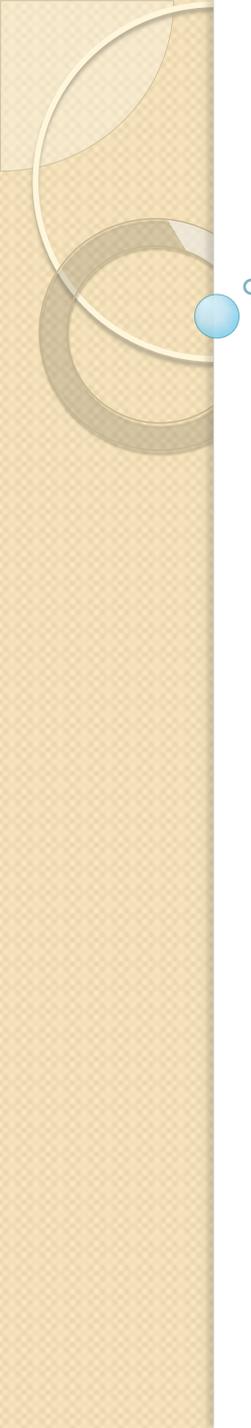


Ordered Absence and Referral for Psychological Medical Re-Evaluation



**Chief Executive Office
Risk Management Branch
Return-To-Work Unit**



County Policies Procedures and Guidelines (PPG – 810) and Psychological Medical Re-Evaluation

Ordered Absence From Regular Work Location is a **non-disciplinary, paid action** when management reassigns an employee to a non-County work location, **including the employee's home.**

Ordered Absence and Medical Re-Evaluation Referral

- This application process is pursuant to **County Code Section 2.06.070** and **Civil Service Rule (CSR) 15.01**, which gives Department Heads the authority to assign work and reassign employees based on the needs of the department.
- When the department makes the determination of the need to place an employee on Ordered Absence due to an employee's conduct that has affected their performance, then Occupational Health Programs (OHP) should be consulted to discuss submitting a request for a psychological medical re-evaluation.

Ordered Absence and Medical Re-Evaluation Referral continued...

- Ordered Absence is at the department's discretion and should be the last resort.
- Departments should explore an assignment in a different work location (with appropriate supervision) within the department or a non-County work location before **ordering an employee to remain at home.**

Ordered Absence and Medical Re-Evaluation Referral continued...

- The purpose of a Psychological Medical Re-Evaluation, pursuant to **CSR 9.07(B)**, is to determine the capacities of the employee to perform his/her job duties satisfactorily without causing risk of harm or danger to the employee, other employees, or the public.
- To reduce the County's liability for potential actions of the employee by ensuring such re-evaluation shall be concerned only with the medical condition related to the satisfactory performance of the required duties or to the protection of the health, safety, and welfare of the employee or others.

Ordered Absence and Administrative Requirements

The application of **PPG-810** is non-disciplinary and does not utilize the provisions of **CSR 18.01** (Suspension), which has due process requirements.

If a potentially unsafe, critical, or emergency problem involving an employee arises in the workplace or while off duty, and there is a job nexus;



And, the appointing authority or designee immediately determines the need to reassign the employee to his/her home with pay, pending the completion of the psychological medical re-evaluation by OHP;



Then, the Department should conduct an Interactive Process Meeting with the employee and provide the effective date and conditions for such reassignment to home.

Placing an Employee on Ordered Absence

- ➡ The employee must be available and reachable during specified working hours for the psychological medical re-evaluation or department needs.
- ➡ Departments should code Ordered Absence “**033**” on all payroll and timecard records.

Placing an Employee on Ordered Absence continued...

- ➡ Information regarding the Ordered Absence, including all correspondence to the employee and those received from OHP, should be **confidential** and separated from the employee's personnel file.

Following Medical Re-Evaluation Determination

If OHP determines the employee is **unfit** to perform the Essential Job Functions of his/her current position; however, the employee is able to perform the Essential Job Functions of another position in the County:

- ➡ Departments should consult with the CEO Risk Management/Return-To-Work Unit to determine a plan of action.

Following Medical Re-Evaluation Determination continued...

- ➡ Schedule an IPM with the employee to discuss status from OHP and all other employment options available.
- ➡ After all of the above has been communicated to the employee, departments may **end** the Ordered Absence and place the employee on a position compatible with the suggested work restriction(s), if any, with or without reasonable accommodations.

Following Medical Re-Evaluation Determination continued...

If OHP determines the employee is **unfit** to perform the Essential Job Functions of his/her current position or **any** other position, at such time and in the near future:

- ➡ Departments should immediately consult with the CEO Risk Management/Return-To-Work Unit, as advised by the OHP's letter, to determine a plan of action.
- ➡ Schedule an IPM with the employee to discuss status from OHP. Provide the employee with relevant benefit options, including all available time on the books (i.e., Sick, Sick Personal, Percentage Time, Vacation, Holiday, etc.). Also provide information on FMLA, STD, LTD, and LTD Health Insurance.

Following Medical Re-Evaluation Determination continued...

- ➡ Explore eligibility for LTD benefits and notify Sedgwick CMS of OHP's determination.
- ➡ Pursue medical release (if applicable), or disability retirement pursuant to section **31721** of the California Government Code.
- ➡ After the Department communicates the available options to the employee, the Department must notify the employee of when the Ordered Absence will end. At this point, the Department may place the employee on a leave of absence pending Disability Retirement or Medical Release as appropriate.

Contact Information

- For all other questions regarding PPG-810, as it relates to performance management and consistent with **Civil Service Rule 18**, please contact the **Department of Human Resources, Civil Service Advocacy Division**, at **(213) 253-9600**.
- Any questions regarding the placement of an employee on an Ordered Absence, as it relates to Policies, please contact the Manager of the **Department of Human Resources, HR Departmental Support Division for Policies**, at **(213) 639-6386**.

QUESTIONS

