



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: PAID LEAVE TO TAKE CIVIL SERVICE EXAMINATIONS

Policy No.: A216
Supersedes: October 2002
Revision Date: March 23, 2010
Reviewed: July 3, 2013
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PURPOSE

To clarify guidelines for employees who are participating in Civil Service Examinations.

POLICY

Any employee shall be allowed time necessary to be absent from work at his regular pay to participate in Civil Service examinations for positions with any public entity as defined in Los Angeles County Section 6.04.080.

It is the intent of this section to provide an opportunity for all employees to compete for job openings, on a County-wide basis, with no resultant loss in pay or benefits. This policy has proven to be beneficial to both employees and the County in that it augments the number of qualified candidates from which vacant positions can be filled.

ELIGIBILITY

An employee employed on any item, including temporary, hourly and daily is eligible for paid leave to participate in Civil Service exams for Los Angeles County and positions in other districts and political subdivisions for which the Board of Supervisors is the governing body (e.g., Fire Protection Districts).

DEFINITION OF EXAMINATION

A Civil Service examination, within the meaning of Los Angeles County Section 6.20.080 (B), shall include the following activities:

- Filing a job application when a personal appearance for this purpose is required in an official bulletin.
- Participation in a written, oral, or performance test at a time and place specified by the Chief Administrative Office or the appointing power.
- Inspection of examination scoring keys, scored answer sheets and/or rating standards in accordance with Civil Service Commission Rules 7.19 and 7.20.
- Job placement interviews for any employee whose name appears on an eligible list.
- Appealing the conduct or results of an examination. Time necessary to be absent from work shall include only that time during which the appellant is required to be present at a Civil Service Commission hearing.

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

DEFINITION OF EXAMINATION (Continued)

- Reasonable travel time to participate in any of the above activities (Note: Mileage permittees are not allowed reimbursement for mileage for such trips.)

EXCLUSION

Not included as activities for which paid leave may be allowed under this provision are the following:

- Job interviews for purposes of obtaining a transfer or administrative reassignment, or taking a voluntary reduction.
- Filing a job application in person when a personal appearance is not required in the official job bulletin.
- If an employee desires to personally deliver the application, such absence, if authorized must be treated as any other absence for personal reasons.
- Inspection of bulletins, employment counseling, or other activities related to the securing of information pertaining to job openings.

TIME OFF FROM WORK

It should be noted that Los Angeles County Section 6.20.080 (B) provides for time-off from work for the aforementioned activities. This must not be construed as a guarantee of pay for time spent in examination activities outside of an employee's normal working hours or during a period when an employee is already off work on some other paid leave. For example, an employee who takes an examination on his regular day off, or while on his vacation, may not be paid for such time under authority of Los Angeles County Section 6.20.080 (B).

Employees are required to give advance notice to their supervisors prior to such absence. In addition, employees may be required to provide their supervisors with proof of participation in a Civil Service examination.

TIME CARD

The time card shall be coded "**020**" in the Code column.

REFERENCE: Los Angeles County Code - Section 6.20.080 (B)

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