



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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DIRECTOR OF PERSONNEL

March 3, 2009

To: Administrative Deputies

From: Marian L. Hall, Assistant Director
Department of Human Resources

Subject: **UPDATED FREQUENTLY ASKED QUESTIONS RELATING TO
INTERDEPARTMENTAL PLACEMENT OF EMPLOYEES RETURNING
TO WORK FOLLOWING APPROVED LEAVE**

Attached is an updated list of Frequently Asked Questions (FAQ's) relating to the policy on *Interdepartmental Placement of Employees Returning to Work Following Approved Leave*. This is an update to the FAQ's distributed at the administrative deputies meeting on February 11, 2009, to include subsequent questions raised by departmental return to work coordinators. The FAQ's may be used as a reference when placing and receiving employees returning to work.

If you have any questions, please call Eliza Carrillo, Principal Analyst, at (213) 738-2246, or James Ross, Principal Analyst, at (213) 738-2284.

MJH:MLH
EMC:sl

Attachment

c: Departmental Human Resources Managers

H: LTLM FAQs Memo to Admin Deputies



FREQUENTLY ASKED QUESTIONS (FAQS)
Interdepartmental Placement of Employees Returning to Work
Following Approved Leave

1. Why is the County implementing this policy?

This policy has been issued to assist departments in returning employees on approved leave to work. The policy also provides guidelines in coordinating work placement efforts with DHR-Long Term Leave Management and CEO-Risk Management if the home department is not able to identify suitable placement within their organization. Each case is to be resolved consistent with ADA and FEHA requirements for reasonable accommodation through the interactive process.

2. When is this policy effective?

The policy was effective on being published.

3. What is meant by all supporting documents?

Documents supporting and showing the:

- *Employee's specific work restrictions;*
- *Type of work the employee can perform; and*
- *Evidence that all resources to place the employee in the department have been exhausted.*

4. What is meant by continue to employ the individual?

The home department will retain the employee on their item control and be responsible as if the employee was still working in the department.

5. When does the employee become an employee of the host department?

The employee becomes an employee when offered and then accepts being placed on a permanent item within the host department.

6. Why is the loan placement limited to six months or a year?

It is considered a reasonable period to evaluate whether the placement is working out.

7. What happens if the loaned employee's performance/behavior is not acceptable?

If in the judgment of the senior management of the host department the placement is not effective, the employee is returned to the home department.

8. Does the host department document any unacceptable performance or behavior before the loaned employee is returned?

Yes, all performance should be documented as it should be for all employees.

9. When does the home department get the position (item) back?

When the employee is offered and accepts a permanent position by the host department.



FREQUENTLY ASKED QUESTIONS (FAQS)
Interdepartmental Placement of Employees Returning to Work
Following Approved Leave

17. Who is responsible for tracking the employee at the host department after the placement?

Both the host and home departments should maintain good records regarding the program. DHR will create a separate monitoring function to maintain records of use of the program.

18. If an employee on loan at the host department gets injured on the job, who is responsible for the costs?

Generally, the home department until a permanent position is accepted; however, depending on the circumstances and the relation to any original injury, there may be shared responsibilities.

19. If the employee at the host department went on FMLA, who is responsible for tracking the leave?

The host department submits the timecard to the home department, and the home department tracks the leave.

20. Who will handle disciplinary action?

The host department in conjunction with home department will handle the disciplinary action. The host department needs to document any disciplinary issues. This will help to establish a process for releasing the employee if necessary and returning the employee back to the home department for performance management resolution.

21. In the event that another department has a vacancy for a permanent position, while an employee was on loan to the host department, can the employee file for the vacant position?

Yes. There is no limitation/restriction on placing the employee in another permanent position providing the other department is willing to hire the employee. The employee still has all rights to applying for other positions within the County.

22. Must the home department notify an employee who is on loan to a host department when a position opens in the home department that could be filled by an employee with similar work restrictions?

Depending on the circumstances of the original placement, the ongoing interactive process and the needs and stated desires of the placed employee, offering the position may be appropriate.

23. Is there a list of employees departments can use to consider placement like a certification list?

No, not at this time