

**DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL**

**Personnel  
Directive**

Subject: TEMPORARY LOAN OF  
EMPLOYEES AMONG CITY  
DEPARTMENTS, OFFICES OR  
BUREAUS

***ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES***

June 20, 2007

PERSONNEL DIRECTIVE NO. 19

BACKGROUND

Los Angeles Administrative Code, Sections 4.340 through 4.343 inclusive, provides for a temporary loan of employees among City Departments, Offices or Bureaus for a period not to exceed fourteen calendar days under certain specified conditions. Section 4.340 identifies the conditions, which must exist in order to justify a temporary transfer.

PROCEDURE

1. Employees loaned between Public Works Bureaus are governed by Section 4.340 through 4.343. Employees so loaned remain on the payroll of the lending Office/Bureau during the period of loan. The borrowing Department, Office or Bureau does not reimburse the lending Office/Bureau for the payroll cost of the loaned employee.
2. These sections do not apply when an employee is loaned for training purposes for the benefit of the lending Office/Bureau. For example, if an employee is loaned from Bureau A to B for training purposes, the training received in Bureau B must be clearly for the benefit of Bureau A. If such is not the case, the 14-calendar day provision applies, and Bureaus must comply with the Sections.
3. The provisions do not apply to employees loaned to or borrowed from independent Departments as a result of Council approval. Employees who have a work assignment to perform construction inspection functions in another Department are not considered "loans" since they are carrying out responsibilities of the Department of Public Works.

Nothing in these sections limit or restrict the Mayor from transferring personnel under the provisions of Section 233 of the Charter. If transfers are made that will exceed 14 calendar days and are for a period of up to 120 days, Departments must comply with Section 233 of the Charter. See Personnel Directive No. 16 "Transfers under Charter Section 233," for the procedure to follow under such circumstances.

Supersedes: Personnel Directive No. 19, dated December 16, 1983

Reference: Los Angeles Administrative Code, Sections 4.340 through 4.343  
Personnel Directive No. 16, reissued June 20, 2007