



Martin Luther King, Jr.
OUTPATIENT CENTER

POLICY AND PROCEDURE

DIVISION: ADMINISTRATION	NUMBER: 04-042
SUBJECT: UNION MEETINGS	
SECTION: HUMAN RESOURCES	PAGE: 1 OF: 1
REVIEWED BY: HR ADMINISTRATION, ADMINISTRATION AND POLICY & PROCEDURE COMMITTEE	EFFECTIVE DATE: 03/24/06
	REVISED DATE: 04/11/06
TO BE PERFORMED BY: ALL WORKFORCE MEMBERS	REVIEWED DATE: 04/18/17

PURPOSE

To govern employee absence from work to attend union meetings and to address facility access by labor unions.

POLICY

Employees may not attend union meetings or conferences on County time, which include rest periods.

Employees who wish to use accumulated vacation, overtime, holiday time, or personal leave to attend union meetings or conferences must obtain prior approval from their manager/supervisor.

The supervisor has the discretion to approve such time depending upon the needs of the service.
Department facilities may be made available to unions and other employee groups for meetings.

PROCEDURE

Employees shall consult with the applicable Memorandum of Understanding (MOU) for information pertaining to their relationship with their applicable labor union and that of Los Angeles County.

Labor unions must contact MLK OPC on-site Human Resources (HR) to obtain access to the MLK OPC facilities to investigate grievances or observe working conditions. MLK on-site HR will make arrangements with appropriate management staff for an acceptable time to visit.

Labor unions and other employee representatives who want to be granted regularly scheduled access to public areas of the MLK OPC facilities must contact MLK on-site HR.

AUTHORITY

Los Angeles County Code
Applicable Memorandum of Understanding (MOU)

CROSS REFERENCE

DHS Policy No. 145, Use of Department Facilities by Non-County Groups

NOTED AND APPROVED:

Cynthia M. Oliver, Chief Executive Officer

Date

Ellen Rothman, M.D., Chief Medical Director

Date

Lessie Barber, RN, Nursing Director

Date

Signature(s) on File.