

COUNTYWIDE POLICIES, PROCEDURES, AND GUIDELINES

<http://dhr.mylacounty.info/>

100 – Recruitment & Employee Placement

Section 100	Recruitment and Selection Program Administration
Section 111	Early or Late Administration of Examination
Section 113	Transfer Opportunity Announcements
Section 115	Veteran's Credit Resource Guide (Veteran Credit Guidelines)
Section 116	Security of Examination Materials
Section 118	Unclassified Employees' Qualification in Promotional Examinations
Section 120	Sealed Records and Convictions Protected from Disclosure by Valid Court Orders
Section 123	Accredited College Education and Resource Guide Resource Guide (PPG 123 Accredited College Education)
Section 124	Guidelines for Accepting Typing Proficiency Certificates Issued by the Director of Personnel
Section 125	Examination Bulletin Language for the Child Support Compliance Program and Driver License Requirements
Section 130	Department of Human Resources Centralized Examination Calendar
Section 135	Appraisal of Promotability
Section 145	Notice of Examination Results – Appeal Rights
Section 150	Eligible Lists, Eligible Registers and Certification Lists
Section 180	Delegated Examination Program Self-Monitoring Guidelines
Section 195	Appraisal of Promotability Appeals Process – Appeal Report Form
Section 197	New Employee Acknowledgment of the Child Support Compliance Program

200 - Organizational and Employee Development

Section 210	Employment Files
Section 220	Notice Requirements for 'Unsatisfactory' Performance Evaluations at the End of Improvement Needed and Probationary Periods
Section 230	Oath or Affirmation of Allegiance and Deputization

300 - Classification and Salary

CL-001	Authority to Fill Positions and Ordinance Position Authority Requirements
CL-002	Classification Plan Maintenance
CL-003	Classification Principles, Concepts, and Terms
CL-004	Classification Program Administration
CL-005	Creating a New Class
CL-006	Guidelines for Determining Driver License Requirements on Class Specifications
CL-007	Guidelines for Revising Class Specifications
CL-008	New Position Allocations
CL-009	Notification to SEIU Local 721 - Offer to Consult
CL-010	Permanent Position Transfer
CL-011	Writing a Class Specification
Section 360	Overtime for FLSA Covered Employees

500 – Human Resources Operations

Section 505	Reinstatement of Retirees To a 120-Day Temporary Assignment
Section 510	Employment Eligibility I-9 Verification
Section 512	Professional Appearance in the Workplace
Section 513	Employment Reference Checking
Section 514	Designation Of Sensitive Positions And Requirements For Criminal History Information
Section 516	New Student Worker Program
Section 519	Jury Duty Leave for Non-Represented Employees
Section 524	Candidate Disclosure of Conviction Information During The Hiring Process
Section 525	Reporting Certain Job-Related Felony Convictions to LACERA
Section 530	Managing Sick Leave
Section 531	Attendance
Section 532	Managing Vacations

600 – Health, Safety & Disability Benefits Administration

Section 601	Return to Work
Section 607	Executive Medical Examinations
Section 610	Responding To Workplace Environmental Concerns
Section 611	Injury and Illness Prevention Program (IIPP)
Section 612	Minimizing Repetitive Motion Injuries
Section 614	Notification of Cal/OSHA Inspections and Citations
Section 619	Revised Medical Examination Procedure for Applicants for Temporary or Part-Time Light Duty Positions
Section 620	Violence in the Workplace Resource Guide
Section 621	Interdepartmental Placement of Employees Returning to Work Following Approved Leave
Section 622	Los Angeles County Employee Domestic Violence Assistance Program (w/copy #620 attached)

700 – Employee Benefits Administration

Section 700	Leave Donation for Non-Represented Employees
Section 701	Time Off To Donate Bone Marrow
Section 702	The Family School Partnership Act For County Employees
Section 703	Employee Time Off For Voting
Section 705	Lactation Accommodation Program

800 – Performance Management

5-17-2010	Raters Handbook
Section 805	Interdepartmental Transfers of Employees Involved in the Disciplinary Process
Section 810	Ordered Absence From Regular Work Location
Section 812	County Policy of Equity
Section 812-R	Gender Nondiscrimination Guidelines
Section 820	Countywide Discipline Guidelines: For Employees

900 – Advocacy

Section 900	Due Process or “SKELLY” Meetings, PPG 900
Section 910	Employees' Cooperation in the Administrative Investigation Process
Section 915	Subpoena Process for CSC and ERCOM

1000 – Miscellaneous

HR Report #7	Policy for Examination Bulletins
HR Report #7	Addendum to Policies for Examination Bulletins
Section 1010	Out-of-Class Assignment and Bonus Provisions
Section 1030	Workforce Reduction Management Guidelines dated 7/25/97
Section 1040	Countywide Policy and Disciplinary Guidelines on Abuse of Telecommunications Equipment & Services
Section 1041	Countywide Policy and Disciplinary Guidelines on Inappropriate Employee Conduct Toward Members of the Public
Section 1042	Countywide Policy and Disciplinary Guidelines on Inappropriate Employee Conduct of a Sexual Nature Toward or in the Presence of Members of the Public
Section 1050	Countywide Policy and Disciplinary Guidelines on Annual Reporting of Monies Owed to Third Parties