EMPLOYEE FREQUENTLY ASKED QUESTIONS

EMPLOYEE PERSONAL HISTORY SHEETS

**Why am I being asked to review my Employee Personal History Sheet?**
Due to the City's current financial outlook, there may be the possibility of staff reductions in various City departments. Staff reductions would be based on the employee's work history with the City. Although no final determinations have been made, the Personnel Department is in the process of ensuring we have accurate work history information.

The City's Employee Work History System has obtained its data from other systems within the City, including PaySr. To ensure that the data was transferred correctly and is accurate and complete, we are asking employees to review the information. Please review your Employee Personal History Sheet to ensure your job appointments are indicated correctly, as well as any leaves of absence and disciplinary status. If you notice any discrepancies, please notify your current department's Personnel Division/Section. If you are unsure of anything on your Employee Personal History Sheet, please discuss it with staff from your current Personnel Division/Section. It is important for every employee to verify that his/her employment history is recorded correctly.

**Who should receive an Employee Personal History Sheet?**
Every City employee who has had a regular appointment to a civil service position as defined in Civil Service Rule 1.5d. A REGULAR APPOINTMENT is defined as an appointment from an eligible list to a permanent position of half-time or more, or an appointment from a reserve list. A reserve list is a list created as a result of a lay-off of those persons who have completed the probationary period and have been laid-off.

**What should I do if I did not receive an Employee Personal History Sheet and believe I should have?**
Contact your current department's Personnel Division/Section.

**Where can I get a copy of the personnel transaction codes?**
You may view the transaction codes by visiting the Personnel Department website at http://www.lacity.org/per/ewhf.htm
What do the codes under “Type” mean?
These codes refer to the type of appointment you had:

E - Emergency: an appointment made in accordance with Charter Section 1013 (a) & (b) which must be terminated when a regular appointment can be made.

I - Intermittent: an appointment from an eligible list to an intermittent position. An intermittent position is a position of which the duties are performed on a recurrent basis but less than half-time.

L - Limited: an appointment from an eligible list to a limited position. A Limited position is a position that is expected to end in less than the length of the probationary period.

O - Legally Employed: the Board of Civil Service Commissioners has found that an employee is legally employed in a position in a different class than his/her status class. Status class is the class in which an employee was examined, certified, and appointed.

R - Regular: an appointment from an eligible list to a permanent position of half-time or more, or an appointment from a reserve list. A reserve list is a list created as a result of a lay-off of those persons who have completed the probationary period and have been laid-off.

T - Trainee: an appointment to a position that was authorized for the express purpose of training persons for a limited period of time.

X - Exempt: an appointment to a position that is exempt from the civil service provisions of the City Charter.

Does the total in the “DaysSen” column on the Employee Personal History Sheet include weekends, holidays, leaves of absence, etc?
The “DaysSen” column contains the number of days from the Date In through the Date Out for each line. It would include any weekends and holidays that fall within that period. Leaves of Absence would be recorded on a separate line on the Employee Personal History Sheet, so one line should not include both leave time and work time.

Will I receive another printout of my Employee Personal History Sheet after the corrections have been made?
All the information will be placed in the Employee Work History System. Once this has been completed, operating departments will be able to provide the information to any requesting employee.

If you have any additional questions, please contact your current department’s Personnel Division/Section.