2-56-110 of the Chicago Municipal Code.

Any City employee who knows or should know that Political Reasons or Factors or other Improper considerations may have influenced any term or aspect of City employment shall report the incident to IGO Hiring Oversight directly and without delay. Any employee who knowingly fails to report such a potential violation to IGO Hiring Oversight may be subjected to discipline, up to and including termination.

B. Escalations By Recruiters and Analysts

As the gatekeepers of the hiring process, Recruiters and Analysts in DHR have a special responsibility to report any actual or potential violations of this Hiring Plan or the possible influence of any Political Reasons or Factors or other Improper considerations by a Hiring Manager, Hiring Authority or other City employee and escalate those concerns to IGO Hiring Oversight for resolution. The Recruiter or Analyst shall suspend a requisition at any point in the hiring process when he or she has reason to believe that a Hiring Manager, Hiring Authority or

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other City employee may have committed a violation of this Hiring Plan or may have allowed Political Reasons or Factors or other Improper considerations to influence the hiring process. The escalation shall proceed in the following manner:

1. Initiating Escalation. Upon suspending a requisition, the Recruiter or Analyst shall immediately notify IGO Hiring Oversight and the DHR Commissioner of the suspension and the reasons for the escalation.
2. Review of Escalation. IGO Hiring Oversight shall evaluate the circumstances surrounding the escalation and may do one or more of the following: investigate the matter, conduct a review of the hiring sequence, refer the matter to the DHR Commissioner or appropriate Department Head for resolution, and/or refer the matter to the Investigations Section of the IGO.
3. Escalation Log. Escalations shall be logged (the "Escalation Log") by IGO Hiring Oversight. The Escalation Log shall contain the name of the Recruiter or Analyst who escalated the matter, the Class of the Position for which the escalation is being made, the department in which the Position is located, the nature of the violation, the approximate date any alleged violation took place, the identity(ies) of any party(ies) alleged to have caused or to have knowledge of the violation, any other relevant information, and the resolution of the escalation.
4. Release of Suspension of Hiring Process. During further review or inquiry by IGO Hiring Oversight, the DHR Commissioner shall have the authority to continue the temporary suspension of the requisition until the review or inquiry is completed or to release the suspension and allow the hiring process to proceed. The DHR Commissioner may release any suspension notwithstanding the fact that such matter is being examined by IGO Hiring Oversight.
5. Report by IGO Hiring Oversight. After review or inquiry, any findings and recommendations of IGO Hiring Oversight shall be reported to the DHR Commissioner and, when appropriate, the Department Head. IGO Hiring Oversight shall maintain confidentiality as required by Sections 2-56-070 and 2-56-110 of the Chicago Municipal Code.
6. Report by the DHR Commissioner of Action Taken. The DHR Commissioner must report to IGO Hiring Oversight within thirty (30) days of the receipt of a recommendation what action, if any, he or she took on the recommendation and provide a written explanation of the reasons for the action taken if it is other than that recommended by IGO Hiring Oversight.
7. Notice to IGO Hiring Oversight of Self-Initiated Action Taken. If the DHR Commissioner, on his or her own initiative, imposes remedial actions as they relate to a hiring sequence, he or she will provide immediate written notification with justification to IGO Hiring Oversight of the action taken.

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C. Reviews and Audits of Hiring Data

IGO Hiring Oversight shall perform quarterly reviews and audits of data regarding the hiring processes. For the purpose of this section:

Review means a check of all relevant documentation and data concerning a matter;

Audit means a check of a random sample or risk-based sample of the documentation and data concerning a hiring element.

Each quarter IGO Hiring Oversight shall conduct the following reviews:

1. Contacts by Hiring Departments. Review of all reported or discovered instances where hiring departments contacted DHR to lobby for or advocate on behalf of actual or potential Applicants or Bidders for Covered Positions or to request that specific individuals be added to any referral or eligibility list except as permitted in this Hiring Plan.
2. Exemptions. Review of adherence to exemption requirements and Exempt Lists and propriety of Exempt List modifications.
3. Senior Manager Hires. Review of hires using Chapter VI, the Senior Manager Hiring Process.
4. Written rationale. Review of any written rationale when no consensus selection was reached during a Consensus Meeting.
5. Emergency Appointments. Review of circumstances and written justifications for any emergency hires made pursuant to the Personnel Rules and Section 2-74-050(8) of the Chicago Municipal Code.

Each quarter IGO Hiring Oversight shall conduct audits of the following matters to ensure compliance with the hiring process:

1. Modifications to Class Specifications, Minimum Qualifications and Screening and Hiring Criteria. Modifications of Class Specifications, Minimum Qualifications, or Screening and Hiring Criteria.
2. Referral Lists. The lists of Applicants/Bidders who meet the predetermined minimum qualifications for the Position that are generated by DHR.
3. Testing. Test administration and scoring.
4. Selected Hiring Sequences. 10% in the aggregate of in-process and completed (at least 5% of completed) hiring sequences from the following departments or their successors:

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Streets and Sanitation, Water Management, Aviation, Transportation, Buildings, Fleet, and six other City departments selected at the discretion of IGO Hiring Oversight.

5. Hiring Certifications. The required certifications attesting that no Political Reasons or Factors or other Improper considerations were taken into account in the applicable action.
6. Acting Up. Review of the City's compliance with Chapter XI and any implementing procedures.
7. Arbitrations and Resolution of Grievances by Settlement. Audit of all arbitration decisions arising out of Accord complaints, as well as any other arbitration decisions and grievance settlement agreements that may impact the procedures under this Hiring Plan.

D. IGO Hiring Oversight Monitoring and IGO Investigation of Hiring Processes

If at any point IGO Hiring Oversight identifies any actual or potential violations of this Hiring Plan or the possible influence of any Political Reasons or Factors or other Improper considerations by a Hiring Manager, Hiring Authority or other City employee, IGO Hiring Oversight may refer the matter to the DHR Commissioner or make recommendations for appropriate corrective actions to the DHR Commissioner, the Department of Law, and/or any affected Department Head. IGO Hiring Oversight may also directly refer the matter to the Investigations Section of the IGO for the opening of an official IGO investigation. The IGO will develop internal protocols for the referral of such matters by IGO Hiring Oversight to the Investigations Section of the IGO.

IGO Hiring Oversight shall regularly participate in random, in-person monitoring of Intake Meetings, tests, interviews, and Consensus Meetings. To facilitate such monitoring, the scheduled time and locations of all such activities shall be provided to IGO Hiring Oversight at least seven (7) days in advance of non-Senior Manager activity and four (4) days in advance of Senior Manager activity, unless otherwise provided for by this Hiring Plan.

E. Reporting Requirements

IGO Hiring Oversight shall issue quarterly and annual reports that include statistics on the number of escalations and complaints newly initiated, pending, closed with investigation, and closed without investigation. The quarterly and annual reports shall also include a description of the outcomes, findings, recommendations, and actions taken on the recommendations of any investigation of an escalation or complaint, and IGO Hiring Oversight's comments on the DHR Commissioner's responses to action taken on IGO Hiring Oversight reports.

IGO Hiring Oversight shall redact any personal identifying information prior to publicly disseminating such reports.

In addition, IGO Hiring Oversight shall report on the reviews and audits of hiring data and monitoring of hiring processes undertaken pursuant to Sections C and D of this Chapter.

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CHAPTER XIII
APPLICABILITY TO OTHER EMPLOYMENT ACTIONS NOT DETAILED IN
THIS HIRING PLAN

Other Employment Actions not detailed in this Hiring Plan, including those listed below, shall not require the posting of Bids or Notices of Job Opportunities or screening requirements described in Chapter III above, unless otherwise required by the terms of a CBA. The City, however, shall not take into account Political Reasons or Factors or other Improper considerations and shall adhere to the other Goals and Principles outlined in Chapter I in filling Positions pursuant to Other Employment Actions. The procedures for filling Positions pursuant to Other Employment Actions not detailed in this Hiring Plan shall be codified in the Personnel Rules and/or applicable City policies and procedures, unless otherwise required by the terms of a CBA. Individuals employed under any such Other Employment Action, including those listed below, must meet all minimum qualifications for the Positions in order to be given priority for hire over general Applicants/Bidders. IGO Hiring Oversight shall be provided notice of the name, Position, and particular action for any person hired under any of the Other Employment Actions and shall monitor and audit these actions as it deems necessary to ensure compliance with this Hiring Plan. The Personnel Rules and applicable City policies and procedures shall not be contrary to the Goals and Principles in Chapter I of this Hiring Plan.

In addition, prior to sunset of the Accord, thirty (30) days' advance written notice of any substantive modifications of the Personnel Rules and/or applicable City policies and procedures that relate to Other Employment Actions shall be given to the *Shakman* Plaintiffs and the court appointed Monitor. The *Shakman* Plaintiffs and the Monitor may comment on the modifications and make written objections. Impasses shall be resolved as provided in Section II.D. of the Accord.

- A. Assignments
- B. Terminations
- C. Layoff Lists
- D. Reinstatement
- E. Duty Disability
- F. Transfers
- G. Demotion
- H. Reclassifications
- I. Promotions and Career Progressions
- J. Reasonable Accommodations
- K. Return of Seasonal Employees
- L. Approved City Training Programs
- M. City Affirmative Action Plans
- N. Veterans Preference
- O. Line of Duty Preference
- P. Emergency Appointments
- Q. Settlements, Awards, Judgments and Decisions