COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

October 1, 2004

To: Each Department Head

From: Michael J. Henry
Director of Personnel

Subject: **ORDERED ABSENCE POLICY**

The attached policy, "Ordered Absence From Regular Work Location" is being issued for inclusion in the Human Resources Management System Policies, Procedures, and Guidelines (PPG) manual under Tab 8 as Section 810. This policy is a result of the Board of Supervisors' motion that the Director of Personnel, Chief Administrative Officer (CAO), and County Counsel develop a Countywide policy to address issues related to the County's "administrative leave" practices. Copies are being sent to each Personnel Officer for inclusion in your department's master copy of the PPG Manual and for distribution to those with copies of the Manual.

Although we are going forward with this policy, we have been advised that the Coalition of County Unions has filed an unfair labor practice with the Employee Relations Commission and a hearing has been granted. The union complaint is based on their belief that this policy is a negotiable item. If this complaint results in a modification to this policy, we will advise you as soon as possible.

Questions regarding this policy should be directed to me or your staff may direct questions to Sandra K. Taylor, Human Resources Manager, at (213) 974-2616.

MJH:STS
SKT:SC

Attachment

c: Each Supervisor
Administrative Deputies
Personnel Officers

g:PPG director's transmittal OA

County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject:	Policy Number: 810	Page(s): 1 of 3
ORDERED ABSENCE FROM REGULAR WORK LOCATION	Effective Date: October 1, 2004	
	Approved By:	

POLICY

The definition of Ordered Absence From Regular Work Location is a non-disciplinary, paid action when an employee is reassigned by management to a non-County work location. County departments are to follow the guidelines below when ordering an employee to be absent from their regular work location. Managers who violate the administration of this policy will be subject to appropriate discipline.

GUIDELINES

If a potentially unsafe, critical, or emergency problem involving an employee arises in the workplace or while off duty, if there is a job nexus, the appointing authority or designee should immediately reassign the employee to a different work location within the department pending an investigation of the issue. If the reassignment to another work location would not result in reducing the potential problem or the situation is particularly egregious, the employee may be taken off work using the provisions of Civil Service Rule 18.01, which has due process requirements.

If the above two options are not appropriate for the situation, the employee can be reassigned to his/her home or other non-County work location, with pay, pending the completion of the investigation. This action is known as an Ordered Absence from Regular Work Location and is taken pursuant to County Code Section 2.06.070 and Civil Service Rule 15.01, which give department heads the authority to assign the work of the department to employees and reassign employees based on the needs of the service. This action is usually taken for the following reasons:

- To prevent the interference in an investigation of allegations of misconduct
- To prevent the risk of harm or danger to the employee, other employees or the public
- To reduce the risk of damage or loss to County property or records
- To reduce the County's liability for potential actions of employees

Listed below are administrative requirements to be followed when an employee has been placed on an Ordered Absence.

1. The Ordered Absence should not exceed 30 calendar days.

2. An Ordered Absence is to be used in calendar day increments, including weekends, and should be coded as "033" on all payroll and timecard records. The employee may be placed on a 5/40 work schedule if the leave extends beyond the initial pay period.

3. Each County department shall maintain records of employees placed on an ordered absence and shall include information regarding the reason(s), duration and resulting costs related to the action. This information is confidential and must be kept for a minimum of five years by the department initiating the action.

4. Information regarding the Ordered Absence, including the notice to the employee, is not to be contained in the personnel file or referenced in the employee's performance evaluation or on any appraisals of promotability.

PROCEDURES

A. If it has been determined that an ordered absence is necessary, the effective date and conditions for such reassignment shall be immediately furnished in writing to the employee. The conditions are to include that the employee must be available during specified working hours.

B. The department shall immediately begin an investigation of the situation that led to the employee being placed on an ordered absence. Departments must give priority to such investigations.

C. At the end of the investigation or at the end of 30 days, whichever occurs sooner, the department must return the employee to work or at the department head's discretion, extend the duration of the ordered absence. Such notice of return to work or extension must be documented in writing. If required, take appropriate corrective or disciplinary action.

Any policy questions regarding Ordered Absence From Regular Work Location should be directed to the Manager of the Department of Human Resources, HR Departmental Support Division, at (213) 974-2616. Any questions regarding the placement of an employee on an Ordered Absence should be directed to the Manager of the Department of Human Resources, Civil Service Advocacy Division, at (213) 893-0872.

AUTHORITY

Los Angeles County Code Section 2.06.070
Civil Service Rule 15.01
Civil Service Rule 18.01

DATE ISSUED/REVIEW DATE

Original Issue Date: October 1, 2004 Review Date: October 1, 2007