

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES****SUBJECT:** HOME OR OTHER OFF-SITE LOCATION AS  
HEADQUARTERS**POLICY NO. 754**

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**PURPOSE::** To provide supervisors and employees with Departmental guidelines regarding the assignment of employees to home or other off-site work stations.**POLICY::** At times it may be appropriate for employees to work at other than headquarters locations. Before such authorization may be given, a supervisor shall set a definite time limit restricting work away from headquarters. If continuation is requested by the employee, such request must be given a thorough review.

Although the Department's policy provides for assignment away from one's headquarters, such assignments shall be atypical and take place only when:

1. There are extenuating circumstances requiring the home or off-site work location.
2. The work product of the employee can be measured.
3. The supervisor can verify that the employee did in fact perform work at home.
4. Supervision at a fairly high level is made aware and approves of the employee's work at home or other off-site locations. Such approval will take into account the reasons therefor.

In applying this policy, common sense and good judgment must be exercised by all employees and supervisors of the Department.

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**EFFECTIVE DATE:** Nov 24, 1975**SUPERCEDES:****APPROVED:** Signature on File