

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: TIME REPORTING – EMPLOYEE	Original Issue Date: November 28, 2001	Policy #: 500
	Supersedes: January 30, 2020	Effective Date: March 28, 2024
Individuals / Committees Consulted: Faculty Organization Committee OES Allied Health	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To provide for the accurate recording and reporting of time worked and time off for the preparation of the payroll.

POLICY:

Employees must adhere to Los Angeles County (LAC), LA General Medical Center, and College time and attendance standards and document time accurately.

- Noncompliance may result in disciplinary action, which may include counseling, written warning/reprimand, suspension/discharge.

Time records are maintained for a minimum of five years.

Work Schedules

Employees are scheduled according to staffing needs and within the guidelines below.

- Allied Health faculty must ensure that at least one instructor is scheduled per business day.

Employees work an approved LA General work schedule.

The College work week is Sunday through Saturday; business hours are Monday through Friday.

Employees must:

- Begin work promptly at the start of their shift and remain on the job, except for mealtimes and breaks
- Inform their supervisor if they are unable to adhere to their work schedule
- Obtain administrative approval prior to changing any work schedules / location.

Alternate work schedules must convert to 5/40 with:

- Jury duty
- Long term sick (more than 30 days)
- Percentage sick
- Industrial accident with lost time
- Suspension
- Military leave

Time Verification

Employees must make their whereabouts known at all times.

Subject:

TIME REPORTING – EMPLOYEE**Time Requests**

County policy and procedure, College needs, and divisional educational calendar govern the scheduling of vacations, holidays, and time off for employees.

All time off, other than sickness or emergencies, must have written prior approval.

Overtime

Requests must be submitted to and approved by administration prior to working overtime.

EXCEPTION: Clinical out of area overtime due to nursing service emergency staffing needs.

Overtime requests must include all of the following:

- Description of work to be performed
- Approximated number of hours to be worked
- Reason for overtime
- Supervisor's approval.

Supervisor shall not enter into informal agreements with employees allowing unrecorded compensatory time.

Vacation and Other Time Off

Requests must be submitted to the immediate supervisor for approval.

School of Nursing Breaks

SON faculty may request time off when courses are not in session.

Faculty planning to work during designated break periods submits a Work Justification to the semester coordinator.

- The justification includes a plan of work to be accomplished e.g.: curriculum and planning, class content development, and/or clinical remediation.

PROCEDURE:**Time Reporting and Communication**

Employee:

- Notifies OES and supervisor when working away from campus.
- Accurately records time worked and time absent from work on electronic timesheet according to LA General Medical Center policy
- Validates accuracy of electronic timesheet prior to submission
- Submits timesheet for approval to supervisor/designee by the specified date and time
- Requests approval for schedule changes in writing to immediate supervisor
- Requests time off from immediate supervisor
- Maintains an accurate daily calendar/record inclusive of the time and location of all lectures, meetings, and/or travel beyond the primary work location.
 - Employee keeps calendar/record for a minimum of two years

Employee's supervisor approves and verifies time records according to LA General Medical Center policy.

NOTE: Employees may be notified of timecard corrections via e-mail.

Subject:

TIME REPORTING – EMPLOYEEAbsence

Employee:

- Notifies immediate supervisor and OES staff of:
 - Absence as soon as aware of situation
 - Individuals to be notified
 - Any commitments/assignments requiring attention.

Person receiving call:

- E-mails supervisor and/or the course coordinator or designee

Jury Duty

Employee:

- Notifies immediate supervisor upon receipt of summons
- Submits copy of summons to supervisor
- Converts schedule to 5/40 for any week in which employee reports to jury duty, in accordance with LA General policy
 - 9/80 Schedules: Must be converted to 5/40 for every two weeks start and stop period that includes jury duty
- Submits completed jury duty certificate to supervisor at the end of jury service.

Time RequestsSchool of Nursing Breaks

Faculty must submit a Work Justification to the semester coordinator.

Semester coordinator and SON Dean:

- Approve the request based on the needs of the School
- Submit approved /completed Work Justification to supervisor
- Supervisor files completed Work Justification for 5 years.

PROCEDURE DOCUMENTATION:

SON Work Justification

REFERENCES:

DHS Policy #610: Time Reporting

DHS Policy #751: Attendance

DHS Policy #753: Overtime

Medical Center Policy #514: Work Hours

Medical Center Policy #515: Overtime: Approval of

Medical Center Policy #522: Jury Duty Leave and Deferments

Medical Center Policy #575: Record of Time/Benefits

REVISION DATES:

November 28, 2001

August 9, 2007

October 14, 2010

Subject:

TIME REPORTING – EMPLOYEE

September 12, 2013

January 12, 2017

January 30, 2020

March 28, 2024