



**Political Contact Log Reporting Form**

It is prohibited by law and the policies of Cook County Assessor's Office for any employment action to be taken regarding any position based on political factors or considerations *unless* the position is considered by court order to be "exempt." Examples of employment actions include hiring, promoting, demoting, transferring, terminating, imposing discipline or awarding overtime.\*\*

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or non-exempt positions, have a duty to report *any* contact they have with any politically-related person or organization - or with any individual acting on behalf of such person or organization - if that contact involves an attempt to inquire about or to affect an employment action involving an employee who holds a non-exempt position or is an applicant applying for such a position.\*

This form serves as notification and an official record of any contact you may have received from a politically related person or organization. **If you are contacted or know about such a contact, you are required to immediately complete this form** and return it directly to:

Sharon M. Goss, Director of Compliance Cook County Assessor's Office, 9<sup>th</sup>  
 Floor In person delivery, mail, or by facsimile (312) 603-7594.

**You are not required to assess whether the contact is illegal; rather, you are only required to report its occurrence.** Please provide all the information requested by this form. If you have any questions, please contact Sharon Goss and/or your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:
Method of Contact: Written Phone Personal Other (specify)	
Name of Political/Other Organization (See note 1 below):	
Name of Employee or Applicant Referenced:	
Position Applied for and Department Referenced:	
Employment Action Referenced (See note 2 below):	
Please describe contact in detail (all information received and given). Attach a copy of letter, memo, e-mail etc.	
(Please use another sheet if necessary)	
Date of Log Entry:	
Print Your Name:	Title:
Sign Your Name:	Telephone:

1. \*A "Politically-related Person or Organization" is defined as any elected or appointed public official or any person employed by, acting as an agent of, affiliated with, promoting or representing any elected or appointed public official or any political organization or politically-affiliated group.
2. \*\*Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, transfer, demotion, promotion, detail, termination, discipline, recall, reemployment, reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment.