



**CITY OF CHICAGO
OFFICE OF THE MAYOR**

**Richard M. Daley
Mayor**

October 31, 1996

Dear City Employee:

As an employee of the City of Chicago, you have an obligation to abide by the rules we have established regarding the payment of debts to the city. Under a new provision to Personnel Rule XVIII, city employees must promptly pay all debts owed to the city, including parking tickets, water bills, vehicle stickers, taxes and fines, or face disciplinary action, which may include dismissal.

On a monthly basis, a list of city employees with outstanding debts will be circulated to department heads, who have the responsibility of notifying their employees in writing of outstanding debts. On a quarterly basis the list of debtors will be released to the public.

Within 30 days of notification, all city employees must either pay their debts, contest debts, or enter into a voluntary wage garnishment program, under which the debts will be deducted from their paychecks during a period of up to six months. Exempt employees have one week from notification to come into compliance. If applicable, payments may be delayed in cases where people have filed for bankruptcy. We are also requiring all city employees to sign affidavits annually verifying that they have paid their debts.

Our obligation to the taxpayers of Chicago is to work hard each day to find new and better ways to save money and improve services. The vast majority of city employees meet this challenge each day and I commend them for their efforts. In communities all across Chicago, your hard work makes a real difference in the quality of life for people. This new policy is just one more way for us, as employees of the people of Chicago, to demonstrate our continuing commitment to put the taxpayers of Chicago first.

Sincerely,

Mayor

FOR OFFICE USE ONLY

Has affidavit been previously submitted? Yes No List date of original submission

Name of Hiring Department

Job Title

DEPARTMENT OF WATER

Debt owed Yes No AMOUNT OWED

Department Signature Date

PARKING ENFORCEMENT

Debt owed Yes No PLATE NO. AMOUNT

Debt owed Yes No

Debt owed Yes No

Debt owed Yes No

Department Signature Date

WFC

Debt owed Yes No WARRANT NO. AMOUNT

Department Signature Date

TAXES

Debt owed Yes No DREV NO. AMOUNT

Department Signature Date

OTHER

Debt owed Yes No WHAT TYPE AMOUNT INVOICE NO.

Department Signature Department Date

FOR INDEBTEDNESS UNIT USE ONLY:

Affidavit Denied Signature Date

Affidavit Approved Signature Date