October 7, 2011

To:        All Department Heads

From:      William T Fujioka
            Chief Executive Officer

Lisa M. Garrett
            Director of Personnel

REQUIRED EMPLOYEE ACKNOWLEDGEMENT FORMS

In an effort to maintain professionalism in the workplace, improve risk management and curtail Title VII violations involving unlawful discrimination, including creation of a hostile work environment based on sex, race, religion, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition, sexual harassment, and/or retaliation, the Board of Supervisors recently and in past years approved: 1) the Acknowledgement of Employee Responsibilities form; 2) the County Policy of Equity; and 3) the Sexual Harassment Prevention Policy. This memorandum is to confirm the importance of these programs and your responsibility in obtaining employee acknowledgement of their responsibilities and compliance with County policy and applicable law.

Acknowledgement of Employee Responsibilities Form

On June 13, 2011, the Chief Executive Officer and Director of Personnel distributed the Acknowledgement of Employee Responsibilities form and requested that signatures of all employees be obtained by July 30, 2011 (Attachment I). This form requires that employees acknowledge their responsibilities to conduct themselves in a manner consistent with Federal and State laws, the County Code and policies of the County. Also, the form serves to remind employees that engagement in the prohibited conduct mentioned above may subject employees to disciplinary actions and/or personal liability. This form should be completed by employees during new hire orientation and presented annually thereafter to each employee.
Employee Acknowledgement and Receipt of County Policy of Equity

On May 31, 2011, the Board of Supervisors adopted the County Policy of Equity (CPOE) to be effective on July 1, 2011. The CPOE is intended to protect the rights of employees to be free from discrimination, unlawful harassment, retaliation and inappropriate conduct toward others based on a protected status. On June 7, 2011, the Executive Office, Board of Supervisors, in conjunction with the Internal Services Department, disseminated the County Policy of Equity by email and requested all employees to acknowledge the CPOE.

Acknowledgement and Adherence to County of Los Angeles Policy of Sexual Harassment

Each department is required to ensure all employees attend Sexual Harassment Prevention Training every two years in compliance with State law and Board Policy. Effective immediately, departments will be required to utilize the standard County of Los Angeles form entitled Statement of Acknowledgement and Adherence to County of Los Angeles Policy on Sexual Harassment (Attachment III) and discontinue the use of departmental forms. The standard County form requires the employees to acknowledge that they have taken the sexual harassment prevention training, understand the County’s policy on sexual harassment adopted by the Board of Supervisors, and will adhere to the policy. The requirement that this form be executed annually and included in the employee’s personnel folder will be reinforced with departments.

Please note that for ease of administration, we are combining the acknowledgement forms for the Policy of Equity and the Sexual Harassment Prevention Training. We will provide you with the new form once consultation with Unions is completed. In the meantime, the attached forms should be used and placed in the personnel files of your employees.

If you have any questions, please contact me, or have your staff contact Lisa Garrett at (213) 974-2406.

WTF:EFS:LMG
MLH:MCF:ef

Attachments

c: Chief Deputies
   Administrative Deputies
   Departmental Human Resources Managers

10.07.11 Required Employee Acknowledgement Forms.docx
ACKNOWLEDGEMENT OF EMPLOYEE RESPONSIBILITIES

Federal and State laws, the Los Angeles County Code, and policies of the County and its departments prohibit conduct by County employees in the workplace that are considered unlawful discrimination, including creation of a hostile work environment based on race, color, gender, age, disability, sexual orientation, pregnancy, sexual harassment, and retaliation.

It is the responsibility of every County employee to conduct him/herself in a manner consistent with these laws and County policies. This is a reminder that conduct that violates these laws or County policies could subject an employee to personal liability for damages in court proceedings and/or disciplinary action by the County or both.

Employee Certification Section

I acknowledge receipt of, and have read the Acknowledgement of Employee Responsibilities.

Employee Name: ______________________________________________________________

Employee Signature: ___________________ Date: __________________

Supervisor’s Verification

I provided the employee with a copy of the Acknowledgement of Employee Responsibilities.

Supervisor Signature: ___________________ Date: __________________
EMPLOYEE ACKNOWLEDGEMENT AND RECEIPT OF

COUNTRY POLICY OF EQUITY

I, ____________________________
Employee Name Payroll Title

acknowledge that I am expected to read, understand and adhere to the
County Policy of Equity and have received a copy.

DATE: ____________________________
DEPT: ____________________________
EMPLOYEE SIGNATURE: ____________________________
EMPLOYEE NUMBER: ____________________________

Distribution:

1.) Original to Official Personnel File
2.) Record in Countywide Learning Management System (LMS)
COUNTY OF LOS ANGELES

STATEMENT OF ACKNOWLEDGEMENT AND ADHERENCE TO COUNTY OF LOS ANGELES POLICY ON SEXUAL HARASSMENT

In accordance with the Board of Supervisors' action,

I, ____________________________, ____________________________,

(Name) (Position)

acknowledge that I have taken the County of Los Angeles' Sexual Harassment Prevention class and I have reviewed and understand the County's Policy on Sexual Harassment adopted by the Board of Supervisors. Additionally, I hereby commit to adhere to the County’s Policy on Sexual Harassment.

_____________________________  ______________________________
(Date) (Signature)

(File in the employee's official personnel folder or individual’s host department if applicable.)