



**Martin Luther King, Jr.**  
OUTPATIENT CENTER

**POLICY AND PROCEDURE**

<b>DIVISION:</b> ADMINISTRATION	<b>NUMBER:</b> 04-025
<b>SUBJECT: TEMPORARY RE-EMPLOYMENT OF EMPLOYEES RETIRED FROM LOS ANGELES COUNTY SERVICE</b>	
<b>SECTION:</b> HUMAN RESOURCES	<b>PAGE:</b> 1 <b>OF:</b> 2
<b>REVIEWED BY:</b> HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	<b>EFFECTIVE DATE:</b> 06/08/89
<b>TO BE PERFORMED BY:</b> DEPARTMENT MANAGERS	<b>REVIEWED DATE:</b> 04/16/07
	<b>REVISED DATE:</b> 04/2017

**PURPOSE**

To provide procedures pertaining to the rehiring of retired Department of Health Services (DHS) employees.

**POLICY**

Retired DHS employees may be rehired temporarily for up to 120 working days (960 hours) in any one fiscal year.

**PROCEDURE**

Retired employees must be rehired, as would any other employee who has left County service. Retirees may be hired off an open competitive eligible list or they may be reinstated. There is no time restriction for the reinstatement of retired employees, and a rehired retiree may be placed at any step, as determined by the Department Head.

As a condition of employment, retirees must complete the “Condition of Post Retirement Employment and Waiver” form (Attachment 1) stating that they are aware that their retirement benefits will not be suspended or terminated and that they are only allowed the 120 working days/960 hours within a fiscal year or 12-month period. There is no expectation of continued employment beyond those time limits and they waive all right to unemployment compensation.

Retirees are temporary employees and should be placed on items that do not qualify for sick leave, vacation, or holidays (F, G, H, J). If the department must place the retiree on an item that qualifies for sick leave, vacation, or holidays, that time will be counted as work time and applied toward the employee’s maximum 960 hours or 120 work days.

Management must ensure that the retiree’s time is managed so he/she does not exceed the maximum number of hours. Accurate time records must be kept. Management is responsible for developing a work schedule/agreement that details the number of hours/day the employee will work.

A retired employee, who is reinstated to a permanent, full-time MAPP position, may be placed at any salary rate not to exceed his/her salary prior to retirement.

Rehired retirees reinstated to other-than-full-time MAPP items are placed at any point in the lower half of the range at the discretion of the appointing authority, and at any point of the range with CEO approval.

**AUTHORITY:**

DHR Policy No. 198, “Reinstatement of Retirees to a 120-day Assignment”  
Interpretive Manual  
L.A County Code Title 5 – Civil Service Rule 17.01(b)  
Government Code Section 31682.4 and 31680.5

DHS Policy 709.01, Reinstatement/Rehiring of Retired DHS Employees

**NOTED AND APPROVED:**

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Cynthia M. Oliver, Chief Executive Officer

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Date

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Ellen Rothman, M.D., Chief Medical Director

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Date

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Lessie Barber, Nursing Director

\_\_\_\_\_  
Date

Signature(s) on File.