



# Employee Handbook

Clerk of the Circuit Court of Cook County  
Effective December 18, 2023

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# IMPORTANT NOTICE

To the extent that any rules and policies in this Employee Handbook (Handbook) deviate from the provisions of federal, state, county, or municipality laws and ordinances, the governing rule must be adhered to, notwithstanding any Clerk's Office rule or policy. If provisions of this Handbook vary from the terms of applicable collective bargaining agreements, the terms of those collective bargaining agreements (CBA) shall govern for affected members of the CBA.

**Please be advised that the Handbook does not constitute a contract, and its language is not intended to create or to be construed as a contract or promise of continued employment.**

The Handbook sets forth general information and guidelines and does not purport to address every situation or contingency. The policies set forth herein represent the standards governing the conduct of employees of the Clerk of the Circuit Court of Cook County ("Clerk's Office"). Employees should direct questions about policies, programs, or other applications of the Handbook to Human Resources or the Legal Department. The Handbook may be revised and amended from time to time. Employees should consult the Intranet or Human Resources to familiarize themselves with any revisions or additions to the Employee Handbook.

All employees are reminded that they are bound by the policies, procedures, and obligations set forth and referenced in the Clerk's Employment Plan, Supplemental Policies Manual, and this Handbook.

The policies and procedures in this Handbook are adopted to promote an efficient and effective personnel system for the Clerk's Office that is free from all forms of unlawful discrimination, including Unlawful Political Discrimination, harassment, and retaliation. The Handbook sets forth in detail those policies and procedures that ensure equal treatment for employees and define the obligations, rights and privileges, benefits, and prohibitions placed upon Clerk's Office employees.

This Handbook applies to all Positions and employees of the Clerk's Office, except as expressly provided herein.

The Handbook does not create an explicit or implicit employment contract or promise of employment. **If a provision of any applicable CBA conflicts with a provision of this Handbook, the CBA controls.** To the extent this Handbook, the CBA, or the Employment Plan does not expressly limit the Clerk's Office's rights, management retains authority and discretion to carry out its obligations, statutory duties, and operations.

The Clerk or designee is solely responsible for providing official interpretations of these rules in cases of apparent internal conflicts between rules or when questions arise about their application to specific situations, procedures, or policies.

**Human Resources Bureau**

Phone: 312-603-5040

Fax: 312-603-5043

Email: [HR@cookcountycourt.com](mailto:HR@cookcountycourt.com)

# DEFINITIONS

For purposes of this Handbook, the terms set forth herein shall have the meanings ascribed to them below unless otherwise set forth in a particular Article or Section.

- (a) “ACDC” means the Assistant Chief Deputy Clerk of a Department.
- (b) “Bargaining Unit Position” means a Position in the Clerk's Office covered by the Collective Bargaining Agreement.
- (c) “CDC” means the Chief Deputy Clerk of a Department.
- (d) “Confidential Information” means information, in any form whatsoever, that is acquired by an Employee of the Clerk’s Office in the course of the employee's official duties and in which the Clerk’s Office or other source of the information has a reasonable expectation that the information will not be disclosed to any entity outside of the Clerk’s Office except as necessary to conduct the business of the Clerk’s Office or as required by law.
- (e) “Department” means an operational department established within the Clerk’s Office as set forth in the Clerk’s Office organizational chart.
- (f) “Deputy” means the individual assigned to head or direct a department.
- (g) “Designee” or “designee” means the employee selected and assigned to perform duties set forth in this Handbook on behalf of another employee, typically subordinate to and in the same Department.
- (h) “Director” means the individual assigned to assist a Deputy in heading or directing a department whose position description is the "Director" title.
- (i) “Discipline” means an action taken by the Clerk's Office in response to an employee's conduct or performance determined to be in violation of the Handbook. "Discipline" includes verbal or written reprimands, suspensions, or terminations.
- (j) “Employee” or “employee” means an employee or paid or unpaid intern of the Clerk’s Office.

- (k) “Employment Action” means any action (positive or negative) related to any aspect of employment, including, but not limited to, hiring, training, temporary assignment, transfer, reclassification, layoff, assignment of overtime (and other benefits of employment), discipline, and termination, as defined in the Employment Plan.
- (l) “Employment Plan” means the Clerk’s Office Employment Plan as amended from time to time in accordance with the terms set forth therein.
- (m) “Exempt Position” means a Position included on the Exempt Positions List because it is a job that involves policy making to an extent or is confidential in such a way that political party affiliation is an appropriate requirement for the effective performance of the job.
- (n) “FLSA Exempt” means salaried employees who, because of their compensation and/or duties, are not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act, 29 USC 201, *et seq.*, or the Illinois Minimum Wage Law, 820 ILCS 105/1, *et seq.*, as determined by Human Resources.
- (o) “FLSA Non-exempt” means employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act, 29 USC 201, *et seq.*, or the Illinois Minimum Wage Law, 820 ILCS 105/1, *et seq.*, as determined by Human Resources.
- (p) “Non-Exempt Position” means any Position that is not included on the Exempt Positions List.
- (q) “Official” means any person holding any elected office in Cook County or any appointed position.
- (r) “Officer” means any employee of the Assessor’s Office whose Position is included on the Exempt Positions List.
- (s) “Position” means any probationary, temporary, part-time, full-time, or any other category constituting common law employment, other than intern/extern, available with the Clerk’s Office.



- (t) “Position Description” means a written document that describes the Position's typical duties and current responsibilities, Minimum Qualifications, Preferred Qualifications (if applicable), the knowledge, skills, and abilities needed to perform those responsibilities, and any testing protocols (if applicable).
- (u) “Probationary Period” means the period during which an employee is on probation pursuant to the CBA.
- (v) “Relative” means a person who is related to an Official, Officer, or employee as a spouse or as any of the following, whether by blood, marriage or adoption: parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, brother-in-law or sister-in-law.
- (w) “Supervisor” means the individual to whom the employee reports as indicated in the employee's Position Description and who, among other duties, has the authority to authorize, execute, or recommend any Employment Action.
- (x) “Unlawful Political Discrimination” means any positive or negative Employment Action involving an Applicant, potential Applicant, Candidate, or Employee who is applying for, being considered for, or holding a Non-Exempt Position that is based on any Political Reasons or Factors.

Any term not defined herein shall have the meaning ascribed to it in the Employment Plan.

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# I. EQUAL EMPLOYMENT OPPORTUNITY

## Section 1 Policy

The Clerk's Office is an Equal Employment Opportunity ("EEO") employer. As an EEO employer, the Clerk's Office prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, disability, national origin, ancestry, gender identity, sexual orientation, marital status, parental status, military service or discharge status, source of income, housing, or any other protected category established by law, statute, or ordinance. The law protects all persons, including non-citizens, from unlawful discrimination. The Clerk's Office is committed to keeping its workplace free from discrimination and harassment and maintaining an environment where everyone is treated with dignity and respect.

The Clerk's Office is also committed to creating a workplace that is free from discrimination or harassment of any employee, applicant, or member of the public. The Clerk's Office wants to ensure that all employees have the freedom and ability to reach their own potential in an atmosphere of mutual respect, value, and opportunity. If at any time an employee experiences possible discrimination or harassment, the employee should advise their Supervisor, Director and/or CDC, the Human Resources unit, or any other appropriate County, State, or federal agency. Employees' identities may remain confidential to the extent permitted by law and to the extent feasible, given any necessary investigation.

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## Section 2 Retaliation

The Clerk's Office prohibits retaliation for reporting any instance of discrimination or harassment in accordance with applicable laws, statutes, or ordinances, including all whistleblower protections under applicable law.

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## Section 3 Reasonable Accommodations

The Clerk's Office provides reasonable accommodations to enable qualified employees or applicants with disabilities to perform the essential functions of their Positions in accordance with applicable law, provided that the individual is otherwise qualified to perform the essential functions of the job safely and provided that any accommodations made do not require significant difficulty or expense. An employee or applicant who believes they need a reasonable accommodation should see the ADA Policy and contact Human Resources to discuss.

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## II. DRUG AND ALCOHOL POLICY

### Section 1 Purpose

The primary purpose of this policy is to promote the safety, health, and well-being of all employees. The Clerk's Office is committed to providing a workplace that is free from alcohol abuse, unlawful drugs, or any other unlawful substance as classified under local, Illinois State, or federal laws while employees are working for the Clerk's Office, whether on or off its premises.

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### Section 2 Policy

The Clerk's Office expects all employees to report for work in a condition that allows them to complete their duties in a timely, accurate, and professional manner. **Use of illegal drugs, illegal substances, or the consumption of alcohol during work hours is prohibited.** No employee may be under the influence of illegal drugs, marijuana, or alcohol during work hours. For purposes of this policy, "under the influence" means any mental, emotional, sensory, or physical impairment due to the use of drugs, marijuana, or alcohol.

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### Section 2 Scope

This policy is applicable to all full, part-time, intern, and seasonal employees within the Clerk's Office. This Drug and Alcohol Policy is non-discriminatory and shall be applied in a uniform manner.

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### Section 3 Reasonable Suspicion

If an employee's Supervisor or any member of management in the Clerk's Office has a reasonable suspicion that an employee's performance or behavior indicates that the employee is violating the Drug and Alcohol policy, the Clerk's Office reserves the right to have the employee undergo drug and/or alcohol testing and/or undergo an immediate medical evaluation to determine fitness for duty, and the employee shall remain clocked in. If an employee refuses to submit to a drug or alcohol test, that refusal will be treated the same as having failed the test. For purposes of this policy, "reasonable suspicion" means a belief that an employee may be under the influence of drugs, marijuana, or alcohol. Such belief must be based on some objective indicia, which may include but are not limited to, the following: erratic or unusual behavior by an employee, including, but not limited to, noticeable imbalance, incoherence, and disorientation, which would lead a person of ordinary sensibilities to conclude that the employee is under the influence of drugs, marijuana, and/or alcohol; observation of possible ingestion or use of drugs, marijuana, or alcohol; or

Involvement in an accident, fight, or other circumstances that could lead a reasonable person to believe that the use of drugs, marijuana, or alcohol may have been involved.

To the extent permitted by law, an employee may be required to undergo drug and alcohol testing if the individual is involved in an accident that results in an injury requiring medical attention or property damage while at work, on Clerk's Office property, or on Clerk's Office business. In this case, testing may be required without regard to whether the Clerk's Office has reasonable suspicion of drug, marijuana, or alcohol use. Employees are responsible for reporting such accidents to their Supervisor immediately and submitting to testing as soon as possible after the accident.

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#### Section 4      Testing Procedure

The Clerk's Office will refer the applicant or employee to an independent, certified medical clinic or laboratory, which will administer the test. The Clerk's Office will pay the cost of the test and reasonable transportation costs to the testing facility. The applicant or employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that they have taken that may affect the outcome of the test. All drug testing will be performed by urinalysis and/or breathalyzer. The clinic or laboratory will inform the Clerk's Office as to whether the applicant passed or failed the drug test.

Any applicant or employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing and consenting to: (1) the collection of a urine sample or a breathalyzer test for the purpose of determining the presence of alcohol or drugs; and (2) the release to the Clerk's Office of medical information regarding the test results. To the extent permitted by law, refusal to sign the agreement and consent form or to submit to the drug test will result in the revocation of an applicant's job offer or will subject an employee to discipline, up to and including termination.

To reiterate, an employee who tests positive for illegal drugs, marijuana, or alcohol use or refuses to submit to a drug test or comply with test procedures may be subject to immediate discipline up to and including termination.

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### III. WORKPLACE VIOLENCE POLICY

#### Section 1 Policy

The Clerk's Office is committed to providing a safe and healthy workplace for its employees and the public. The Clerk's Office expects all employees to treat each other and our customers, vendors, and others with whom we do business with courtesy and respect. Employees are expected to refrain from physical conduct such as fighting, bullying, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the Clerk's Office premises without proper authorization, and employees should not have these items in their possession at any time while **working**, even if off premises.

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#### Section 2 Scope

Any employees, including seasonal, part-time, and full-time, along with volunteers and interns, are covered by this policy. This policy also protects employees from workplace violence by third parties, including patrons, volunteers, vendors, contractors, partners, visitors, or any member of the public. Any Clerk's Office customer, volunteer, vendor, contractor, partner, visitor, or any member of the public on Clerk's Office property who is subjected to workplace violence by a Clerk's Office employee is also covered by this policy.

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#### Section 3 Examples of Workplace Violence

Violence in the workplace is prohibited and will not be tolerated. Workplace violence includes, but is not limited to:

- Use of physical force against a person or persons or the person's property;
- Direct or implied threats that create a reasonable fear of harm to a person or the person's property;
- Bullying or threatening an individual or the individual's family, friends, associates, or property with harm;
- Making harassing or threatening contact through phone calls or other means;
- Any communications by any means, including but not limited to those made verbally, electronically, or in writing, that create a reasonable fear of harm to a person or persons or the person's property;
- Use or possession of any weapon, unless the specific weapon is authorized by the Clerk's Office for a particular work assignment; and,
- This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated.

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## Section 4 Definitions

For purposes of this Policy, “**possession**” means on or in a person’s body, in a person’s personal effects, or otherwise within the person’s control or intent to control.

For purposes of this policy, “**weapon**” means any legal or illegal weapon or any object or substance utilized to threaten or cause harm to another person.

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## Section 5 Retaliation

It is a violation of this policy to retaliate against any employee who asserts their rights by engaging in the following protected activities:

- Making a good faith complaint of violence in the workplace or
- participating in an investigation of violence in the workplace under this policy.

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## Section 6 Complaint Policy and Procedure

All threats of (or actual) violence, both direct and indirect, that occur during work or that may affect an employee at work should be reported as soon as possible to their immediate Supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the report should be as specific and detailed as possible. The Clerk’s Office will provide a complaint form currently called *Discrimination/Harassment/Sexual Harassment Complaint Form*. All suspicious individuals or activities should be reported to a supervisor as soon as possible. If more immediate action is needed, call 911. No employee should place themselves in peril.

Supervisors shall assist any employee who wishes to make a workplace violence complaint by directing the employee to the Human Resources unit. Supervisors shall respond to any aggressive or inappropriate behavior that could lead to violence by notifying Human Resources or law enforcement authorities, as warranted. Human Resources shall notify Supervisors of the appropriate Department about the conduct and employee (s) subject to the complaint to implement any necessary operational changes to prevent the creation of a hostile work environment that could perpetuate further prohibited conduct.

The Clerk’s Office will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The Clerk’s Office will use discretion and take all reasonable steps to protect the confidentiality of the individual making a report. To maintain workplace safety and the integrity of its investigation, the Clerk’s Office may suspend employees, either with or without pay, pending investigation.

Anyone whom the Clerk’s Office determines has engaged in threats of (or actual) violence or other conduct that violates these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

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#### IV. WORKPLACE VISITOR POLICY

For the safety and security of employees, visitors, and office facilities, and to avoid interruptions during work hours, employees are expected to use discretion and limit inviting visitors to the Clerk's Office. Visitors (including children, friends, and other family members) of an employee may not visit the Office when their presence interferes with the employee's ability to perform his or her duties or the productivity of the Office and may not be left unattended.

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#### V. PERSONAL CELL PHONE POLICY

Minimal and incidental use of personal cell phones for brief calls, limited text messaging, or minimal personal emailing is permitted if such use does not interfere with an Employee's work-related duties and does not disrupt other employees or the public at the Clerk’s Office. Employees may not use personal cell phones for personal use during their work schedule to play games, video chat, use FaceTime or other video conferencing, or engage in other forms of personal entertainment unless the employee is on his/her scheduled break. Employees who routinely conduct personal calls during business hours while not on a scheduled break shall be subject to discipline, up to and including termination. Employees must set their cell phones to mute or vibrate during work hours and while on Clerk’s Office premises.

Employees of the Clerk’s Office may not use personal phones or other personal electronic devices (e.g., tablets, laptops, smart watches) to access Clerk-related documents, files, or emails that are not publicly available (such as through the Clerk's public-facing website) or to conduct Clerk-related business at any time, unless authorized by the Associate, Chief Deputy Clerk, Chief Information Officer or unless authorized to do so pursuant to the Telework Policy.

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## VI. ELECTRONIC COMMUNICATIONS, TECHNOLOGY, AND SOCIAL MEDIA POLICY

### Section 1 Intent

This Electronic Communications and Technology Usage Policy (“Tech Policy”) is intended to govern and provide guidance with respect to the use of electronic communications and various other technology resources controlled by the Clerk's Office.

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### Section 2 Purpose

The purpose of this policy is to establish the policies, standards, and procedures to ensure that employees understand the guidelines governing the usage of Electronic Communications and Technology Resources.

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### Section 3 Scope

This policy is applicable to all full, part-time, intern, and seasonal employees within the Office of the Clerk of the Circuit Court of Cook County. This Tech Policy is non-discriminatory and shall be applied in a uniform manner.

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### Section 4 Definitions

“Electronic Communications” include equipment and systems which include, but are not limited to, electronic mail (e.g., “Outlook” or other e-mail programs that may be installed), the Internet, Intranet, fax, and voice mail.

“Technology Resources” include various technology resources such as computer software, hardware, databases, or online services, computers, laptops, electronic notebooks, cell phones, smartphones, and printers purchased, leased, owned, or otherwise controlled by the Clerk’s Office.

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### Section 5 Technology

Computers, computer files, Clerk’s Office e-mail, inter- and intra-office networking systems, and software furnished to employees are intended for business use only. Employees may not use a password, access a file, or retrieve any stored communication without authorization. Employees



are prohibited from downloading or accessing any software, including but not limited to artificial intelligence, without the approval of the Chief Information Officer or designee.

The systems used to provide Internet access, e-mail, and voicemail are all property of the Clerk's Office and may be monitored. Emails must comply with the [Cook County Ethics Ordinance](#), including refraining from containing vulgar language, vulgar/inappropriate pictures, threats, disparaging language, and racially insensitive or sexual comments. Unacceptable Internet and email use while on the job includes, but is not limited to:

- Sharing confidential Clerk's Office information.
- Non-work-related uses, including, but not limited to:
  - Games
  - Wagering or gambling of any kind
  - Junk mail and chain letters
  - Private business activities
  - Raffles
  - Fundraisers
  - Political activities and lobbying
  - Personal social media
  - Promoting religious activities
- Soliciting or distributing information with the intent of using such information to cause personal harm or bodily injury;
- Soliciting, viewing, listening to, or distributing information that contains or may contain sexually explicit images or information;
- Distributing statements that could be harassing or disparaging of others based on race, national origin, sex, sexual preference, gender identity, sexual orientation, color, marital status, age, disability, religion, ancestry, parental status, military discharge status, lawful source of income, or any other legally protected characteristic;
- Knowingly and intentionally spreading computer viruses. Users may not develop programs to harass others, create programs that loop repeatedly, infiltrate a computer system without authorization, or damage or alter without authorization the software components or a computer or computer system;
- Distributing statements likely or intended to incite violence or describing or promoting the use of weapons or devices associated with terrorist activities;

- Using materials that are subject to copyright protection or proprietary information without permission of the author; and
- Users are not allowed to harass or spam an individual via Electronic Communications.

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## Section 6 Privacy

Employees have no expectation of privacy in their use of the Clerk's Office technology resources. To properly operate, manage, audit, and secure Clerk's Office technology resources, the Clerk's Office may at any time capture, monitor, and disclose information regarding any employee's use of Clerk's Office technology resources. The Clerk's Office may do so at its discretion and without notice. Employees have no expectation of privacy when using Clerk's Office MIS Resources, nor do users have a personal privacy interest in anything created, received, or stored on Clerk's Office Internet or email systems.

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## Section 7 Personal Use

Notwithstanding the foregoing, minimal, infrequent, and incidental use of the Clerk's Office computers for personal use is permitted so long as it does not interfere with an employee's work-related duties, does not disrupt other employees or the public, and is not otherwise prohibited by this policy or [Cook County Ethics Ordinance](#) set forth in this Handbook.

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# VII. DRESS CODE AND GROOMING POLICY

## Section 1 Purpose

The purpose of this Dress Code Policy is to establish guidelines for employees of the Clerk's Office regarding proper attire and appearance while at work. As employees of the Clerk's Office are the point of contact between the Circuit Court and the public, it is imperative that employees present themselves as competent, efficient, and professional. Accordingly, every employee of the Clerk's Office is expected to maintain the minimum standards of dress and appearance contained within this Dress Code.

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## Section 2      Scope

This policy is applicable to all full, part-time, intern, and seasonal employees within the Clerk's Office. This Dress Code Policy is non-discriminatory and shall be applied in a uniform manner.

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## Section 3      General Provisions

Clerk's Office employees are expected to dress appropriately for a business environment. Clothing must be neat, clean, and without rips or tears.

- Examples of appropriate business attire include suits, blazers, button-down shirts, pants, dresses, and skirts of an appropriate length.
- Hair should be neat and clean.
- Employees should avoid excessive use of cologne, perfume, and other scented personal hygiene products, as such products can irritate or distract other employees. If employees report allergies or sensitivities to such fragrances, the Clerk's Office may institute a fragrance-free workplace.
- Department heads may establish dress and grooming standards unique to their departments and tailored to employees' job duties, for example, as appropriate due to health and safety concerns.
- If an employee has been issued a uniform, the uniform is to be always worn while the employee is at work and may not be altered or modified. Footwear for uniformed employees should be proper and correspond to the nature of the work assignment.
- The Clerk's Office has the right to determine whether an employee's clothing or grooming is appropriate and in compliance with the Clerk's dress code and grooming standards. The Clerk's Office may ask employees who fail to comply with these standards to leave the workplace and take the steps necessary to comply.

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## Section 4      Prohibited Workplace Attire

The following clothing items are prohibited in the workplace: clothing that is too revealing, such as tank tops, miniskirts, and bare-midriff shirts, sweatpants and sweatshirts, shorts, and beach sandals or flip flops. This list is not intended to be all-inclusive, and the Clerk's Office may prohibit other items that it determines to be inappropriate in the workplace.

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Section 5 Religious accommodation

Employees seeking an exemption/accommodation from the Clerk’s Office dress code and grooming standards should contact Personnel Services. The Clerk’s Office will grant exemptions or accommodations on a case-by-case basis at its discretion and in accordance with federal, state, and local law.

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Section 6 Violations

Violations of the Clerk’s Office dress code and grooming standards may result in discipline, up to and including termination from employment.

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Section 7 Administration

Administration of this Code will be by management personnel. Any concern raised regarding an employee’s attire or appearance should be brought to the attention of a manager within the Office, the Chief Deputy Clerk of the Division/District, an Associate Clerk, the Director of Personnel Services, or the Director of Labor Relations. Offenders will be subject to progressive discipline.

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## VIII. ORIENTATION AND PROBATIONARY PERIOD

Employees in Bargaining Unit Positions hired into a position covered under a CBA, re-hired or reinstated after a break in continuous service, laterally transferred within the Clerk’s Office, and employees who are promoted to a new position covered under a CBA may have to attend an orientation and shall be subject to any probationary review and evaluation periods set forth in the CBA and Supplemental Policies Manual.

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## IX. SEXUAL HARASSMENT POLICY

Section 1 Purpose

The purpose of this policy is to establish protection for employees of the Office of the Clerk of the Circuit Court of Cook County (“Clerk’s Office”) against sexual harassment. This policy also protects members of the public seeking the services of the Clerk’s Office or using the facilities of the Clerk’s Office, as well as those working for other companies or agencies that work with or for the Clerk’s Office, from sexual harassment. This policy against sexual harassment shall apply to

all employees under the direct authority of the Clerk’s Office, as well as Clerk’s Office agents or representatives (i.e., third parties, including patrons, volunteers, vendors, contractors, partners, visitors, or any member of the public). All divisions, districts, branches, and departments are required to post and maintain, in a conspicuous place, a copy of this policy.

The purposes and goals of this policy are to:

1. Promote a safe workplace;
2. Provide notice to all employees that sexual harassment is illegal and will not be tolerated and that violators will be held accountable;
3. Create and enforce policies and procedures to assist employees who are impacted by sexual harassment, including providing training on this policy for employees and management;
4. Support a thorough workplace education and training program to prevent sexual harassment and promote a safe workplace for all employees and management; and
5. Provide immediate assistance and support to victims of sexual harassment – such as information and referrals to community resources – to help ensure safety and support for victims and fellow employees.

Nothing in this Policy is intended to nor shall be construed to create a private right of action against the Clerk’s Office or any of its employees. No part of this Policy shall be construed to create contractual or other rights or expectations. Nothing herein is intended to affect the right of any person to make a charge of discrimination at any state or federal agency with jurisdiction over such claims, raise a grievance under a collective bargaining agreement, or consult a private attorney.

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## Section 2      Scope

Any employees, including seasonal, part-time, and full-time, along with volunteers and interns, are covered by this policy. This policy also protects employees from harassment by third parties, including patrons, volunteers, vendors, contractors, partners, visitors, or any member of the public. Any Clerk’s Office customer, volunteer, vendor, contractor, partner, visitor, or any member of the public on Clerk’s Office property who is subjected to sexual harassment by a Clerk’s Office employee is also covered by this policy.

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## Section 3      General Guidelines

Sexual harassment is illegal and will not be tolerated by the Clerk’s Office. All employees, members of the public who use the services and facilities of the Clerk’s Office, as well as those

working for other companies or agencies that work with or for the Clerk's Office, shall have the right to be free from all forms of sexual harassment.

Anyone can be a victim of sexual harassment regardless of their gender, gender identity, sexual orientation, race, age, or other factors. It can occur inside or outside the workplace, between supervisors and their staff, coworkers, customers, and others. Therefore, the Clerk's Office will take every measure within its power to prevent and address acts of sexual harassment.

No employee of the Clerk's Office, member of the public seeking the services of the Clerk's Office, or the use of facilities of the Clerk's Office, as well as those working for other companies or agencies that work with or for the Clerk's Office, should be subject to unsolicited and unwelcome sexual overtures or conduct. Sexual harassment refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore can interfere with work effectiveness and compromises the quality of services or affects the use of facilities of the Clerk's Office. Complaints of sexually harassing conduct will be examined from the perspective and experience of the person complaining of the harassment. Any person covered by this policy who has experienced or witnessed an incident of sexual harassment can file a complaint, which will be forwarded to the Inspector General for a formal investigation.

It is the responsibility of the Clerk's Office, Chief of Staff, Executive Clerk, Associate Clerk, Chief Deputy Clerk, Director, department head, manager, or Supervisor to ensure that his or her Department or work area is in full compliance with this policy and associated definitions and guidelines.

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#### Section 4      Definition and Examples of Sexual Harassment

“Sexual harassment” means any (i) unwelcome sexual advances or unwelcome conduct of a sexual nature; or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or (iii) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.

Sexual harassment includes, but is not limited to, the following examples and can be conduct of a sexual nature regardless of gender:

- A. Verbal harassment (e.g., lewd or sexually suggestive remarks, pranks, epithets, jokes, threats, or slurs);
- B. Physical harassment (e.g., touching, patting, pinching, or intentionally brushing against another's body);
- C. Visual harassment (e.g., leering, making sexual gestures, or displaying or sending lewd or sexually suggestive posters, cartoons, pictures, drawings, or objects);
- D. Sexual innuendo and demands for sexual favors (e.g., unwelcome sexual statements or advances, soliciting contact information, flirting); or
- E. Any form of unwelcome sexual advances, request for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, regardless of whether it occurs face-to-face, in writing, on the telephone, by electronic mail, via the Internet or social media, or by some indirect form of communication.

Sexual harassment can occur in many ways. It may involve unwelcome romantic or sexual advances, requests for sexual favors, visual materials, social media posts, verbal comments, and/or physical contact of a sexual nature, regardless of gender or gender identity. Involved parties, either victim or harasser, could be a coworker, subordinate, manager/Supervisor, contractor, or even a customer.

Such conduct is a violation of this policy, even in instances where the offending employee believed they were acting jokingly. Such communications, comments, actions of a sexual nature, or unwelcome advances are prohibited at the Clerk's Office, regardless of whether other employees are offended.

The most obvious examples of sexual harassment involve physical behavior or physical contact. The following list provides examples of physical behaviors that may be considered offensive:

- Touching an individual by massaging their back, neck, or shoulders, hugging, kissing, patting, pinching, fondling, or touching/pulling an individual's clothing or hair.
- Physical gestures that imply a sexual act or sexual anatomy, touching oneself in a sexual manner.
- Brushing up against another person, standing too close, or lingering.

However, sexually harassing behavior does not always involve physical contact. The following list provides examples of verbal and non-verbal/visual and visible behavior that may be considered offensive:

- Suggestive behavior such as "elevator eyes" (looking a person up and down), leering, staring, sexual gestures, whistling, catcalls, winking, throwing kisses, making kissing sounds, howling, groaning, or smacking/licking lips.
- Sexual comments or innuendoes about clothing, anatomy, appearance, sexual jokes or stories, or playing or singing sexually suggestive songs.
- Discussions or inquiries about sexual fantasy, preferences, history, or sex life about self or others.

- Displaying pictures, objects, reading materials, or other materials that are sexually suggestive or demeaning. This includes any sexual materials on personal devices, including a smartphone, tablet, or any company-owned computers or devices shared in the workplace.
- Repeated invitations and/or pressuring/coercion for dates or sexual favors; harassing phone calls, emails, texts, social media posts, or other communication.
- Giving personal gifts that imply an intimate relationship.
- Sending sexually suggestive communications (such as e-mails, texts, instant messages, notes, etc.); displaying or transmitting suggestive visual materials (such as pictures, calendars, and posters).
- Stalking, following, or blocking an individual's path.

In addition, it is a violation of this policy and the law for any employee to ever state, imply, or suggest that dating or engaging in sexual conduct with another employee could result in a workplace benefit such as a promotion, a raise, or better terms and conditions of employment – or that a refusal to date or engage in sexual conduct will negatively affect a person's career or conditions of employment.

Finally, employees should understand that sexual harassment can occur in the workplace, which includes, but is not limited to, the Clerk's Office facilities, work sites, vehicles, and equipment, or while on work-related travel. However, sexual harassment can also occur outside of the workplace and even outside of work hours, such as at a social event (including, but not limited to, a coworker's wedding or at a bar or restaurant after work hours).

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## Section 5      Prohibition

The Clerk's Office prohibits any unwelcome sexual advances, whether manifested verbally or physically and will constitute any such behavior as sexual harassment when:

- A. Submission to such conduct is either an explicit or implicit term or condition of employment or is a prerequisite to obtaining services of the Clerk's Office, or use of the facilities of the Clerk's Office; or
- B. Submission to or rejection of the conduct is used as a basis for making employment decisions or affects the quality of the services of the Clerk's Office, or the use of facilities of the Clerk's Office; or
- C. The conduct has the purpose or effect of substantially interfering with an individual's work performance; or creating an intimidating, hostile, or offensive work environment; or the conduct has the purpose or effect of substantially interfering with access to the services or facilities of the Clerk's Office; or the conduct creates an intimidating, hostile, or offensive environment for members of the public.



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## Section 6      Duty to Cooperate

Every employee shall have a duty to cooperate with an investigation. Failure to do so may result in disciplinary action. Additionally, every employee has the duty to be truthful and must disclose all information known to the employee when requested to do so by an appropriate person in the organization or the person designated by the organization to investigate an alleged incident of sexual harassment. Any employee who fails to be completely truthful or who withholds information shall be subject to disciplinary action.

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## Section 7      Retaliation

The Clerk's Office prohibits any retaliation against any employee or member of the public who complains of sexual harassment or who participates in an investigation. Retaliation includes but is not limited to taking disciplinary action against the employee, reassigning duties or workspace, imposing adverse employment actions, removing job responsibilities, denying service, and/or denying requests for leave, etc. Allegations of retaliation will be investigated, and appropriate remedial action will be taken. Any retaliatory action is illegal and a violation of this policy, and any individual engaging in retaliatory behavior will be subject to disciplinary action, which may include termination of employment. For any suspected retaliation concerns, contact a supervisor, any manager, or the Human Resources Bureau. Any such person reporting an allegation of sexual harassment or who assists in the investigation of an allegation is protected under the State Officials and Employees Ethics Act, the Illinois Whistleblower Act, the Illinois Human Rights Act, the Cook County Ethics Ordinance, and any other applicable City, County, State, or Federal law.

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## Section 8      Witnessing Sexual Harassment

In addition to having a duty to cooperate with an investigation of sexual harassment, employees who have information about or who witness an act of sexual harassment against an employee are required to report all information to the designated employee at the Clerk's Office. The Clerk's Office will not retaliate against, terminate, or discipline any employee for reporting information about alleged incidents of sexual harassment that may have been committed by any other employee, including a member of management. Any employee who believes they have been subjected to adverse action because of making a report pursuant to this policy should contact the Labor Relations Department or the Inspector General.

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## Section 9      Investigation

If the Clerk's Office receives information that alleges or suggests that an employee has committed or is a victim of an act of sexual harassment, then the matter shall be immediately referred to the Inspector General for the purpose of investigating the information or allegation, who shall

Investigate the information or allegation as soon as practicably possible. Human Resources will also determine if an employee transfer is necessary. At the conclusion of the investigation, the Inspector General will report findings to Human Resources. If the investigation concludes that there is significant evidence that an employee has engaged in sexual harassment, then that employee shall be subject to disciplinary action up to and including termination. The employee might also be required to participate in counseling or other remedial measures. Human Resources will provide written notice to the Complainant and the accused employee, informing them of the outcome of the investigation.

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## Section 10 Confidentiality

The Clerk's Office recognizes and respects an employee's right to privacy, the need for confidentiality, and the freedom to make their own decisions.

When information must be disclosed to protect the safety of individuals within the workplace, the Clerk's Office shall limit what information is disclosed as necessary to protect the safety of the disclosing employee and others and to comply with the law. The Clerk's Office shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties to maintain safety in the workplace or elsewhere. The Clerk's Office shall also provide the employee with the name and title of the person to whom the Clerk's Office intends to share the employee's statements and shall explain why the information must be disclosed.

The Clerk's Office supervisors and managers should keep information in complaints confidential, except where disclosure to a superior or Human Resources or the Inspector General is required to allow the Clerk's Office to address the concern or where confidentiality would result in physical harm to any person, and/or jeopardize safety within the workplace. Supervisors and managers are also responsible for ensuring the Complainant and anyone who participates in an investigation are not subject to any retaliation.

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## Section 11 False Accusations

False accusations regarding sexual harassment can have serious effects on the person or persons accused. Therefore, any verified, knowingly false accusation made by employees covered under this policy will result in disciplinary action, up to and including discharge.

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## Section 12 Training

The Clerk's Office requires that all employees participate in:

- A. Sexual harassment prevention training annually.
  - i. Employees shall participate in a minimum of one hour of sexual harassment prevention training annually.
  - ii. Anyone who supervises or manages employees shall participate in a minimum of two hours of sexual harassment prevention training annually.
- B. One hour of bystander training annually.

The above training will follow and comply with applicable local, city, county, state, and federal laws, including but not limited to 5 ILCS 430/5-10.5 and Chicago Municipal Code §6-10-040.

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## Section 13. Discipline

The Clerk's Office will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Anyone who is found, after an investigation, to be in violation of this policy will be subject to disciplinary action. Discipline may range from a verbal or written warning to demotion or discharge, or any combination thereof. In addition, counseling for the parties involved may be required.

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## Section 14 Additional Resources

In addition to internal Clerk's Office reporting methods, employees have the right to file charges of sexual harassment with the government agencies listed below. All external charges of discrimination in which the Clerk's Office is identified as a Respondent should be immediately directed to the Human Resources Bureau.

### **U.S. Equal Employment Opportunity Commission (EEOC)**

Chicago District Office  
230 South Dearborn St., Suite 1866  
Chicago, Illinois 60604  
321-872-9744  
866-740-3953 (TTY)  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

### **Illinois Department of Human Rights**

555 W. Monroe Street, Suite 700  
Chicago, IL 60601  
312-814-6200  
312-740-3953 (TTY)

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## X. ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

### Section 1 Purpose

The Clerk's Office is committed to providing a workplace free from discrimination and harassment. Harassment or unlawful discrimination against individuals based on one's race, color, sex, age, religion, creed, physical or mental disability, pregnancy, national origin, ancestry, gender identity, sexual orientation, genetic information, marital status, parental status, military discharge status, source of income, housing, political affiliation, or any other classification protected by local, state or federal laws is illegal and is prohibited by Office policy.

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### Section 2 Scope

Any employees, including seasonal, part-time, and full-time, along with volunteers and interns, are covered by this policy. This policy also protects employees from harassment by third parties, including patrons, volunteers, vendors, contractors, partners, visitors, or any member of the public. Any Clerk's Office customer, volunteer, vendor, contractor, partner, visitor, or any member of the public on Clerk's Office property who is subjected to harassment or discrimination by a Clerk's Office employee is also covered by this policy.

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### Section 3 Prohibited Conduct

#### A. Discrimination

The Clerk's Office strictly prohibits unlawful discrimination and has zero tolerance for such discrimination. Prohibited unlawful discrimination is the adverse treatment of any employee, as defined in this Handbook, or an applicant based on the employee's or applicant's actual or perceived membership in any protected class pursuant to applicable law or based on Political Reasons or Factors.

#### B. Harassment

The Clerk's Office strictly prohibits harassment and has zero tolerance for such harassment. This form of prohibited conduct consists of any unwelcome and offensive conduct against any employee or applicant, whether verbal, physical, or visual, that is based on a person's race, color, sex, age, religion, creed, physical or mental disability, pregnancy, national origin, ancestry, gender identity, sexual orientation, political affiliation, genetic information, marital status, parental status, military discharge status, source of income, housing, or any other legally protected classification when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive work environment.

Prohibited harassment may include epithets, slurs and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, sex, national origin, age, physical or mental disability, sexual orientation, gender identity, marital status, or other legally protected classifications.

Harassment is unacceptable in the workplace itself and in other work-related settings such as business trips, off-premises events organized by the Clerk's Office (examples include communications outreach, town hall meetings, or meetings with other officials or members of the public related to official duties of the Clerk's Office), in email, social media, or through other electronic communications. While harassment is unlawful and therefore unacceptable in any setting, this prohibition does not apply to off-premises events organized based on personal friendship with another employee or applicant.

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#### Section 4      Retaliation

Retaliation is an adverse Employment Action that is taken to punish an individual for having opposed or reported a harassing or discriminatory practice; or an adverse action taken to deter an individual from opposing or reporting a harassing or discriminatory practice.

The Clerk's Office strictly prohibits retaliation in any form against an employee or job applicant who, in good faith, reports incidents of harassment or discrimination or who participates in the investigation of a complaint of harassment or discrimination.

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#### Section 5      Reporting Prohibited Conduct

Employees who feel that they have been harassed, discriminated against, or retaliated against, or who witness an incident of harassment, retaliation, or discrimination, should immediately report such conduct to their Supervisor, Human Resources, or any other supervisory level employee.

A Supervisor who receives a complaint or becomes aware of a situation that may involve harassment and/or discrimination should immediately notify Human Resources. This is required whether or not an actual complaint has been made by a specific individual. Supervisory-level

employees who fail to report complaints of discrimination or harassment to Human Resources when the Supervisor is aware of such conduct are also subject to disciplinary action. A supervisory-level employee who hears or receives information of prohibited conduct shall immediately notify Human Resources about the information the Supervisor heard or received.

All complaints will be kept confidential to the extent possible while allowing the Clerk's Office to conduct a prompt, thorough, and fair investigation. If the initial complaint was verbally reported, Human Resources shall memorialize the complaint in writing. Human Resources may ask the individual reporting the incident to provide additional details in writing to inform the Clerk's Office of specific details as to exactly what happened so the complaint can be adequately investigated and remediated. The nature and extent of an investigation will depend on the nature of the complaint and the circumstances presented. During an investigation, Human Resources may notify management of the appropriate Department about the conduct and employee(s) under investigation or recommend the implementation of any necessary operational changes to prevent the creation of a hostile work environment that could perpetuate further prohibited conduct. Upon completion of an investigation by the Inspector General's Office, the Inspector General shall determine whether there has been a violation of this policy and submit a report to the Clerk, Chief of Staff, CHRO, and Executive Clerk of the Bureau where the offense occurred. Depending on the nature and severity of a violation, disciplinary action may be taken, up to and including termination of employment.

Reporting prohibited conduct and commencing an internal investigation does not preserve or toll any rights employees and Supervisors may have to file charges with entities like the [Equal Employment Opportunity Commission](#), [Illinois Department of Human Rights](#), [Cook County Commission on Human Rights](#), [Cook County Board of Ethics](#), or others. Nor does it waive any other rights employees, Supervisors, and managers may have under federal, state, and local laws.

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## Section 6      Duty to Cooperate

All employees and agents of the Clerk's Office are required to cooperate fully in any investigation under this policy. Any employee who fails to report and/or cooperate as required shall be subject to disciplinary action, up to and including termination. No person shall be compelled to respond to any request for information in violation of their constitutional rights.

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## Section 7      Employee Assistance Program

Any person requesting rehabilitation assistance will be referred to the Employee Assistance Program (EAP). While participation in EAP is voluntary and confidential, if the employee agrees, the EAP may advise the Clerk's Office as to the employee's compliance/non-compliance with

EAP recommendations. In addition to the Clerk's Office EAP, all Teamster bargaining unit members and their dependents are covered under the Teamsters Hope Assistance Plan per the CBA.

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## XI. DUAL EMPLOYMENT

### Section 1 Scope

This dual employment policy governs employees who perform outside work for, or who are seeking outside employment with, an employer other than the Clerk's Office. Please note that this Policy also applies to Clerk's Office employees who are also self-employed.

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### Section 2 Introduction

The Clerk's Office expects that an employee's employment with this Office will be their primary source of income from work. However, the Clerk's Office recognizes that for financial or other reasons, they may need, or want, to work for another employer while employed by the Clerk's Office. This Dual Employment Policy applies to all Clerk's Office employees.

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### Section 2 Report of Dual Employment

A Dual Employment Form must be completed and submitted to Human Resources by the following:

- A. Persons entering employment with the Clerk's Office within 60 days;
- B. Any person who, after entering the service as an employee, becomes engaged in any gainful employment within 60 days;
- C. Any employee engaged in any outside employment, whose work schedule in the
- D. Clerk's Office work schedule in any gainful outside employment has changed, within 60 days of such change;
- E. Any employee whose dual employment has been discontinued within 60 days of such discontinuance.

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### Section 3 Parameters for Dual Employment

Dual employment for Cook County employees is permissible only within the following considerations:

- A. The type of work is approved by the Human Resources;
- B. The specific hours of outside employment are not in conflict with the employee's normal duty hours with Cook County;
- C. Dual employment will also include self-employment, and practices or services rendered by professional persons; and
- D. No employee shall engage in a business, profession, trade, or occupation while actually employed by Cook County, which will:
  - 1. Impair the employee's efficiency;
  - 2. Seriously interfere with such employee's ability to satisfactorily perform their duties;
  - 3. Impair or reflect poorly upon the reputation of the Clerk's Office;
  - 4. Impair an employee's independence of judgment and/or constitute a conflict of interest as defined by the [Cook County Ethics Ordinance](#).

Employees may not use Clerk's Office property, including, but not limited to, its facilities, equipment, and supplies, while working for another employer. Employees cannot perform outside work while receiving pay to work for the Clerk's Office.

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Section 4      Falsification or Omission of Information

Falsification or Omission of Information. Failure by an employee to disclose the above information or providing false information on the form, shall be cause for an Ethics violation and may result in disciplinary action up to and including discharge from County employment.

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## XI. INCIDENT REPORTING PROCEDURE

Section 1      Scope

These procedures are intended for management-initiated incident reporting: managers have the responsibility to take immediate action in all Office of the Clerk of the Circuit Court ("Clerk's Office") incidents involving our employees. An incident is defined as an individual occurrence or an event; a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies; or an occurrence that disrupts normal procedure.

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Section 2      Purpose

The goal of establishing incident reporting procedures is to correct and prevent recurrences of errant behavior or improper procedures with concise reporting that is fair, consistent and provides a direct, equitable response. This would include:



1. Collecting pertinent information proving or disproving allegations;
2. Affording administrative rights;
3. Ensuring that all investigative and disciplinary action is held in strict confidence; and
4. Affording due process as mandated by the Code of Ethical Conduct for employees, by the General Rules and Regulations, and any other standards of conduct or bargaining unit agreements.

To ensure the effective operation of the Clerk's Office and maintain public confidence, it is essential for the Clerk's Office to investigate and properly address allegations in a prompt and efficient manner.

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### Section 3      Notification of Incident

If the incident involves a Union employee: Notify a Union Representative of the incident, date, time, name(s) of Union member(s) involved, and that a meeting will be conducted with the identified employee (s). Please have a Union Representative present at all meetings unless the employee has completed a Waiver of Union Representation form. When interviewing or requesting a written statement from the Complainant, Accused, or Witness, each should first be told that he or she is entitled to Union Representation, if requested.

If the Complainant, Accused, and/or Witness is of the opposite sex, please have staff personnel of that gender present during the interview. The meeting should not be conducted on a "one-on-one" basis (management to employee). There should always be a third person present, such as a union representative or a member of HR if non-union employee. NOTE: All persons present at the meeting should identify themselves to the person being interviewed, and those present are to be identified in the interview section of the Incident Report.

#### 1. Complainant/witness - accused / witness

- A. First: Conduct a meeting with the Complainant, then the Witness for the Complainant (if any).
- B. Second: Conduct a meeting with the Accused, then the Witness for the Accused (if any). If there is more than one Complainant, Accused, and/or Witness, meet with each individually.
- C. Third: Notify the Accused of the allegation(s). During the interviews, maintain control of the situation and focus on the details of the complaint. Note in the interview section that the Accused was notified of the allegation or complaint.
- D. At the end of the interview, request that the Complainant, Accused, and/or Witness(es) complete a written statement of what was stated during the interview. Read the written statement before ending the meeting. If there are any comments or details in the written statement that were not discussed during the oral interview, ask questions to clarify those comments or details.

- E. Have each individual sign their own statement, time-stamp the statement, and give a copy to the person being interviewed. If the person refuses to give a statement, state this in your report. If the person refuses to sign his/her statement, time-stamp the statement and give the person a copy. Note in the interview section that the person refused to sign his/her written statement.

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## Section 4      Incident Report

Forward the Incident Report to the Director of Labor Relations.

1. The report should contain a summary of the Complainant's, Accused's, and/or Witness' statements of the dates and times related to the incident or occurrence, corroboration, contradictions, or inconsistencies. The information in the report should be in chronological order as it relates to the date of the incident.
2. Review the report to determine that a complete inquiry of the circumstances surrounding the incident has been completed and that the process was fair, consistent, and warranted, with the proper action taken. In the report, avoid making needless and non-factual statements, as well as generalities.
3. Conclusion: Upon completion of the interview, the Chief Deputy Clerk reporting the incident will summarize the interviews and all steps taken by management to investigate the incident. If the incident requires a disciplinary response, the Chief Deputy Clerk should also include a summary statement that specifically cites
  - a) the policy or procedure that was violated, the performance failure, or the behavior or conduct infraction (refer to the Code of Ethical Conduct and General Rules and Regulations);
  - b) the recommended consequence, e.g., verbal warning, written warning, or suspension.
  - c) what immediate corrective action is proposed.
4. The Chief Deputy Clerk will complete the Incident Report Checklist to verify that all original statements and documents pertaining to the incident are attached, keep a copy, and forward all originals, along with the Incident Report, to the Director of Labor Relations for review, determination of discipline, and/or further instructions or directions.

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Section 5      Disciplinary Meeting

Upon receiving the decision and recommendations from the Director of Labor Relations, notify the Accused and the Union Representative that a meeting will be conducted to discuss the results of the reported incident. Please have a Union Representative present at all meetings, if applicable.

1. Conduct meeting with the Accused. If more than one accused party is involved, meet with each individually.
2. If the Accused is of the opposite sex, have staff personnel of that gender present during the interview. The meeting should not be conducted as a “one-on-one” meeting.
3. Notify the Accused of the findings of the investigation and the disciplinary action. Maintain control of the meeting.
4. Have the Accused, the Union Representative, and the Management designee sign the requisite documents provided by Labor Relations that indicate acknowledgment of the disciplinary action.
5. Make copies of the final documents, give one to the Accused, the Union Representative, and send the original signed document to Labor Relations.

Clerk of the Circuit Court of Cook County

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# Handbook Forms



## DISCRIMINATION/ HARASSMENT/ SEXUAL HARASSMENT COMPLAINT FORM

1. <b>Complainant Name (Print or Type)</b>		2. Race	3. Gender	4. Employee I.D. Number
5. Complainant Home Address (Number and Street)			6. City	7. State    8. Zip Code
9. Work Phone	10. Home Phone	11. District/Division/Department		12. Work Hours
13. Bargaining Unit <input type="checkbox"/> Yes <input type="checkbox"/> No		14. Immediate Supervisor		15. Supervisor Work Phone
<b>16. Name of Accused</b>				
17. Race (If, known)		18. Gender	19. District/Division/Department	
20. Accused Work Phone	21. Bargaining Unit <input type="checkbox"/> Yes <input type="checkbox"/> No	22. Immediate Supervisor		23. Supervisor Work Phone
<b>Discrimination and/or Harassment Factors</b>				
24. I feel that I was unlawfully discriminated against on the basis of the following: <b><i>Check all that apply.</i></b>				
<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Disability	<input type="checkbox"/> Race	
<input type="checkbox"/> Height	<input type="checkbox"/> Weight	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Genetic Information	
<input type="checkbox"/> Sex	<input type="checkbox"/> Religion	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Parental Status	
<input type="checkbox"/> Military Discharge Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Partisan Considerations	<input type="checkbox"/> Income Source	
<input type="checkbox"/> Housing Status	<input type="checkbox"/> Gender Identity or Expression	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Other:	
25. This possible unlawful discrimination occurred in connection with the following:				
<input type="checkbox"/> Disciplinary Action	<input type="checkbox"/> Demotion			
<input type="checkbox"/> Evaluation	<input type="checkbox"/> Promotion			
<input type="checkbox"/> Transfer	<input type="checkbox"/> Reduction in Force			
<input type="checkbox"/> Hostile Work Environment	<input type="checkbox"/> Other:			
<b>26. WITNESS INFORMATION</b>				
Name:	Phone Number:	What specifically did they witness? (Use additional sheets, if necessary.)		
Name:	Phone Number:	What specifically did they witness? (Use additional sheets, if necessary.)		

27. Have you discussed this incident with anyone?  No  Yes If Yes, provide names and date(s).

28. Have you filed a grievance regarding this situation?  No  Yes

29. Have you asked that the behavior stop?  No  Yes If Yes, when? (Please note that you are not required to have asked that the behavior stop.)

### **Discrimination/ Harassment/ Sexual Harassment Complaint Statement**

30. Describe below in detail the alleged discrimination/ harassment/ sexual harassment; please include the following:

- Dates, places, names, and titles of persons involved and witnesses, if any.
- What harm, if any, was caused to you or others as a result of the alleged action(s).  
*(Use additional pages if necessary.)*

31. Please describe how you would like to see your complaint of alleged discrimination/ harassment/ sexual harassment resolved. *(Use additional sheets, if necessary.)*

I certify that the information provided is true, accurate, and complete to the best of my knowledge and belief.

**Complainant's Signature**

**Date**

# Discrimination/ Harassment/ Sexual Harassment Complaint Form Instructions

## General Instructions

This form may be downloaded from the Intranet or the Clerk's Office website ([www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)) and may be used by anyone who wishes to file a complaint of potential violations of Clerk's Office Anti-Discrimination and Harassment Policy and Sexual Harassment Policy. Assistance in completing this form may be obtained from a supervisor, union steward or Human Resources-Personnel Services. Please ensure that the following information is submitted promptly following the alleged event, and record all information so that it is legible using type or block print.

1. Complete items 1-31
2. Attach additional pages, as needed, describing the alleged event(s)
3. Sign and date the form and any additional documents submitted
4. Make a copy for your records
5. Forward your complaint of Discrimination/Harassment/Sexual Harassment to the Labor Relations Department (Employees) or the Investigations Department (Members of the Public) at the address below (mail, fax, or e-mail)

A thorough investigation shall be conducted on all legitimate complaints of discrimination/ harassment/ sexual harrassment.

## Retaliation Prohibition

Retaliation against anyone making a complaint, acting as a witness, or participating in the investigation is a violation of law and Clerk's Office policy, and is strictly prohibited. Retaliation complaints shall be investigated as a separate charge and persons found in violation may be subjected to discipline, up to and including discharge.

## Additional Assistance and Information

The Clerk's Office has an obligation to investigate complaints and take appropriate action even if the complainant does not wish to proceed with an investigation. The complainant's identity and complaint may be subjected to disclosure pursuant to the investigation and resolution of the complaint.

You may also file an external complaint with the Illinois Department of Human Rights within 180 days of the alleged incident; the federal Equal Employment Opportunity Commission within 300 days of the alleged incident; a grievance through your union; or file a private civil suit.

Information contained in this form will be kept confidential to the extent allowed by law, and as is practical to conduct a complete and thorough investigation.

If you have questions regarding this form or the investigative process, please contact the Labor Relations Department (Employees) at **312-603-2972** or the Investigations Department (Members of the Public) at **312-603-3424**.

**I UNDERSTAND THAT I AM RESPONSIBLE FOR PREPARING TWO (2) COPIES OF THIS FORM.  
ONE (1) COPY I WILL KEEP FOR MY RECORDS AND ONE (1) COPY I WILL FORWARD TO:**

**Human Resources Bureau, Labor Relations**  
**50 West Washington, Room 1001**  
**Chicago, Illinois 60602**  
**Fax: 312-603-7421**  
**Email: [LR@cookcountycourt.com](mailto:LR@cookcountycourt.com)**

**OR** **Investigations Department**  
**69 West Washington, Suite 1400**  
**Chicago, Illinois 60602**  
**Fax: 312-603-9676**  
**Email: [OIG@cookcountycourt.com](mailto:OIG@cookcountycourt.com)**



Office of the Clerk of the Circuit Court of Cook County  
Human Resources Bureau  
**Report of Dual Employment**

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This form must be executed by:

1. All Clerk of the Circuit Court of Cook County (Clerk's Office) Employees.
2. Any employee engaged in any outside employment, whose work schedule has changed;
3. Any employee whose dual employment has been discontinued... (Please see reverse for guidelines)

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Home Address: \_\_\_\_\_

Title of Position: \_\_\_\_\_ Division: \_\_\_\_\_

Do you have employment other than the Clerk's Office?      Yes       No

If engaged in a business, profession, trade, or occupation in addition to your Clerk's Office occupation, indicate:

Kind of business, profession, or trade: \_\_\_\_\_ Title: \_\_\_\_\_

Name of outside Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Location of assignment: \_\_\_\_\_

Please describe duties of your outside employment:

I hereby affirm that the information provided is true and accurate and the employment described above is not in conflict with my employment with the Office of the Clerk of the Circuit Court of Cook County (Clerk's Office) and that no work related to my outside employment will occur during County time or using County resources of any type. Further, I recognize that my Clerk's Office Employment is my primary employment, and my outside employment will not interfere with the execution of my duties for Cook County. I understand that this approval is subject to the limitations outlined in the Clerk's Office's Dual Employment Policy as it may be amended from time to time and is subject to revocation.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_





### Parameters for Dual Employment

1. Dual employment for Clerk's Office employees is permissible only within the following consideration:
  - a. The type of work is approved by Human Resources.
  - b. The specific hours of outside employment do not conflict with the employee's duty hours with the Clerk's Office.
  - c. Dual employment includes self-employment, and practices or services rendered by professional persons.
2. No employee shall engage in a business, profession, trade, or occupation while employed by the Clerk's Office which will:
  - a. Impair his/her efficiency;
  - b. Interfere with such employee's ability to satisfactorily perform his/her duties;
  - c. Impair or reflect poorly upon the reputation of the Clerk's Office;
  - d. Impair an employee's independence of judgment and/or constitute a conflict of interest as defined by the Cook County Ethics Ordinance.

### Keep original for your departmental file, and please forward a copy to:

1. Employee;
2. Clerk of the Circuit Court, Human Resources Bureau  
50 W. Washington, Suite 1003  
Chicago, IL 60602

- **Failure of an employee to disclose the above information to Human Resources shall be cause for discipline, up to and including discharge from Clerk's Office employment.**
- **Forms will be filled out by all present Clerk's Office employees and for all employees entering Clerk's Office service.**
- **It shall be the responsibility of each employee engaged in dual employment to have on file at all times a dual employment form reflecting his or her current dual employment status.**