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DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

December 23, 2008

To: Each Department Head

From: Michael J. Henry
Director of Personnel

Subject: **INTERDEPARTMENTAL PLACEMENT OF EMPLOYEES RETURNING TO WORK FOLLOWING APPROVED LEAVE - PPG 621**

The attached policy, PPG 621, *Interdepartmental Placement of Employees Returning to Work Following Approved Leave*, is to be included under Tab 6, in the Human Resources Policies, Procedures, and Guidelines (PPG) manual. This issuance sets forth the policy to be followed by all County departments when an employee returning to work from an approved leave cannot be placed within the department. Attached to this policy is a form to be completed and provided, along with supporting documents, to the Department of Human Resources Long-Term Leave Management Unit when requesting assistance in placing an employee returning to work.

Copies of the policy are being sent to each Departmental Human Resources Manager to be included in your Department's master copy of the PPG Manual and to those with copies of the Manual. Information is forthcoming regarding training sessions for Interdepartmental Placement of Employees Returning to Work Following Approved Leave.

If you have any questions, please call me or your staff may direct questions to ~~James Ross, Principal Analyst~~, HR, at (213) 738-22~~84~~55.
Eliza Carrillo

MJH:STS
MCF:HL:ss

Attachment

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

County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject:	Policy Number: 621	Page(s): 4
INTERDEPARTMENTAL PLACEMENT OF EMPLOYEES RETURNING TO WORK FOLLOWING APPROVED LEAVE	Effective Date: December 23, 2008	
	Approved By:	

POLICY

It is the policy of the County of Los Angeles that employees who have been on approved leave be returned to work as soon as practicable. Employees returning to work should be placed either in their own department or, if no position in their department is suitable, in another department, to a position consistent with their knowledge, skills and abilities, taking into consideration work restrictions, if any. Under provisions of Civil Service Rule 15, the Director of Personnel may authorize an interdepartmental placement (loan) of an employee or change the classification of an employee.

On issues pertaining to medical leave, all departments must comply with all State and Federal regulations and County policy on non-discrimination based on disability prior to implementing any change to an employee's assignment and/or position upon the employee's return to work. Departments must follow the County "Employment Guidelines for the Reasonable Accommodation Process" published in 2006 by the Office of Affirmative Action Compliance, that requires a timely, good-faith, interactive process with the employee prior to any action concerning reasonable accommodations related to employment activities. All departments must diligently apply the interactive process in assessing the employee's essential job functions as they relate to Work Hardening, Light Duty or an Alternate Assignment in the employee's classification with the department.

Subject: Interdepartmental Placement Of Employees Returning To Work Following Approved Leave	Policy Number: 621 Effective Date: December 23, 2008

BACKGROUND

The Board of Supervisors of the County of Los Angeles has directed that County departments identify the number of employees on long-term absence and whether their leaves are being actively managed. The Board further directed the Chief Executive Office to report on Countywide policies and procedures for departments to follow to ensure that appropriate measures are implemented by departments to address this issue. The Chief Executive Office Risk Management Branch developed the Return to Work Guide and Reference Manual for departments to manage approved employee leaves. Non-approved leaves and job abandonment can be addressed by established performance management procedures. The Department of Human Resources has been designated as the responsible agency to facilitate interdepartmental placement of employees when they cannot be placed in their original department.

PROCEDURES

Prior to requesting interdepartmental placement (loan) of returning employees, all County departments must first exhaust internal resources in locating vacant positions, within the department, suitable for accommodating an employee's work restrictions, if any. Thereafter, when such placement is not feasible within a department, the department may submit a request to the County's Department of Human Resources (DHR) Long-Term Leave Management Unit (LTLM) for evaluation of the employee for possible interdepartmental transfer and for assistance in locating potential loan placement of the employee Countywide.

All requests for interdepartmental placement of represented and non-represented classes shall be made to the DHR by submitting a completed Employee Interdepartmental Placement Request Form (EIPR), verified and signed by the department director or chief deputy.

1. Staff assigned to the Return-to-Work program in County departments must complete and submit the EIPR Form A with the required attachments to their departmental human resources manager for review and approval.

2. Upon approval by the department's departmental human resources manager/designated authority, the EIPR Form A should be sent to the department director or chief deputy for signature. At the same time, while the department is exploring interdepartmental placement, wherever practicable, the department should offer a temporary assignment, taking into account the employee's work restrictions.

3. The signed request and the entire packet, including all required attachments, should be submitted to the DHR LTLM staff to identify potential placement.

4. DHR LTLM staff will submit the request, with supporting documents, to the Chief Executive Office (CEO) Risk Management Branch (RMB) staff for evaluation of work restrictions, if any.

5. CEO RMB staff and DHR LTLM staff and the departmental human resources manager will work together to match the individual to vacancies Countywide, taking into consideration work restrictions.

6. Once a potential placement is identified, the DHR LTLM staff will provide line departments' human resources section/division (home and receiving departments) with all information deemed by DHR to be necessary to coordinate the placement.

7. The home department shall continue to employ the individual, and be responsible for funding the position (maintain the employee on department's item control), for up to six months (but no more than one year) or, until the receiving department accepts and hires the employee on a permanent item.

8. The receiving department will be responsible for submitting a recommended performance evaluation. The home department will be responsible for completing and issuing any performance evaluation.

9. When no placement is identified countywide, DHR LTLM staff will provide a completed and signed EIPR Form B to the home department's return to work unit for documentation and initiation of further action including, but not limited to, medical release in accordance with Civil Service Rules 9.08 B 2-3 and C.

If a department has any questions regarding this policy, please contact ~~James P. Ross~~ Eliza Carrillo, with the Department of Human Resources Long-Term Leave Management Unit, at (213) 738-22~~84~~55.

AUTHORITY

Civil Service Rules 9.08
Civil Service Rule 15

REFERENCES

OAAC's Employment Guidelines for the Reasonable Accommodation Process, 2006
Return to Work Guide, CEO Risk Management Branch, available on the CEO website

DATE ISSUED/REVIEW DATE

Original Issue Date: December 23, 2008
Sunset Review Date: December 23, 2011

RESOURCE GUIDE

INTERDEPARTMENTAL PLACEMENT OF EMPLOYEES RETURNING TO WORK FOLLOWING APPROVED LEAVE

PPG No. 621

Employee Interdepartmental Placement Request (EIPR Form A)

Employee Information	
Employee Name:	
Employee No.:	
Employee Payroll Title:	
Appointment Date:	Probation Completed (Date)
Employee Encumbered Item No.:	
Employee Class Schedule Los Angeles County Code 6.26.040 :	
Is there any disciplinary action currently in progress?	□ Yes □ No
Employee's Work Restrictions	
Permanent Conditions:	□ Yes □ No
Temporary Conditions:	□ Yes □ No
Period Covered by Medical Certificate:	
Date of Latest Medical Certificate attached:	

***Required Attachment**: Medical Certificate citing specific work restriction. Please do not submit any medical diagnosis or assessment with this report. Black out all medical diagnosis or assessment if they were included in the medical certificate provided by the employee.*

Job Information

Employee's Job Information

Position (Job) Description Completed by:

Date job description prepared:

Job Description:

Note: Do not copy from the County's Class Specification. Provide information gathered from actual job analysis of the employee's position.

In order to accomplish the above listed responsibilities, the employee must perform the following "critical and/or essential" functions and duties:

1.
2.
3.
4.

Names and Payroll Titles of persons providing information:
(interviews with the employee and verification from the employee's supervisor):
***Required Attachment**: Employee's last performance evaluation report prior to the disability.*

Placement effort within the Department

What attempts have been made in placing the employee in a Work Hardening, Light Duty or an Alternate Assignment in the employee's classification within the department? Ensure that the OAAC's "Employment Guidelines for the Reasonable Accommodation Process" are followed. Please provide the following information for each vacant position considered (use additional pages if necessary):

1. Class Title of the Vacant Position(s):

2. Description of assignment(s):

3. Essential Functions of the vacant position:
   a.
   b.
   c.
   d.

4. Which one of the essential functions/duties of the assignment cannot be performed by the employee due to his/her work restrictions?

5. What accommodation requested by the employee was not possible for this assignment? If the operating unit was to make this accommodation, how would it negatively impact staffing, finance, and/or services of operations?

Assessment Conducted by _____(Print Name of Hiring Authority)

_____	_____	_____
Hiring Authority's Signature	Title	Date

Make as many copies of this page as necessary and attach them to this requisition form.

I, _____ (Department Director or Chief Deputy) have reviewed and verified all information contained in this request form to be accurate.

Signed: _____ on _____(Date)

Employee Interdepartmental Placement Result (EIPR Form B)

Requisition No:	**Date of Request:**
Requesting Department:	**DHR Analyst:**
Requisition: □ **Work Hardening Assignments** □ **Permanent Job Placement**	
Employee Name:	
Employee No.:	
Employee Payroll Title:	
Employee's Work Restrictions	
Permanent Conditions:	□ Yes □ No
Temporary Conditions:	□ Yes □ No

□ **Denied**

Reasons:

□ **Accepted**

□ Additional Employee's Job Information attached
□ Contacts and communication log attached

Placement Effort

I. Placement Successful

□ Placement in the employee's encumbered class
□ Placement in a different class at the same rank and grade
□ Class Title of placement_____
□ Class Specification Attached
□ Employee met the Minimum Requirements stated in the Class Specification
□ Employee possesses transferable knowledge, skills and abilities required of the functions and duties of the class

II. Placement Unsuccessful

A. Placement in the employee's class

□ There is no vacancy in the employee's classification Countywide.
□ There are vacant position(s) in the employee class in _____ (Department/ Office), but the employee does not have the required qualifications (specialization of the particular position) to perform the assignments of these vacant positions.
□ There are vacant position(s) in the employee class in the Department/Office of _____ _____. However, the Department was not able to accommodate employee's work restriction because of impact on operations. Provide the reason or the impact of such accommodation on the operation/services:

B. Placement in classes comparable to the employee's class in rank and grade

- □ There is no comparable class in the employee's classification Countywide because it is a specialty class specific to the employee's department.
- □ There is a comparable class in the employee's classification in _____ (Department/Office). However, employee must acquire additional specialty training_____ by completing _____, and be placed in a lower level position at a lower pay level for transition to the comparable level. Employee can only be appointed or transferred when there is a vacant position at the higher level position at the time the employee completes the training.

  - o Employee agreed to the arrangement, and referrals have been made to the home department to coordinate and monitor the progress until a permanent appointment can be made. Contact and Referrals made on _____(Date.) Responsible Parties: _____at the Department/Office of _____.

  - o Employee does not agree to the arrangement proposed.

- □ There is a comparable class in the employee's classification in _____ (Department/ Office). However, the Department is not able to accommodate employee's work restrictions.

1. Class Title and Essential Functions of the position.

2. Which one of the essential functions/duties of the assignment cannot be performed by the employee due to his/her work restrictions.

3. What accommodation was not possible for this assignment?

4. If the operating unit were to make this accommodation, how would it negatively impact (staffing, finance & services) the operations?

C. Placement in classes lower than the class encumbered by the employee

- □ Employee turned down job offer made.

- □ Employee was not cooperative in the interactive process and turned down opportunities for potential placement.

(DHR) Supervisor:_____ Title:_____

DHR Analyst_____