



<b>SUBJECT: POSSESSION OF A LICENSE OR CERTIFICATE</b>	<b>PAGE</b> 1
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<b>POLICY No.: 701</b>	<b>EFFECTIVE DATE:</b> 09/30/09
<b>APPROVED BY:</b> <i>Jack Man &amp; Family ms</i>	<b>SUPERSEDES:</b> DHS Policy No. 704

**PURPOSE:** To establish that it is the employee's responsibility for presenting and maintaining a current license and/or certificate that is a requirement of his/her classification.

**POLICY:** Any employee who is being placed in a classification which requires a current valid license or certificate to perform the duties of this classification will produce evidence of this licensure or certification to the Department of Public Health (DPH) Human Resources office prior to being placed on this classification. After placement, it will also be the employee's responsibility to maintain all required licenses and certificates are kept current.

**TEMPORARY POSITIONS**

Persons recruited for positions requiring licensure or certification may be appointed to a temporary position pending receipt of such license or certificate. This shall not apply to medical, dental, and other professionals where such action would constitute a breach of the Business and Professions Code.

Any persons so employed shall be notified in writing of the conditions of employment by the appointing authority at the time of appointment. This notification shall also include the date by which the employee must obtain the required license/certificate. If the employee fails to obtain the required license/certificate by the due date, the employee will be released from County service or demoted, as applicable.

**MAINTAINING CURRENT LICENSE/CERTIFICATE**

Any employee whose classification requires a current valid license or certificate to perform the duties of his/her classification and who fails to renew or maintain a current valid license or certificate, will be subject to disciplinary action in accordance the Department's Employee Evaluation and Discipline Guidelines (EE&DG).

Where applicable, licenses and/or certificates are subject to verification by Department management via the Primary Source Verification process.

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GUIDELINES:

The Director of the Department's Human Resources shall establish procedures to ensure that employees are aware of this policy. Such procedures shall include, but are not limited to, the following:

1. Review of this policy with each incoming employee and document said review in the personnel file.
2. Review of this policy by supervisor/manager and the employee at the time of the annual Performance Evaluation, in accordance with Performance Evaluation Policy.
3. Written notice provided to volunteers, contractors, and other non-compensated workers.

AUTHORITY: Civil Services Rule 18.031