

# LAC+USC MEDICAL CENTER POLICY

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Subject: <b>TEMPORARY/SUB-HELP APPOINTMENT</b>		Original Issue Date: 2/23/76	Policy # <b>503</b>
		Supersedes: 8/16/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:  (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

## PURPOSE

To ensure that the hiring of temporary employees is in compliance with County Code provisions and Department of Health Services policy.

## POLICY

Temporary appointments shall be made from an eligible list for permanent or recurrent employment or from a special eligible list for temporary employment only. A temporary appointment shall continue for no longer than 12 months of continuous, full-time service. Extensions beyond the 12-month limit require the approval of the Director, Department of Human Resources upon written presentation of facts to justify an extension. A person given a temporary appointment may not be transferred or reassigned to any other position except on a temporary basis and shall never attain permanent status from such assignment.

All temporary and/or recurrent employees shall be notified in writing of their specific terms of employment, the specific duration of employment, that they may be subject to release from County service, and the specific benefits for which the employee is eligible, if any. All temporary and recurrent employees shall sign these notifications as a condition of employment.

Temporary appointments may be made under any of the following conditions:

- As a substitute for a regular employee who is absent from his or her position;
- For the duration of any war or national emergency and six months thereafter;
- When it is impossible to recruit an appointee meeting the standards for permanent or recurrent employment;
- When the budget appropriation allows for only temporary employment
- When it is anticipated that the work of the position soon will cease or that the position soon will be abolished.

## RESPONSIBILITY

DHS Human Resources  
Administrators  
Department Managers

## REFERENCES

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**503**

Los Angeles County Code, Section 6.28.020, Civil Service Rule 13

**REVISION DATES**

August 1, 1994; October 20, 1998; April 9, 2002; April 19, 2005; September 29, 2008;  
February 11, 2014; August 16, 2017; November 16, 2020