

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** DISCIPLINARY ACTION**POLICY NO. 747**

PURPOSE:: To state the Department's policy on disciplinary action.**POLICY::** The Department shall implement disciplinary action in accordance with its April 1999 DHS "Employee Evaluation and Discipline Guidelines" (EE&DG). The five levels of discipline are Letter of Warning, Letter of Reprimand, Suspension, Reduction and Discharge. All suspension dates shall be determined by management and served in one sequence of consecutive calendar days.**DEFINITION::** The definition of discipline, and the appropriateness of the Department imposing such action, is incorporated herein by Civil Service Rule 18.031 below:

"[The] Failure of an employee to perform his or her assigned duties so as to meet fully explicitly stated or implied standards of performance may constitute adequate grounds for discharge, reduction or suspension. Where appropriate, such grounds may include, but are not limited to, qualitative as well as quantitative elements of performance, such as failure to exercise sound judgment, failure to report information accurately and completely, failure to deal effectively with the public, and failure to make productive use of human, financial and other assigned resources. Grounds for discharge, reduction or suspension may also include any behavior or pattern of behavior which negatively affects an employee's productivity, or which is unbecoming a county employee; or any behavior or condition which impairs an employee's qualifications for his or her position or for continued county employment."

AUTHORITY:: Los Angeles County Civil Service Rules
Department of Health Services April 199 "Employee Evaluation and Discipline Guidelines" (EE&DG)

ATTACHMENT1: [DHS Policy #747 Attachments](#)

EFFECTIVE DATE: Nov 01, 2001**SUPERCEDES:****APPROVED:** Signature on File