



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

September 30, 2008

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **TIME LIMITS FOR TEMPORARY AND RECURRENT EMPLOYEES**

As you are aware, Civil Service Rule 13.03, for temporary employees, and Civil Service Rule 14.01, for recurrent employees, state that continuous service may be for no longer than 12 months. Retention of these employees for additional specific time periods is permitted, subject to approval by the Director of Personnel.

Please have the records of your temporary and recurrent employees reviewed to determine if your employment practices are in accordance with the Civil Service Rules. Please take any necessary steps to ensure compliance with the Rules. Any requests for extensions should be submitted to this office for review and approval.

Please call me at (213) 974-2406 if you have questions or concerns, your staff may contact Marian Hall at (213) 738-2222.

MJH:MLH
JPR:sl

c: Deputy Chief Executive Officers
Chief Deputies
Administrative Deputies
Departmental Human Resource Managers

h: temp & recurrent limits