

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>EMPLOYEE APPEARANCE BEFORE BOARD OF SUPERVISORS, CIVIL SERVICE COMMISSION, &amp; EMPLOYEE RELATIONS COMMISSION</b>		Original Issue Date: 2/13/76	Policy # <b>523</b>
		Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources Human Resources Committee	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 provide for the release of employees appearing before the Board of Supervisors, the Civil Service Commission, and/or Employee Relations Commission.

## POLICY

Employees may attend meetings of the Board of Supervisors or Commissions during scheduled working hours when their attendance is specifically requested by the Board or Commission; or when they are assigned by their department head or designee to address the Board or Commission as a formal department representative or to be present to respond to questions on specific matters.

Unless specifically assigned by the Department, attendance at Board or Commission meetings by employees shall be on their own time. Requests for time off shall follow established departmental practices and may be granted only when the work absence will not interfere with the department's operations.

## RESPONSIBILITY

Administrators  
 Department Managers  
 Supervisors  
 All Employees

## REFERENCES

DHS Policy #745, Contacts with Members of the Board  
 DHS Policy #746, Appearances Before Board of Supervisors, Civil Service Commission, & Employee Relations Commission

## REVISION DATES

August 1, 1994; October 20, 1998; April 9, 2002; April 19, 2005; September 30, 2008;

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February 11, 2014; May 9, 2017; November 16, 2020