



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: EMPLOYEE MEDICAL AND
PSYCHOLOGICAL REEVALUATIONS**

Policy No.: A241
Supersedes: October 30, 2006
Revision Date: July 6, 2013
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PURPOSE:

To establish guidelines for employee medical and psychological reevaluations.

POLICY:

An appointing authority may, with the consent of the director of personnel, require an employee to have a medical and/or psychological reevaluation. The purpose of such reevaluation must be to determine the capacities of the employee to perform the duties of their job satisfactorily and without undue hazard to the employee or others.

GUIDELINES:

The following guidelines should be used to determine whether a medical or psychological reevaluation is appropriate:

1. The employee has a record of chronic absenteeism.
2. The employee has been on extended illness leave with no definitive prognosis for returning to work.
3. The employee has non-industrial accident related work restrictions, which cannot be reasonably accommodated on a permanent basis.
4. The employee demonstrates inability to physically or psychologically perform the essential duties of his/her position.
5. The employee has exhibited behavior changes, which are impacting job performance and/or interpersonal relationships.
6. The employee has made verbal threats to harm himself/herself or others.

Medical and psychological reevaluations must be requested through the DHS Human Resources Performance Management Unit (PMU) and approved by the Chief Executive Office Occupational Health Programs. The Human Resources Office will obtain pertinent information from the manager/supervisor and facilitate obtaining approval, consent from the employee, and arranging

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COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

appointments through the Chief Executive Office Occupational Health Program. Should the employee not consent to the reevaluation, he/she may be ordered to do so with the assistance of the PMU. All requests for medical and/or psychological reevaluation must be approved by the Chief Executive Office Occupational Health Programs.

PROCEDURE:

Supervisor's/Department Head's Responsibility

Supervisors and department heads who are made aware of the need for an employee to undergo a medical and/or psychological reevaluation must submit their request through the PMU, for appropriate processing. Supervisors and/or department heads are to contact the PMU, for advice and consultation if they feel that an employee's current behavior poses an immediate threat to the employee or others.

Human Resources' Responsibility

The PMU will determine if the employee should continue to perform his/her current duties, or require temporary reassignment pending completion of the reevaluation process. If conditions as described in the guidelines above, or the health and/or safety of the employee and/or others are indicated, the PMU will take immediate action and report findings to the On-Site Sheriff's Office and the Department of Human Resources, Occupational Health Services (DHR/OHS) for further assessment and reevaluation.

The PMU will obtain pertinent information from the manager/supervisor and facilitate obtaining consent from the employee, and arranging appointments through the DHR/OHS. Should the employee not consent to the reevaluation, he/she may be ordered to do so through the PMU.

REFERENCES:

Department of Health Services, Policy No. 705
Los Angeles County Code 9.07
Medical and Psychological Re-Evaluations: Policies and Guidelines,
Occupational Health Programs, Chief Executive Office, Risk Management
Branch, October 2007

Revised: November 13, 2009 GLT:mm
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