

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**



SUBJECT: REINSTATEMENT/REHIRING OF RETIRED DHS EMPLOYEES
POLICY NO.: 709.01

PURPOSE: To provide guidelines pertaining to rehiring retired Department of Health Services (DHS) employees.

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

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.

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 CAO approval.

AUTHORITY: Department of Human Resources Policy No. 198, "Reinstatement of Retirees to a 120-day Assignment"

Interpretive Manual

APPROVED BY:

EFFECTIVE DATE: July 1, 2004

SUPERSEDES:

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