

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** INTERDEPARTMENTAL TRANSFERS PENDING
DISCIPLINE**POLICY NO. 725**

PURPOSE:: To ensure that employees are not transferred outside of the Department of Health Services (DHS) until the discipline process is complete.**POLICY::** It is the policy of the Board of Supervisors and the DHS that no employee be transferred between County departments if a disciplinary process has been initiated against the employee (e.g., Notice of Intent to Discipline) by the current department (appointing power) until the disciplinary process has been completed (e.g., until a suspension has been fully served and the department's internal grievance process has been completed). An employee may be transferred to a department after the disciplinary process has been completed (e.g., a suspension has been fully served and the department's internal grievance process has been completed), even if an appeal of the disciplinary action is pending before the Director of Personnel, the Employee Relations Commission or the Civil Service Commission.**BACKGROUND::** Civil Service Rule 18.01 provides that only the appointing power may impose discipline against an employee. The appointing power refers to the head of the board, commission, or department where the employee is employed at the time discipline is imposed. Therefore, if an employee who is in the process of being disciplined transfers from one department (transferring department) to another department (receiving department), before the disciplinary process has been completed, the transferring department no longer has the authority to discipline the employee. Furthermore, the receiving department is not required to implement the discipline proposed by the transferring department.**PROCEDURES::** When a receiving department requests a release date for an employee who is in the process of being disciplined, it is the transferring department's responsibility to notify the receiving department of that fact. Both departments shall agree not to transfer the employee until the disciplinary process has been completed (e.g., until a suspension has been fully served and the department's internal grievance process has been completed.)**AUTHORITY::** DHR Policy No. 1044

Civil Service Rule 18.01

EFFECTIVE DATE: Nov 01, 2002**SUPERCEDES:****APPROVED:** Signature on File