



City of Chicago
Richard M. Daley, Mayor

Office of the Mayor
City Hall, Room 509
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3300

<http://www.cityofchicago.org>

MEMORANDUM

TO: All Department Heads
FROM: Lori T. Healey *[Signature]*
DATE: August 14, 2007
RE: City Contractors

By now, I am confident that you are all aware of the prohibition against political hiring for many positions in the City. It has come to my attention, however, that you may be confused about the application of this prohibition to contractors who do business with the City. This memorandum seeks to clarify the issue.

First, please be advised that no City employee may direct an individual to apply for a position with a City contractor, either as an employee or as a subcontractor. Second and in addition, no City employee may direct a City contractor to hire an individual as an employee or as a subcontractor. Contractors must follow their own hiring and contracting procedures, without being influenced by City employees who may exercise contracting authority.

In conclusion, no one may subvert the City's hiring process, procedures and prohibitions by seeking to have a City contractor hire an employee or a subcontractor. To do so violates the spirit of the City's hiring process and will soon violate a personnel rule being drafted to explicitly prohibit such conduct. Please make sure that everyone in your department who has contact with City contractors is aware of this policy.

If you or your staff have questions or concerns about this matter, please feel free to call the Law Department's Corporation Counsel, Mara Georges (4-0220), or Managing Deputy Corporation Counsel, Tracey Ladner (4-1528).

