

PERSONNEL ACTION CODE GUIDE

(UPDATED: October 2020)

APPOINTMENT CODES

Action	Description	Notes
23	Change in Class - Appt from eligible list or Civil Service Authority	
43	Original Appt from eligible list or Civil Service Authority	
60	Special Emergency Appt (1 - 5 days)	DWP Use Only
104	Appointment to Emerg, Exempt, Limited, Trainee Position - no displacement rights or protective leave	If employee has displacement rights use Code 23. Codes 43 or 23 previously used
108	Paygrade Advancement	code 23 previously used
109	Change in Paygrade - Lower	
123	One-Day Appointment Civil Service Authority	
124	End of One-Day Appointment & Return to Former Class (auto populate)	

RE-APPOINTMENT CODES

Action	Description	Notes
17	Return to duty from disability pension/retirement	
44	Appointment from reserve list	
45	Appt from original list after layoff while on probation (same class)	
46	Appt from reserve list after layoff (current City employee)	
47	Appt from eligible list for same class after layoff	
49	Temporary Appointment after Retirement	
102	Returned to Duty -discharge not sustained (overturned by CSC or settlement agreement)	codes 43 & 90 previously used

DWP CODES : TO & FROM

Action	Description	Notes
99	Appt to DWP from City or to City from DWP	

LAYOFF CODES (Related to Mayor/Council Actions)

Action	Description	Notes
01	Laid off & returned to former class - Ch Sec 1015	Releasing dept use code 21
32	Laid off in class (Employee on Protective Leave)	
51	Laid off - did not exercise/have displacement rights	
66	Layoff - Erroneously retained out of order (no seniority)	
67	Layoff - Erroneously out of order (accrues seniority)	
116	Technical Lay off and returned to former class	Returned From Trainee, Exempt, Emerg.,etc.
117	Exempt/Trainee, etc. Term per actions by Mayor and/or Council re: budget	Use code 02 if not per Mayor/Council action

LEAVE CODES

Action	Description	Notes
18	Personal leave of absence w/o seniority credits	Use for medical leaves if employee has exhausted FMLA entitlements
15	Return to duty from leave w/o pay	
24	Leave of Absence with seniority credit (used for G.I. Educational Bill, Peace Corps, or employment with other governmental or private agency)	Do not use for Medical leaves
36	Unauthorized leave	
37	Return from unauthorized leave	

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55	Family leave of absence w/pay	
57	Return to duty from family leave of absence w/pay	
63	Family leave of absence w/o pay	
65	Return to duty from family leave of absence w/o pay	
62	Pregnancy disability leave w/o pay (not entitled to FMLA)	Use if employee is ineligible for FMLA
64	Return from pregnancy disability leave w/o pay	
20	Military leave of absence with pay or w/o pay	
16	Return to duty from military leave with pay or w/o pay	
302	FMLA Intermittent Leave w/pay	
303	FMLA Return Intermittent Leave w/pay	
304	FMLA Intermittent Leave w/o pay	
305	FMLA Return Intermittent Leave w/o pay	
306	Intermittent Personal Leave w/pay	
307	Return Intermittent Personal Leave w/pay	
308	Intermittent Personal Leave w/o pay	
309	Return Intermittent Personal Leave w/o pay	

STATUS CHANGE CODES

Action	Description	Notes
08	Made Exempt - same class	
13	Suspended for cause - Ch Sec 1016	
25	Deceased	
30	Intermittent to full time	Requires approval from the Personnel Dept
31	Return to duty from suspension	
33	Change in tenure from Emergency, Limited or Trainee to Regular in same class	
35	Change in Class Code without change in Class title	
40	Full time to intermittent	
81	Legally employed in new class w/o further examination	CSC Board action required
86	Change in status code - authorized by CSC	Use to return employee from legally employed status (reassigned to a position in status class title)
103	Suspension not sustained (overturned by CSC or ERB or settlement agreement)	Use only if the entire suspension was overturned
105	Catastrophic Illness payout	
106	Disciplinary Pay Status	
107	End of Disciplinary Pay Status	
115	End of Catastrophic Illness payout	
118	ERIP Payment Transfer	
119	Emergency Reinstatement to Payroll	

SWORN TO CIVILIAN & CIVILIAN TO SWORN CODES

Action	Description	Notes
41	Appointment from Sworn to Civilian (no break in service)	
42	Appointment from Civilian to Sworn (no break in service)	
110	1014 Sworn to Civilian or Civilian to Sworn	
111	Sworn/Civilian - Tech discharge & return to former class	code 43 previously used
112	Sworn/Civilian - Tech resignation & return to former class	code 43 previously used

TERMINATION CODES

Action	Description	Notes
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02	End of Emerg., Exempt, Limited, Trainee Position - no displacement rights or protective leave	Use if trainee does not promote before time limit
03	Resignation - in lieu of discharge, not willing to rehire	
04	Resignation to leave City Service, willing to rehire	
05	Abandoned Position	Not in use
07	Discharge for medical reasons	Not in use
09	Discharged for cause after passing probation	
10	RETIRED - PENSIONED, DISABILITY PENSION, OR DISABILITY RETIREMENT	
29	Probationary discharge	
39	Discharge from emergency, exempt, trainee or limited position	

TRANSFER CODES (REG, TENT, 1014 & REVERSION)

Action	Description	Notes
06	Reg transfer to another major Department or Division without a change in Class Code (used by receiving Department)	See Civil Service Rule 6 - Approved 16B Required
14	Technical resignation & return to former class from which employee was on a protective leave of absence (Employee's decision)	Employee requested to return on protective leave. Also, use to receive employees returning from tentative transfer
19	Technical discharge & return to former class from which employee was on a protective leave of absence (Department's decision)	Due to probationary termination, employee returned on protective leave
21	Release Employee Records for appointment or return to another department	Should not appear in EWH. Legacy Status 18
26	Transfer within a department or major division (Change in payroll fund) with no change in Class Code	
27	Voluntary Reversion (to a prior classification held by the employee)	See Civil Service Rule 6 -Approved 16B Required (if employee previously 1014 - use code 93)
28	Functional Transfer	Mayor/Council action required
83	Regular Ch Sec 1014 transfer	See Civil Service Rule 6 - Approved 16B Required
93	Return from Ch Sec 1014 transfer	Approved 16B Required
101	Status Ch Sec 1014 transfer	See Civil Service Rule 6.10 -Used for CSC Board actions only affecting a group (Class Consolidation or Split)

WORKERS' COMPENSATION CODES

Action	Description	Notes
72	Workers compensation at state rate (beginning)	
73	State Rate Supplemental Pay	
75	Return from Workers compensation at state rate	
94	Permanent disability (exhausted state rate)	Use for all unpaid WC related leave. (Use if Workers' Comp doctor has not returned employee to work or Department is unable to accommodate employee's WC work restrictions.)

MISCELLANEOUS CODES

Action	Description	Notes
00	Correction or Miscellaneous Change	Use only if no other code available

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12	Probationary Extension	
76	Name Change	Should not appear in EWH
77	FLSA Schedule Change Only	
90	Correction or Miscellaneous Change	Use only if no other code available
113	Social Security Number Correction/Change	Should not appear in EWH
114	Active Retired	Controller's code for tax compliance purposes
205	MOU Mass Bonus Update	
206	Salary Adjustment	
208	Add/Delete Bonus	
210	Accrual Balances	
900	Employee Self-Update	
902	DOB/Gender/Ethnicity/Home Address/Marital Status	

ITA/CONTROLLER USE ONLY CODES

Action	Description	Notes
200	Prime Job Reset	
201	MOU Mass Raise	
202	Automatic Step Increases	
203	Load LAPD FLSA Information	
204	Special Separation Reason Mass Update	