



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Auditor-Controller
Director of Personnel

At its meeting held September 2, 2003, the Board took the following action:

59-A

Supervisor Antonovich made the following statement:

“It has been recently disclosed that Los Angeles County does not have a Countywide policy regarding how departments use ordered-absence leave. In addition, the Department of Human Resources does not have financial records identifying costs encumbered by departments that have placed individuals on paid leave.

“I therefore recommend that the Board instruct the Director of Personnel and the Auditor-Controller to compile a list by County departments, within the past five years, to identify the number of employees placed on paid versus unpaid administrative leave, and report back to the Board within 30 days. The report should include the reasons for employees’ placement on leave, the duration and the resultant costs.

“I further recommend that the Board instruct the Director of Personnel, Chief Administrative Officer and County Counsel to prepare a Countywide policy regarding administrative leave, review the policies of Orange and San Diego Counties, and report back to the Board within 30 days with a recommendation for approval.”

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59-A (Continued)

After discussion on motion of Supervisor Antonovich, seconded by Supervisor Knabe, unanimously carried, the Director of Personnel and the Auditor-Controller were instructed to compile a list by County departments, within the past five years, to identify the number of employees placed on paid versus unpaid administrative leave, and report back to the Board within 30 days, with report to include the reasons for employees' placement on leave, the duration and the resultant costs.

In addition, the Board placed on the September 9, 2003 Board agenda for consideration Supervisor Antonovich's recommendation to instruct the Director of Personnel, Chief Administrative Officer and County Counsel to prepare a Countywide policy regarding administrative leave, review the policies of Orange and San Diego Counties, and report back to the Board within 30 days with a recommendation for approval.

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Copies distributed:
Each Supervisor
Chief Administrative Officer
County Counsel