

**OLIVE VIEW-UCLA MEDICAL CENTER  
DEPARTMENT OF PATHOLOGY  
POLICY & PROCEDURE**

**NUMBER: 5483**

**VERSION: 2**

**SUBJECT/TITLE: ADM 50.0: PERSONNEL POLICIES**

**POLICY:** All staff will abide by Los Angeles County, Department of Health Services (DHS), Olive View-UCLA Medical Center (OVMC) and Pathology Department Policies.

**PURPOSE:** To provide clarification and references to commonly needed Personnel Policies.

**DEPARTMENTS: PATHOLOGY**

**DEFINITIONS:**

**PROCEDURE:** **CONFLICT OF INTEREST** - Refer to OVMC Policy 1130: Conflict of Interest.

**CONTINUING EDUCATION** - Refer to DHS Policy 294: Continuing Education.

**EMPLOYEE ASSISTANCE PROGRAM** - The Employee Assistance Program (EAP) is designed to aid all employees with personal problems for which the employee desires professional counseling. Interested employees may participate in this service by calling the intake counselor at (213) 738-4200.

**EMPLOYEE USE OF DRUGS/ INTOXICANTS ON COUNTY PREMISIS** - Refer to DHS Policy 747.200: Impaired Employees and Drug Diversion - Reasonable Suspicion Testing.

**GRIEVANCES** - Refer to DHS Policy 770: Grievances.

**JURY DUTY** - Refer to DHS Policy 756.3: Jury Duty Leave.

**LABORATORY TESTING FOR PERSONAL USE** - County employees may not ask and/or perform laboratory testing on themselves, other County employees (except when ordered by Employee Health Services or an OVMC provider) or their relatives/friends. Violation of this policy will result in disciplinary action, which may include termination of employment.

**LEAVING WORK AREA** - All laboratory staff must advise their respective supervisor/designee prior to leaving the section for other locations within the OVMC facilities. All laboratory employees must consult with their supervisor/

**SUBJECT/TITLE: ADM 50.0: PERSONNEL POLICIES**

**Policy Number: 5483**

**Page Number: 2**

designee prior to leaving the OVMC campus during working hours, exclusive of the thirty minute lunch break.

**OCCUPATIONAL INJURY OR ILLNESS** - Refer to DHS Policy 783: Reporting and Management of Industrial Injuries.

**OUTSIDE EMPLOYMENT**- Refer to DHS Policy 740: Outside Employment/ Incompatible Activity, Conflict of Interest, State of California Conflict of Interest and Disclosure Code, and Dual Compensation.

**OVERTIME** - Refer to OVMC Policy 37: Overtime.

**PERFORMANCE EVALUATIONS** - Refer to OVMC Policy 296: Performance Evaluations.

**PERSONAL APPEARANCE POLICY** - Refer to OVMC Policy 94: Workplace Attire and Appearance.

**PERSONAL PHONE CALLS** - It is understood that emergent calls are expected; but, they are to be kept at a minimum, to be of short duration and are to be emergent. As per Olive View Policy (Refer to OVMC Policy 770), County phones are not to be used for personal phone calls; there are public phones for this purpose and calls are to be made during employee's break or lunch periods, before or after business hours. County phones are County property and are for County business only.

**PERSONNEL RECORDS** - Refer to DHS Policy 760: Personnel Records.

**RECRUITMENT** - Refer to DHS Policy 701 - Recruitment.

**RECRUITMENT OF COUNTY EMPLOYEES FOR OUTSIDE EMPLOYMENT** - While on County time and County premises, staff are to conduct only County business. Therefore, non-County business is not to be conducted including the recruitment of County employees for outside employment.

**REST PERIODS** - Refer to DHS Policy 751: Attendance.

**RESTRICTION OF FAMILY MEMBERS/FRIENDS OF EMPLOYEES REMAINING AT WORK WHILE STAFF ARE ON DUTY** - At no time are family or friends of employees in the Department of Pathology to accompany and remain with the staff member while they are working. The Pathology Department is not an appropriate atmosphere for non-laboratory staff. There are many hazards in the Laboratory to which most people should not be exposed. Among these are: biohazardous and contaminated specimens and waste; caustic reagents; and equipment that could pose a danger to those untrained in its mode of operation.

**SUBJECT/TITLE: ADM 50.0: PERSONNEL POLICIES**

**Policy Number: 5483**

**Page Number: 3**

Furthermore, while employees are on duty, they are expected to give their full energies and concentration to the performance of their assignments. The additional responsibility and the inherent distractions that occur with a family member or friend in accompaniment make this very difficult and could cause a compromise to patient care.

If a family member or friend wishes to serve as an official volunteer, arrangements can be made with the Volunteers Office. A child must be 14 years old, and applications and paperwork for volunteer status must be filed by June 1<sup>st</sup> of any given year. Duty assignments will then be made through the Volunteer Office.

**SUBPOENAS AND OTHER LEGAL PAPERS** - Refer to OVMC Policy 91: Subpoenas and Other Legal Papers.

**TERMINATION OF EMPLOYMENT** - Refer to OVMC Policy 1869: Termination, Release, Suspension, Transfer, Or Discharge Of Workforce Member And Clearance Procedure.

**THEFT OF COUNTY PROPERTY** - Anyone with knowledge pertaining to any theft of County property is required to provide the information to Laboratory Administration.

Anyone witnessing any suspicious activity or any unauthorized personnel in the Laboratory area is required to notify his/her supervisor/designee immediately.

County Sheriff are to be notified as necessary to assist with resolution to the problem. Theft of County property is a serious offense, which may result in suspension and/or discharge from County Service.

**TIME OFF FOR COUNTY PERSONNEL EXAMINATIONS** - Employees are allowed to take promotional examinations on County time. However, Laboratory employees are required to pre-schedule this time to assure coverage as needed. Employees must use their own time to take examinations for lateral transfers.

**TIME REPORTING** - Refer to DHS Policy 610: Time Reporting.

**USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES BY WORKFORCE MEMBERS** - Refer to OVMC Policy 166: Use of Cellular Telephones and Other Electronic Devices by Workforce Members.

**USE OF COUNTY PROPERTY** - Refer to OVMC Policy 157: Use of County Property for Official Business.

**USE OF SICK LEAVE** - Refer to DHS Policy 756.5: Use of Sick Leave Benefits.

**SUBJECT/TITLE: ADM 50.0: PERSONNEL POLICIES**

**Policy Number: 5483**

**Page Number: 4**

**UTILIZATION OF “FREE TIME”** - Free time is to be utilized in a constructive, professional manner.

Among those activities considered professional and appropriate are: reading of professional journals; working on protocol updates; working on any assigned research and development project; compiling and interpreting data gathered while doing equipment evaluation; assisting in hospital sponsored projects; preparing or designing in-service training programs, making reagents; and assisting in maintaining a clean and organized Laboratory.

Among those activities considered non-professional and unacceptable during working hours and/or in operational Laboratory space are: letter writing; bill paying; nail polishing; engaging in personal phone calls; newspaper reading; or reading of non-professional books and magazines; sewing; crocheting; knitting; holding photography sessions; fraternization of off-duty employees with those on-duty concerning non-professional matters; radios playing at levels rendering normal speaking volumes inaudible, or at levels causing annoyance or lack of concentration in co-workers; simultaneous playing of multiple radios on different stations (a general consensus of those working should determine the station selection or no radios are to be played), television viewing; and sleeping.

Employees wishing to engage in the above non-professional activities must do so on their own time, and in non-operational Laboratory areas designated for breaks.

**VACATIONS** - Refer to DHS Policy 755: Vacation Scheduling.

<b>Date:</b>	<b>Revisions made:</b>	<b>By:</b>	<b>Rev:</b>
9/11/2012	Referred to DHS and OVMC policies where indicated. Placed in PPM system.	Julie Foley	50.0

