

 COOK COUNTY HEALTH & HOSPITALS SYSTEM CCHHS		COOK COUNTY HEALTH & HOSPITALS SYSTEM EMPLOYMENT PLAN - SUPPLEMENTAL POLICIES	
POLICY TITLE: THIRD-PARTY PROVIDERS		PAGE 1 of 1	
Date of Approval: 06-10-2016	Policy Number: 02.01.18	Policy Form: Third Party Provider Authorization Form	
Effective Date: 10-17-2016	Associated Personnel Rule: None		

PURPOSE: To establish the requirements that must be followed by CCHHS when it retains and uses Third-Party Providers to perform any Employment Action or any aspect of the hiring process for Positions.

AREAS/EMPLOYEES AFFECTED: This Policy applies to all Departments and all Employees. If any provision in this Policy conflicts with a specific provision in any CBA, the provision in the CBA shall govern provided it does not permit or involve the use of any Unlawful Political Contact or Unlawful Political Discrimination. If any provision in this Policy conflicts with a specific provision in the Plan, the provision in the Plan shall govern..

POLICY AND PROCEDURE: Third-Party Providers may be used to recruit, screen, interview and recommend Applicants and Candidates for Positions under the following terms and conditions:

No Political Reasons of Factors. All employment activities performed by Third Party Providers relating to any Employment Action and the hiring process contained in the Plan performed may not be based on any Political Reasons or Factors.

Retention of Third Party Provider. All Third Party Providers shall be retained by the Chief of Human Resources. Any Department Head seeking to retain a Third Party Provider must submit a written request to the Chief of Human Resources for approval. If approved, the Chief of Human Resources shall work with the Department Head to ensure that the terms of the Third Party Provider agreement is in compliance with the CCHHS Personnel Rules, the Plan and this Policy. The EPO may monitor the performance of any Third Party Providers.

Activities of Third-Party Providers. Third-Party Providers may be retained by written contract to perform the following activities relating to the Plan’s hiring processes, provided they follow the specific procedures for such activities described in the Plan:

1. Assist DHR in developing Job Descriptions;
2. Locate and identify potential Applicants that meet the minimum qualifications of the job description and refer them to CCHHS’s ATAS or accept and record applications for employment on ATAS in a comparable manner as approved by the Chief of Human Resources and the EPO;
3. Conduct the validation process to ensure Applicants and Candidates meet the Minimum Qualifications and are otherwise eligible for the Positions for which they have applied;
4. Verify required licenses and certifications;
5. Conduct Interviews; and
6. Determine eligibility of Applicants for employment.

NPCC. Third-Party Providers performing any hiring activities relating to any Employment Action on behalf of CCHHS will be required under the terms of their contracts with CCHHS to comply with this Policy, the CCHHS Personnel Rules and the Plan and to refrain from engaging in any activities based on any Political Reasons or Factors. Third-Party Providers will be required to execute a NPCC on behalf of the business entity and the individual owner. They will also be required to obtain and submit to the Chief of Human Resources or the EPO, upon request, executed NPCCs from all of their Employees who engage in any activities relating to the contract. All Employees involved in recommending or implementing the use of Third-Party Providers must also sign a NPCC certifying that no Political Reasons or Factors were considered.

THIRD-PARTY PROVIDERS FORM

Policy Number: 02.01.18



THIRD PARTY PROVIDER AUTHORIZATION FORM

Date _____

Third Party Provider-Name: _____

Date of Agreement

From _____ to _____

FOR HUMAN RESOURCES USE ONLY

CHIEF OF DEPARTMENT OF HUMAN RESOURCES CERTIFICATION

I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of CCHHS employment or hiring upon or because of any Political Reason or Factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is so prohibited. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, Political Reasons or Factors did not enter into any Employment Actions taken with respect to the above Interim Assignment or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Signed: _____ Print Name: _____

Title: Chief of Human Resources

Date: _____