

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EMPLOYEE ORGANIZATION ACCESS

POLICY NO. 209

PURPOSE:

To allow reasonable access to representatives of certified employee organizations consistent with the Memorandum of Understanding (MOU).

POLICY:

Employee organizations (i.e., certified and registered) may be allowed access to Harbor-UCLA Medical Center facilities in accordance with the following procedures.

PROCEDURE:

I. GENERAL MEMBERSHIP MEETINGS

Requests for such meetings shall be submitted to the Director of Volunteer Services (or designee) for approval prior to the date of the requested meeting, and shall include the following information:

- Name, address and telephone number of persons to be responsible during the meeting
- Name and location of the requested room for holding the meeting
- Date, time and approximate duration of the meeting
- Approximate number of persons expected to attend the meeting
- Adequate identification of persons expected to attend by department, work location and classification
- Purpose of meeting
- Proposed handouts

All such meetings must be approved in advance of the requested date by the Director of Volunteer Services (or designee). Meetings must be scheduled so that employees attend on their own time. Employees cannot attend meetings on County time, which includes rest periods.

II. SOLICITATION

The Board of Supervisors may allow the sale, or display or goods of services in certain cases, provided such solicitation is permitted only at times, places and under conditions specified by the Board. The Board of Supervisors adopted an amendment to the anti-solicitation ordinance which permits

EFFECTIVE DATE: 1/86

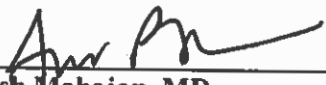
SUPERSEDES:

REVISED: 9/86, 10/92, 8/95, 3/99, 10/04, 5/14, 7/17, 8/20

REVIEWED: 9/89, 10/92, 8/95, 3/99, 2/02, 8/07, 5/14, 7/17, 8/20

REVIEWED COMMITTEE: N/A

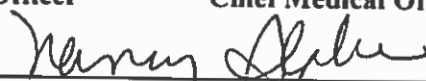
APPROVED BY:



 Anish Mahajan, MD
 Acting Chief Executive Officer



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 Chief Nursing Officer

HARBOR-UCLA MEDICAL CENTER

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POLICY NO. 209

certified and registered employee organizations access to public areas of County facilities for the purpose of offering their group insurance products to County employees under the following conditions:

- Prior approval is granted by the Director of Health Services.
- The organization signs a "Hold Harmless" Agreement approved by the Chief Executive Office.
- No employee is solicited on County time.

To ensure compliance with the provisions of the amended anti-solicitation ordinance, the procedure is as follows:

1. If a request is made from an employee organization to gain access for the purpose of offering their group insurance products to employees, Volunteer Services at extension 64094 confirms departmental approval.
2. If an employee organization has not previously been approved for group insurance solicitation, Volunteer Services will secure the required "Hold Harmless" Agreement from the group prior to granting access.
3. After the approval process is completed, employee groups may have access to employees in compliance with the amended ordinance. Employee groups must contact Volunteer Services at extension 64094 to make arrangements for access. Access will be granted when the arrangements include a provision for solicitation and when it is conducted on the employee's own time and is not disruptive to work operations.
4. Volunteer Services will notify Administration and the County Sheriff's Office when access is granted. To verify whether access has been granted, contact Volunteer Services at extension 64094 between 8:00 a.m. and 5:00 p.m., Monday through Friday. At other times, contact the County Sheriff's Office at extension 64450.
5. If access has not been previously granted, the employee organization will not be permitted to conduct business. Volunteer Services or the County Sheriff's Office will inform the employee organization of the procedure to follow.

III. ACCESS TO WORK AREAS

Only certified employee representatives, as that term is defined in Section 5.04.030 of the Los Angeles County Code, shall have access to work areas in accordance with the provisions of applicable Memorandum of Understanding.

Requests for access to work areas must be approved in advance by the Director of Volunteer Services (or designee). Certified representatives requesting access to work locations shall provide the following applicable information to the Director of Volunteer Services:

- Name and telephone number of persons requesting access
- Name of certified organization and affected bargaining unit

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EMPLOYEE ORGANIZATION ACCESS

POLICY NO. 209

- Date, time and approximate duration of visit
- Purpose of visit to worksite
- Specific location or work area to be visited
- Name, classifications, and work location of employees to be contacted

IV. ACCESS TO PUBLIC AREAS

Both certified and registered employee organizations may have access to public areas. Requests for such access must be submitted and approved in advance of the requested date by the Director of Volunteer Services (or designee). Organizations requesting access must provide the following applicable information to the Volunteer Services Office:

- Name and telephone number of persons requesting access
- Name of organization
- Date, time and approximate duration of visit
- Purpose of visit to facility
- Location of public areas to be visited

Contacts with employees must be on the employee's own time. Employees cannot meet with employee organization representatives on County time, which includes rest periods.