



DEPARTMENT OF HUMAN RESOURCES
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 1, 2018

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-01 New Hires

The attached information is in response to questions posed at our department's hearing on October 30, 2018 to discuss the proposed 2019 budget.

Alderman Tom Tunney asked for the racial demographic breakdown of 2018 New Hires.

The attached report provides a breakdown of 2018 New Hires.

As always, please let me know if you have any further questions.



SEX / RACE BREAKDOWN
NEW HIRES

01/01/2018 TO 09/30/2018

DEPT	MWH	MBL	MSP	MAS	MAI	M2+	MNA	FWH	FBL	FSP	FAS	FAI	F2+	FNA	TOTAL
ADMIN HEARNG	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
AVIATION	22	22	11	2	1	1	1	10	17	6	3	0	0	2	98
	22.45%	22.45%	11.22%	2.04%	1.02%	1.02%	1.02%	10.20%	17.35%	6.12%	3.06%	0.0%	0.0%	2.04%	
BOARD OF ELECTION	0	1	1	2	0	0	0	0	2	3	0	0	0	0	9
	0.0%	11.11%	11.11%	22.22%	0.0%	0.0%	0.0%	0.0%	22.22%	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%
BUDGET & MGMT	2	0	0	0	0	0	0	1	1	0	1	0	0	0	5
	40.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.00%	20.00%	0.0%	20.00%	0.0%	0.0%	0.0%	0.0%
BUILDINGS	0	0	0	1	0	0	0	0	0	1	0	0	0	0	2
	0.0%	0.0%	0.0%	50.00%	0.0%	0.0%	0.0%	0.0%	0.0%	50.00%	0.0%	0.0%	0.0%	0.0%	0.0%
BUSINESS AFFAIRS	3	2	2	0	0	0	0	3	2	4	2	0	0	0	18
	16.67%	11.11%	11.11%	0.0%	0.0%	0.0%	0.0%	16.67%	11.11%	22.22%	11.11%	0.0%	0.0%	0.0%	0.0%
CITY CLERK	1	3	4	0	0	0	0	6	4	1	1	0	0	0	20
	5.00%	15.00%	20.00%	0.0%	0.0%	0.0%	0.0%	30.00%	20.00%	5.00%	5.00%	0.0%	0.0%	0.0%	0.0%
CITY COUNCIL	26	19	16	1	2	1	1	27	31	27	1	1	1	0	154
	16.88%	12.34%	10.39%	0.65%	1.30%	0.65%	0.65%	17.53%	20.13%	17.53%	0.65%	0.65%	0.65%	0.0%	
COPA	9	5	1	0	0	1	0	1	4	1	0	0	2	0	24
	37.50%	20.83%	4.17%	0.0%	0.0%	4.17%	0.0%	4.17%	16.67%	4.17%	0.0%	0.0%	8.33%	0.0%	0.0%
CULTURAL AFFAIRS	4	2	3	1	0	0	0	9	5	2	3	0	2	1	32
	12.50%	6.25%	9.38%	3.13%	0.0%	0.0%	0.0%	28.13%	15.63%	6.25%	9.38%	0.0%	6.25%	3.13%	
DISABILITIES	0	0	1	0	0	0	0	0	0	2	0	0	0	0	3
	0.0%	0.0%	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	66.67%	0.0%	0.0%	0.0%	0.0%	0.0%
DoIT	0	0	1	0	0	0	0	0	2	0	0	0	0	0	3
	0.0%	0.0%	33.33%	0.0%	0.0%	0.0%	0.0%	0.0%	66.67%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
FAMILY & SUPPORT	2	9	0	0	1	0	0	3	49	5	2	3	1	1	76
	2.63%	11.84%	0.0%	0.0%	1.32%	0.0%	0.0%	3.95%	64.47%	6.58%	2.63%	3.95%	1.32%	1.32%	
FINANCE	2	1	2	1	0	1	0	3	8	7	3	0	0	0	28

MWH = Male White, MBL = Male Black, MSP = Male Hispanic, MAS = Male Asian, MAI = Male Amer Ind, M2+ = Male 2 Races, MNA= Male Race Unknown, FWH = Female White, FBL = Female Black, FSP = Female Hispanic, FAS = Female Asian, FAI = Female Amer Ind, F2+ = Female 2 Races, FNA= Female Race Unknown



SEX / RACE BREAKDOWN
NEW HIRES

01/01/2018 TO 09/30/2018

DEPT	MWH	MBL	MSP	MAS	MAI	M2+	MNA	FWH	FBL	FSP	FAS	FAI	F2+	FNA	TOTAL
	7.14%	3.57%	7.14%	3.57%	0.0%	3.57%	0.0%	10.71%	28.57%	25.00%	10.71%	0.0%	0.0%	0.0%	
FIRE	56	11	18	6	0	0	1	15	2	2	1	0	0	0	112
	50.00%	9.82%	16.07%	5.36%	0.0%	0.0%	0.89%	13.39%	1.79%	1.79%	0.89%	0.0%	0.0%	0.0%	
FLEET AND FACILITY MGMT	9	2	7	0	0	0	0	2	0	1	0	0	0	0	21
	42.86%	9.52%	33.33%	0.0%	0.0%	0.0%	0.0%	9.52%	0.0%	4.76%	0.0%	0.0%	0.0%	0.0%	
HEALTH	3	1	1	1	0	0	0	10	1	2	3	0	1	0	23
	13.04%	4.35%	4.35%	4.35%	0.0%	0.0%	0.0%	43.48%	4.35%	8.70%	13.04%	0.0%	4.35%	0.0%	
HOUSING & ECON DEV	6	1	1	0	0	0	0	1	2	1	0	0	0	0	12
	50.00%	8.33%	8.33%	0.0%	0.0%	0.0%	0.0%	8.33%	16.67%	8.33%	0.0%	0.0%	0.0%	0.0%	
HUMAN RESOURCES	0	3	1	0	0	0	0	2	2	2	0	1	0	0	11
	0.0%	27.27%	9.09%	0.0%	0.0%	0.0%	0.0%	18.18%	18.18%	18.18%	0.0%	9.09%	0.0%	0.0%	
INSPECTOR GEN	3	2	3	2	0	0	0	4	2	1	1	0	1	0	19
	15.79%	10.53%	15.79%	10.53%	0.0%	0.0%	0.0%	21.05%	10.53%	5.26%	5.26%	0.0%	5.26%	0.0%	
LAW	25	2	4	1	0	0	0	13	9	4	6	0	2	1	67
	37.31%	2.99%	5.97%	1.49%	0.0%	0.0%	0.0%	19.40%	13.43%	5.97%	8.96%	0.0%	2.99%	1.49%	
MAYOR'S OFFICE	16	0	3	3	0	0	0	12	5	1	4	0	0	1	45
	35.56%	0.0%	6.67%	6.67%	0.0%	0.0%	0.0%	26.67%	11.11%	2.22%	8.89%	0.0%	0.0%	2.22%	
OEMC	13	28	8	1	0	2	1	3	80	8	1	1	1	0	147
	8.84%	19.05%	5.44%	0.68%	0.0%	1.36%	0.68%	2.04%	54.42%	5.44%	0.68%	0.68%	0.68%	0.0%	
POLICE	277	114	216	27	8	1	2	66	57	99	11	0	2	0	880
	31.48%	12.95%	24.55%	3.07%	0.91%	0.11%	0.23%	7.50%	6.48%	11.25%	1.25%	0.0%	0.23%	0.0%	
PROCUREMENT	0	0	0	0	0	0	0	0	4	0	0	0	0	0	4
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.00%	0.0%	0.0%	0.0%	0.0%	0.0%	
PUBLIC LIBRARY	2	2	2	1	0	0	0	6	10	5	0	1	0	0	29
	6.90%	6.90%	6.90%	3.45%	0.0%	0.0%	0.0%	20.69%	34.48%	17.24%	0.0%	3.45%	0.0%	0.0%	
STREETS & SAN	6	24	10	1	0	0	3	0	10	3	0	1	0	0	58
	10.34%	41.38%	17.24%	1.72%	0.0%	0.0%	5.17%	0.0%	17.24%	5.17%	0.0%	1.72%	0.0%	0.0%	
TRANSPORTN	14	13	7	1	0	0	0	0	3	1	0	0	0	0	39
	35.90%	33.33%	17.95%	2.56%	0.0%	0.0%	0.0%	0.0%	7.69%	2.56%	0.0%	0.0%	0.0%	0.0%	
TREASURER	2	2	0	1	0	0	0	1	0	0	0	0	0	0	6

MWH = Male White, MBL = Male Black, MSP = Male Hispanic, MAS = Male Asian, MAI = Male Amer Ind, M2+ = Male 2 Races, MNA= Male Race Unknown, FWH = Female White, FBL = Female Black, FSP = Female Hispanic, FAS = Female Asian, FAI = Female Amer Ind, F2+ = Female 2 Races, FNA= Female Race Unknown



SEX / RACE BREAKDOWN
 NEW HIRES

01/01/2018 TO 09/30/2018

DEPT	MWH	MBL	MSP	MAS	MAI	M2+	MNA	FWH	FBL	FSP	FAS	FAI	F2+	FNA	TOTAL
	33.33%	33.33%	0.0%	16.67%	0.0%	0.0%	0.0%	16.67%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
WATER MGMNT	5	6	4	1	0	1	0	1	4	1	1	0	0	1	25
	20.00%	24.00%	16.00%	4.00%	0.0%	4.00%	0.0%	4.00%	16.00%	4.00%	4.00%	0.0%	0.0%	4.00%	
	508	275	327	54	12	8	9	199	317	190	44	8	13	7	1971
	25.77%	13.95%	16.59%	2.74%	0.61%	0.41%	0.46%	10.10%	16.08%	9.64%	2.23%	0.41%	0.66%	0.36%	

MWH = Male White, MBL = Male Black, MSP = Male Hispanic, MAS = Male Asian, MAI = Male Amer Ind, M2+ = Male 2 Races, MNA= Male Race Unknown, FWH = Female White, FBL = Female Black, FSP = Female Hispanic, FAS = Female Asian, FAI = Female Amer Ind, F2+ = Female 2 Races, FNA= Female Race Unknown



DEPARTMENT OF HUMAN RESOURCES
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 1, 2018

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-02 Violence in the Workplace Policy

The attached information is in response to questions posed at our department's hearing on October 30, 2018 to discuss the proposed 2019 budget.

Alderman Pat Dowell asked for a copy of the Violence in the Workplace Policy.

The policy is attached for your records.

As always, please let me know if you have any further questions.



CITY OF CHICAGO
DEPARTMENT OF HUMAN RESOURCES
DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY DIVISION

CITY OF CHICAGO VIOLENCE IN THE WORKPLACE POLICY

Effective Date: February 1, 2017

I. STATEMENT OF PURPOSE

The City of Chicago is committed to providing a safe workplace for employees. This Violence in the Workplace Policy ("VIW Policy" or "Policy") is intended to provide guidelines for reporting and investigating incidents of violent conduct committed by City employees and for taking appropriate remedial action. However, this Policy is not an occupational safety or health policy and does not serve as a workplace violence prevention program.

This Policy is implemented and enforced by the Diversity and Equal Employment Opportunity Division of the Department of Human Resources ("DHR").

II. DEFINITIONS

A. Violence

Violence means any of the following conduct:

1. Use of physical force against a person or persons or the person's property;
2. Direct or implied threats that create a reasonable fear of harm to a person or the person's property;
3. Communications made verbally, electronically or in writing that create a reasonable fear of harm to a person or persons or the person's property; and/or
4. Use or possession of any weapon, unless, the specific weapon is authorized by the City for a particular work assignment.

B. Weapon

Weapon means any object or substance utilized to threaten or cause harm to another person. Employees who hold a duly-issued Illinois concealed carry permit are required to comply with this Policy.

III. PROHIBITED CONDUCT

A. Violence, as defined above, is prohibited.

B. Retaliation

It is a violation of this Policy to retaliate against any Employee because such an Employee asserted his or her 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 under this Policy.

Actions which may be considered retaliatory include, but are not necessarily limited to, denial of a promotion, demotion, suspension, or discharge.

IV. DOMESTIC VIOLENCE

The City encourages employees impacted by domestic violence to seek available resources and to advise City personnel and law enforcement as appropriate. An employee who obtains an order of protection that may encompass city premises should notify his or her supervisor and the departmental Violence in the Workplace Liaison. Employees may request leave time or accommodations related to domestic violence pursuant to the Illinois Victim's Economic Safety and Security Act, ("VESSA") and the City's VESSA Policy. Information on Domestic Violence resources is provided at the end of this Policy.

V. APPLICABILITY

A. City Employees

This Policy applies to volunteers and employees of the City of Chicago whether paid or unpaid.

B. Incidents Involving Non-City Employees

1. Members of the public alleging that a City employee acting in the scope of his or her employment has engaged in violence should report complaints to the City of Chicago Office of Inspector General ("OIG"). The EEO Division or the relevant Departmental Liaison will refer such complaints to the OIG in writing.
2. City of Chicago employees who experience violence perpetrated by members of the public should report such conduct to the appropriate law enforcement agency. In addition, employees should comply with incident reporting procedures or other processes established by their department regarding the conduct of members of the public.

C. Scope

This Policy encompasses the conduct of any employee while he or she is acting as an agent or representative of the City, regardless of the location of the incident in question.

VI. LIMITATIONS

Nothing in this Policy is intended to nor shall be construed to create a private right of action against the City of Chicago or any of its employees. Furthermore, no part of this Policy shall be construed to create contractual or other rights or expectations.

Nothing herein is intended to affect the rights of any person to:

- seek any civil or other remedy which may be available to any person arising out of an incident of violence in the workplace; and/or
- raise a grievance under a collective bargaining agreement.

The filing of any complaint pursuant to or as contemplated by this Policy does not toll the statute of limitations or any other deadline for filing any type of legal or administrative claim, charge, complaint, lawsuit, or grievance.

VII. ROLES AND RESPONSIBILITIES OF CITY PERSONNEL

A. Department Heads

1. Designate a departmental Violence in the Workplace Liaison

Department Heads shall designate a Departmental Violence in the Workplace Liaison (“VIW Liaison”) who possesses the necessary skills to assess and investigate incidents of violence and fulfill the other liaison responsibilities set forth in this Policy.

2. Implementation of VIW Policy

Each Department Head must take necessary steps to implement this Policy within his or her department. The Department Head shall make efforts to ensure that the VIW Liaison fulfills the duties established herein.

B. Violence in the Workplace Liaisons

1. Receiving and reporting complaints

VIW Liaisons are responsible for receiving complaints from employees, reporting such complaints to DHR and working with DHR to see that complaints are investigated and resolved as required by this Policy.

2. Investigation of complaints

VIW Liaisons shall conduct investigations of VIW complaints, except in those situations where investigation by DHR is appropriate, as set forth in Section IX (A) of this Policy.

3. General Duty to Report Wrongdoing

In addition, VIW Liaisons must report any wrongdoing to the OIG, as required by Section 2-56-090 of the OIG Rules and Regulations and Executive Order No. 2011-5.

C. Department of Human Resources

The Equal Employment Opportunity Officer (“EEO Officer”), under the supervision of the Deputy Commissioner for Diversity and Equal Employment Opportunity at DHR (“EEO Deputy”), shall advise departments on the investigation of complaints and manage the

complaint investigation process in those cases where the department defers to DHR. The EEO Officer may delegate certain procedures established in this Policy to an EEO Investigator.

D. Supervisors

Supervisors shall assist any employee who wishes to make a VIW complaint by directing the employee to their departmental VIW Liaison or providing the VIW forms.

Supervisors must respond to any aggressive or inappropriate behavior which could lead to violence by notifying the departmental VIW Liaison or law enforcement authorities, as warranted.

E. Employees

Employees are expected to refrain from engaging in violence, and to report incidents of violent or potentially violent conduct in accordance with the procedures described in this Policy.

In addition, employees must report any wrongdoing to the OIG, as required by Section 2-56-090 of the OIG's Rules and Regulations and Executive Order No. 2011-5.

The City does not expect employees to be skilled at identifying potentially dangerous persons, however, in an effort to help maintain a safe work environment, employees should exercise good judgment and inform their supervisor, VIW Liaison, or the Diversity and Equal Employment Opportunity Division at DHR if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes, but is not limited to:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Displaying irrational or inappropriate behavior.

VIII. REPORTING AND MAKING COMPLAINTS

A. Reporting

Employees should report conduct they believe may violate this Policy to their VIW Liaison, to any supervisor in their department, or to the Diversity and Equal Employment Opportunity Division at DHR. Contact information is provided at the end of this Policy. Employees who wish to make a complaint should complete the Violence in the Workplace Incident Report form.¹

¹ A sample of this form is attached as APPENDIX A to this Policy. The official forms are available on the DHR website. Guidance on completion of all VIW documents is included in the *Violence in the Workplace Investigative Guidelines* to be provided to all VIW Liaisons.

If warranted, employees should report any possible violation of criminal law to law enforcement.

B. Time Limits

The City encourages its employees to immediately raise concerns about potentially violent situations. Complaints of violent conduct must be made no later than sixty (60) calendar days after the date on which the alleged violent conduct occurred.

Complaints alleging retaliation must be made no later than ninety (90) calendar days after the date that the Employee engaged in protected activity.

C. Chicago Police Department and Chicago Fire Department

Complaints concerning employees of the Chicago Police Department or the Chicago Fire Department must be made and processed in accordance with the General Orders in effect in those departments.

IX. INVESTIGATION OF COMPLAINTS

A. Investigation by the Department

Departmental VIW Liaisons shall conduct the investigation of VIW complaints, except in the limited circumstances described below:

1. The complaint includes allegations naming a Department Head or any member of the department's senior staff as the Respondent;
2. The Complaint alleges that the VIW Liaison is the perpetrator;
3. The complaint includes allegations of retaliation for engaging in protected activities as stated in this Policy; and/or
4. The complaint also alleges violations of the City of Chicago's Diversity and Equal Employment Opportunity Policy.

If any of the circumstances above exist, the VIW Liaison shall advise the EEO Officer in writing that the department is precluded from investigating the matter and therefore the investigation must be done by DHR.

If the VIW Liaison has determined that none of the above circumstances exist and therefore an investigation by the Department is appropriate, the liaison should request an investigation file number from DHR's EEO Division. Once a file number has been assigned, the VIW Liaison should proceed with the investigation.

VIW Liaisons may contact the EEO Officer for guidance with departmental investigations. Investigators should review the procedures described in the *Violence in the Workplace Investigative Guidelines*.

B. Investigation by DHR

If it is determined that one of the limited circumstances described above exists and therefore DHR must perform the investigation pursuant to this Policy, the EEO Officer shall institute an investigation and consult with the VIW Liaison as needed.

C. Duty to Cooperate

All employees shall cooperate with DHR and VIW Liaisons in the course of an investigation under this Policy. Failure to cooperate may subject an employee to discipline, as stated in the City of Chicago Personnel Rules.

Any employee, who knowingly makes a false accusation of violence or retaliation or knowingly provides false information in the course of an investigation, may be subject to discipline. A complaint made in good faith, even if found to be unsubstantiated, will not be considered a false accusation.

D. Investigation Reports

1. Findings and Recommendations

When the investigation is complete, the VIW Liaison, or the EEO Officer in cases of deferral to DHR, will prepare an Investigation Report containing a summary of the evidence, and making a finding of whether a Policy violation has occurred. The report will state whether the allegations are “sustained” or “unsustained.” In instances where the allegations are sustained, the Investigative Report shall include a recommendation of discipline. Guidance on preparing the report will be included in the *Violence in the Workplace Investigative Guidelines*.

2. Report Distribution

The VIW Liaison shall submit the Investigation Report to the EEO Officer and shall copy the relevant Department Head(s). In addition, if the report contains a sustained finding, the Commissioner of the Department of Human Resources and City of Chicago Office of Inspector General shall be copied on the Report.

In cases where the investigation is conducted by DHR, the EEO Officer shall submit the Investigation Report to the relevant VIW Liaison and Department Head(s). In addition, if the report contains a sustained finding, the Commissioner of the Department of Human Resources and City of Chicago Office of Inspector General shall be copied on the Report.

E. Notification of parties

The VIW Liaison or the EEO Officer, as appropriate, shall provide written notification to the Complainant and the Respondent advising them of the outcome of the investigation, omitting any reference to recommended discipline.

In sustained cases only, the VIW Liaison or the EEO Officer shall provide the Investigation Report to the Respondent, upon request of the Respondent. The Complainant is not entitled to a copy of the Investigation Report.

F. Reporting on Action Taken

In cases where the investigation has been deferred to DHR, within thirty (30) calendar days of receiving an Investigation Report making a sustained finding, the Department Head or the VIW Liaison will advise the EEO Officer in writing of the actions taken by the department, stating whether the department has followed DHR's recommendation or taken some other action.

G. Confidentiality

All complaints and investigations will be kept confidential, to the extent possible. However, in certain circumstances the EEO Division is required by law to disclose information related to an investigation.

X. OTHER OPTIONS FOR RESOLUTION OF COMPLAINTS

A. Conduct Outside the Policy Determination

If, upon review of the VIW forms, the VIW Liaison or EEO Officer determines that the complaint describes conduct that does not constitute violence as defined by the Policy, no investigation will be conducted. The VIW Liaison will inform Complainant of this determination in writing. In cases where a complaint was made directly to the EEO Division, and the EEO Officer determines that it alleges conduct outside the Policy, the EEO Officer will direct the VIW Liaison to inform the Complainant in writing.

Once a Conduct Outside the Policy determination has been made, the Department Head may proceed with discipline pursuant to the City of Chicago Personnel Rules or any department rule or policy.

B. Referral to Inspector General

If the allegations of a complaint describe conduct that may constitute misconduct that is not covered by this Policy, the EEO Officer or the departmental VIW Liaison may refer the matter in writing to the City of Chicago Office of Inspector General.

C. *Other alternatives, as appropriate*

In appropriate situations, the EEO Division will work with departments to address complaints through mediation, counseling, providing written guidance, or other courses of action as determined by the EEO Officer.

XI. TRAINING and AWARENESS

Training for VIW Liaisons, supervisors and all other employees will be conducted by DHR under the direction of the EEO Officer.

Departmental VIW Liaisons will take steps to communicate this Policy and related procedures to all department staff, including employees in all field locations. Communication measures should include posting the VIW Liaison's contact information, along with contact information for the EEO Division, in common areas such as break rooms or cafeterias, and adding such contact information to online resources utilized by employees. VIW Liaisons must provide employees with a copy of this Policy, and any relevant forms, at the employee's request.

XII. PENALTIES

Employees found to be in violation of this Policy will be subject to discipline, up to and including discharge.

Supervisory employees are expected to set an example of acceptable workplace behavior. Accordingly, discipline recommended for any supervisor found to have violated this Policy, for engaging in violent conduct and/or for failing to report, will be consistent with this expectation.

XIII. CONTACT INFORMATION

A. *The Diversity & EEO Division*

Employees may contact the Diversity and EEO Division in person, by email or by phone, using the contact information below. Our office hours are 8:30 a.m. to 4:30 p.m.

City of Chicago Department of Human Resources
Diversity and Equal Employment Opportunity Division
121 N. LaSalle Street, Room 1100
Chicago, IL 60602
Phone (312)744-4224
Facsimile (312) 744-1521
TTY (312)744-5035
Email: eeodiversity@cityofchicago.org

B. Domestic Violence Resources

Domestic Violence Help Line

Phone: 1-877-863-6338, TTY: 1-877-863-6339

Resource information for victims of domestic violence:

http://www.cityofchicago.org/city/en/depts/fss/provdrs/dom_violence.html

C. Employee Assistance

City of Chicago Employee Assistance Program

Phone: 1-312-744-9711; TTY: 1-877-744-5035

D. Office of Inspector General

City of Chicago Office of Inspector General

740 N. Sedgwick, Suite 200

Chicago, IL 60654

Phone: 773-478-7799 or (866) IG-TIPLINE

TTY: 773-478-2066

Facsimile 773-478-3949

Website: <http://chicagoinspectorgeneral.org/>

APPENDIX A-
Sample Violence in the Workplace Incident Report form



**CITY OF CHICAGO
VIOLENCE IN THE WORKPLACE**

INCIDENT REPORT

Office Use Only
Case Number: _____

This form is to be completed by individuals involved in incidents of violence, as described in the City of Chicago Violence in the Workplace Policy. After completing this form it should be signed and dated and submitted to the Violence in the Workplace liaison for the employee's department.

EMPLOYEE INFORMATION	
First Name:	Last Name:
Job Title:	
Department:	
Phone Number:	
INCIDENT INFORMATION	
Date of Incident:	
Location of Incident:	
WHAT IS YOUR ROLE IN THIS INCIDENT?	
<i>Note: This form should be filled out individually by only one of the following participants: the person complaining ("Complainant"), the alleged perpetrator ("Respondent"), or anyone who witnessed the incident or was identified as a witness ("Witness").</i>	
_____ Complainant _____ Respondent* _____ Witness	
<i>*If you are the Respondent, you have a right to consult with your union representative or legal counsel before completing this form.</i>	
Description of the Incident	
Please describe the incident, and your role in this incident. Provide details, such as descriptions of any injuries or property damage. Print legibly below. <i>Please attach additional pages if needed. Any additional pages should be signed and dated.</i>	

Description of the Incident (continued)

WITNESS INFORMATION

Please provide the name of anyone who was a witness to this incident.

1.

2.

3.

EMPLOYEE SIGNATURE

NOTE: Under the City's Personnel Rules, you have an obligation to cooperate with the Department of Human Resources and your department in investigations conducted under the Violence in the Workplace policy, and to provide complete and truthful information. Failure to meet these obligations may lead to discipline.

Signature

Date:

Printed Name

*If you are the Respondent, you have a right to consult with your union representative or legal counsel before completing this form.



DEPARTMENT OF HUMAN RESOURCES
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 1, 2018

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-03 CFD Eligibility List

The attached information is in response to questions posed at our department's hearing on October 30, 2018 to discuss the proposed 2019 budget.

Alderman Pat Dowell asked for racial demographic data of the 2014 CFD Firefighter/Emergency Medical Technician eligibility list.

The attached report provides a breakdown of the 2014 CFD FF/EMT eligibility list.

As always, please let me know if you have any further questions.

FF/EMT 2014 Written Exam Results Demographic Breakdown

All Sessions (Original Date and all Make-up Tests)	
Ethnicity/Gender	Eligibility List
Hispanic	4,321
American Indian/ Alaska Native	51
African American	3,414
Asian	219
White	8,175
Pacific Islander/Native Hawaiian	40
Other	511
No Response	1,477
	18,208
Female	2,440
Male	14,756
Not Provided	1,012
	18,208
OVERALL	18,208



DEPARTMENT OF HUMAN RESOURCES
CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 1, 2018

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-05 Code of Conduct

The attached information is in response to questions posed at our department's hearing on October 30, 2018 to discuss the proposed 2019 budget.

Alderman John Arena asked for the number of complaints for violations of Code of Conduct, what departments, and what were the outcomes.

DHR referred seven matters to the OIG for investigation:

CFD - 2
DWM - 2
CDOT - 1
CPL - 1
DPD - 1

Once DHR refers matters to the OIG, we are not informed of the outcome or what steps OIG has taken.

As always, please let me know if you have any further questions.

Gender- Ethnic Breakdown Special Rate

Male	Female	White	Black	Hispanic	Asian	Amer Ind	2+	NS	Total
594	693	493	524	139	69	13	13	36	1,287
46.15%	53.85%	38.31%	40.71%	10.80%	5.36%	1.01%	1.01%	2.80%	



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CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 1, 2018

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-07 EEO

The attached information is in response to questions posed at our department's hearing on October 30, 2018 to discuss the proposed 2019 budget.

Alderman David Moore asked for the racial demographic breakdown of the EEO cases.

The attached report provides the demographics of EEO cases.

As always, please let me know if you have any further questions.

EEO Cases January 2018 To September 2018										
	White	Black	Hispanic	Asian	Multiple Races	White	Black	Hispanic	Unknown	
	Males	Males	Males	Males	Males	Females	Females	Females	Females	N/A*
Cases (76 Total)*	11	10	4	1	2	7	31	10	1	2

*Number of employees is greater than the number of cases due to cases with more than one complainant.

**DHR initiated the investigation; no named complainant

Citywide Historical Diversity

	New Hires	Male	Female	White	Black	Hispanic	Asian	Amer Ind	2+	NS
2012	1,622	1,087	535	655	578	268	58	1	11	51
		67.02%	32.98%	40.38%	35.64%	16.52%	3.58%	0.06%	0.68%	3.14%
2013	1,884	1,196	688	793	528	405	63	9	12	74
		63.48%	36.52%	42.09%	28.03%	21.50%	3.34%	0.48%	0.64%	3.93%
2014	1,766	1,120	646	772	553	325	56	7	12	41
		63.42%	36.58%	43.71%	31.31%	18.40%	3.17%	0.40%	0.68%	2.32%
2015	1,940	1,147	793	732	668	413	69	7	8	43
		59.12%	40.88%	37.73%	34.43%	21.29%	3.56%	0.36%	0.41%	2.22%
2016	2,517	1,507	1,010	870	912	576	80	22	24	33
		59.87%	40.13%	34.56%	36.23%	22.88%	3.18%	0.87%	0.95%	1.31%
2017	2,819	1,662	1,157	955	974	699	119	32	28	12
		58.96%	41.04%	33.88%	34.55%	24.80%	4.22%	1.14%	0.99%	0.43%
2018 YTD	1,971	1,193	778	707	592	517	98	20	21	16
		60.53%	39.47%	35.87%	30.04%	26.23%	4.97%	1.01%	1.07%	0.81%
Totals	14,519	8,912	5,607	5,484	4,805	3,203	543	98	116	270
		61.38%	38.62%	37.77%	33.09%	22.06%	3.74%	0.67%	0.80%	1.86%



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Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 1, 2018

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-09 CFD Exam

The attached information is in response to questions posed at our department's hearing on October 30, 2018 to discuss the proposed 2019 budget.

Alderman Patrick Thompson asked for the breakdown of how the \$3 million for the last CFD Fire exam was spent.

The attached report provides the breakdown of the FF/EMT exam cost breakdown.

As always, please let me know if you have any further questions.

FF/EMT Cost Breakdown

Category	Cost
<u>Test Validation</u>	
All Work Steps and Professional Fees	\$62,380
<u>Test Administration</u>	
Professional Fees	\$609,400
Test Site	\$302,600
Audio/visual equipment and labor	\$65,000
Electrical Equipment/labor	\$95,000
Table/chair rental and labor	\$260,000
Printing test materials	\$18,925
Secured materials shipping	\$21,000
WBE test proctors	\$296,400
MBE test proctors	\$148,200
MBE security	\$42,000
Other pass through expenses	\$405,700
Administration of 5 make up exams	\$150,000
Booklets - main test	\$614,056
Booklets - make up exams	\$35,000
Total Admin	\$3,063,281
Total Costs - All	\$3,125,661



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From: Soo Choi
Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 1, 2018

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-10 EEO

The attached information is in response to questions posed at our department's hearing on October 30, 2018 to discuss the proposed 2019 budget.

Alderman Leslie Hairston asked for the breakdown of EEO cases by the following categories: number filed, number open/investigating, number closed, department, and outcome.

The attached report provides the breakdown of the EEO cases.

As always, please let me know if you have any further questions.

EEO Cases Breakdown

January - September 2018

Cases filed	76
Open	59
Closed	17

Departmental Breakdown

2FM	2
CDA	10
CDOT	5
CDPH	3
CFD	8
COPA	2
DFSS	1
DHR	1
DOB	1
DOF	6
DPD	4
DSS	9
DWM	14
MO	1
OBM	1
OEMC	6
CDA/CDOT	1
DSS/2FM	1
Total	76

Outcomes

Sustained	2
Unsustained	1
Administrative Closure	14



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Commissioner
Department of Human Resources

CC: Deanne Millison
Mayor's Office of Legislative Counsel and Government Affairs

Date: November 1, 2018

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-11 Violence in the Workplace

The attached information is in response to questions posed at our department's hearing on October 30, 2018 to discuss the proposed 2019 budget.

Alderman Leslie Hairston asked for the breakdown of Violence in the Workplace (VIW) cases broken down by the following categories: number filed, number open/investigating, number closed, department and outcome.

The attached report provides the breakdown of the VIW cases.

As always, please let me know if you have any further questions.

**Violence in the Workplace Cases Breakdown
January - September 2018**

Cases filed 58
Open 42
Closed 16

6 investigation
 by DHR
 52 investigation
 by Department

Departmental Breakdown

2FM	5
BACP	2
CDA	8
CDOT	3
DOF	3
DSS	18
DWM	11
OEMC	8
Total	58

Outcomes

Sustained 4
 Unsustained 9
 Administrative Closure 3