



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: UNION ACCESS TO WORK AREAS

Policy No.: A248
Supersedes: March 23, 2010
Revision Date: July 8, 2013
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PURPOSE

To allow reasonable access to representatives of certified employee organizations consistent with Memoranda of Understanding.

POLICY

Representatives of certified employee organizations shall be granted access to work locations within the facility to investigate grievances and observe working conditions, as long as such access does not interfere with operations and is authorized in advance.

GUIDELINES:

Representatives requesting access to work areas should be referred to Department of Health Services, Human Resources, Employee Relations Unit for authorization. The Employee Relations Unit will contact the appropriate management staff to arrange a mutually acceptable time for the visit. Representatives may be granted regularly scheduled access to cafeterias, rest areas, and other public areas of the facility through the Employee Relations Unit by completing a Special Event Request form.

REFERENCE: Department Of Health Services, Policy 145

Revised	March 2010	GLT:mm
	June 2012	DG:jm
	July 8, 2013	AC

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.