COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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LISA M. GARRETT
DIRECTOR OF PERSONNEL

September 5, 2013

To: Sachi A. Hamai, Executive Officer
Board of Supervisors

From: Lisa M. Garrett
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 9.020 – *EMPLOYEE ACCOUNTABILITY***

In response to your July 23, 2013 request, attached is the completed sunset review recommendation for Board Policy No. 9.020 – *Employee Accountability*.

Based on our review, the Department of Human Resources recommends extending the sunset review date by four years without any revisions.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Epifanio Peinado, Assistant Director, at (213) 974-2449.

LMG:SKT:EP
JAWT:HL:ss

Attachment

BOS 9.020 LMG Memo to BOS

Policy #:	Title:	Effective Date:
9.020	**Employee Accountability**	**07/08/09**

PURPOSE

Establishes a high and uniform standard of accountability for employees at all levels of County government by each Department Head.

REFERENCE

April 25, 1995 Board Order, Synopsis 63

Los Angeles County Charter, Article IX, Section 30(2)

Los Angeles, California County Code, Civil Service Rule 18.031

POLICY

Each Department Head shall:

- Hold his or her employees accountable for their actions, consistent with County policies established by the Board of Supervisors, Civil Service Rules, and departmental policies;
- Act affirmatively to prevent performance problems and document those problems when they occur; and,
- Accountability is set forth in the County of Los Angeles Charter and Civil Service Rules
- Take immediate and effective disciplinary action that is commensurate with the offense, as opposed to defensive action that is believed to be comfortably sustainable through the appeals process;
- Retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be corrected; (See, Charter, Article IX, Sect. 30(2) and

- Issue appropriate levels of discipline. Failure of an employee to perform his or her assigned duties so as to meet fully explicitly stated or implied standards of performance may constitute adequate grounds for discharge, reduction or suspension. Where appropriate, such grounds may include, but are not limited to, qualitative as well as quantitative elements of performance, such as failure to exercise sound judgment, failure to report information accurately and completely, failure to deal effectively with the public, and failure to make productive use of human, financial and other assigned resources. Grounds for discharge, reduction or suspension may also include any behavior or pattern of behavior which negatively affects an employee's productivity, or which is unbecoming a county employee; or any behavior or condition which impairs an employee's qualifications for his or her position or for continued county employment. (See Civil Service Rule 18.031)

RESPONSIBLE DEPARTMENT

The Director of Personnel will work with the Department Heads, in consultation with the Chief Executive Officer, to review the disciplinary practices of Departments and recommend areas for improvement, including modification of the Civil Service Rules, if necessary.

DATE ISSUED/SUNSET DATE

Issue Date: April 25, 1995	**Sunset Review Date: April 25, 2003**
Review Date: July 22, 2004	**Sunset Review Date: April 25, 2008**
Reissue Date: November 19, 2009	**Sunset Review Date: November 19, 2013**
Review Date: November 19, 2013	**Sunset Review Date: November 19, 2017**