

Report: Administrative Leave – The Ultimate Job Security
Released: May 17, 2004

Recommendation #1

The Auditor-Controller change the County Payroll and Accounting systems to accurately track all costs related to paid administrative leaves.

Original Response

The recommendation has not yet been implemented, but will be implemented in the future.

Current Status

The recommendation has been implemented.
The new code has been established, and Agencies/Departments are in the process of being notified to use the new code when placing employees of Administrative Leave.

Recommendation #2

The CEO centralize some of the Human Resources functions that are currently within the agencies/departments.

Original Response

The recommendation has not yet been implemented, but will be implemented in the future.

Current Status

The recommendation has been implemented
A study of the structure of Human Resources throughout the County was completed and the following recommendations have been implemented:

1. The field human resources managers should continue to report to departmental line management. The Director of Human Resources and the Chief of Employee Relations should continue to report directly to the CEO. This organizational structure reflects the continued obligation that central HR/ER leadership has to actively involve departments in defining and resolving HR issues and the obligation of departmental management to provide constructive input on HR direction, issues, and policies and to effectively implement the County's HR policies and programs in their organizations.
2. A functional (dotted line) relationship from departmental HR managers to the HR Director and Chief of Employee Relations should be established and defined to include responsibility to the Human Resources Director and the Chief of Employee Relations for adhering to the County HR policies, procedures, and ethical standards; participating in development of countywide goals and policy; identifying problems in operation of HR programs; and proposing and implementing solutions.
3. Department HR managers should continue to be appointed by department heads with the advice and concurrence of the Director of Human Resources and the Chief of Employee Relations.

Recommendation #3

The County Counsel, Employee Relations and the appropriate Agency/Department Head meet to discuss each dismissal case soon after the investigation has been completed and the case has been submitted to Employee Relations.

Original Response

The recommendation has not yet been implemented, but will be implemented in the future.

Current Status

The recommendation has been implemented

Recommendation #4

The County Counsel, Employee Relations, District Attorney's Office, Sheriff-Coroner and Probation Department representatives meet to determine what off-duty conduct standards might be applicable to employees with peace officer status. Representatives from employee organizations should also participate.

Original Response

The recommendation has not yet been implemented, but will be implemented in the future.

Current Status

The recommendation has not yet been implemented, but will be implemented in the future.

A meeting will be scheduled by the end of April 2005 to discuss this recommendation.

Recommendation #6

CEO/Employee Relations assign a single individual to all dismissal arbitration cases.

Original Response

The recommendation has not yet been implemented, but will be implemented in the future.

Current Status

The recommendation has been implemented.

All proposed discharges are submitted to the Chief of Employee Relations as a single point of contact.