
SECTION VI

GENERAL POLICIES

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**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: PERSONAL APPEARANCE	POLICY#: VI-001
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

To ensure compliance with the Los Angeles County Code requirements governing personal appearance of employees, and to promote a professional and safe environment.

POLICY:

All employees are required to wear clothing and shoes suitable to their occupations and the business environment, or as required by applicable Memorandum of Understanding.

All Staff shall present a clean, neat appearance and dress accordingly.

GUIDELINES:

The following are uniform guidelines for Environmental Services Department Custodians:

- Attire (uniform) issued by the department must be worn. No exceptions.
- No open-toe shoes, thongs, slippers, flat thong-like sandals, "clogs/open-back or athletic shoes.
- No sportswear (shorts, faded jeans, jogging suits, sweatshirts).
- No wearing of caps, hats, or any form of head gear inside of buildings during working hours.

Issues of safety must be considered, particularly with shoes which may pose a safety hazard to employees.

REFERENCE: Los Angeles County code, Section 5.72.010
 Applicable MOU's

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: UNIFORMS (Laundered)	POLICY #: VI-001 B
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: November 2016 Supersedes: November 2016	Reviewed: March 2018

PURPOSE:

To ensure compliance with the Los Angeles County code as well the Memorandum of Understanding for Joint Submission to Board of Supervisors Regarding the Building Custodians Employee Representation Unit.

POLICY:

Custodian positions shall be entitled to have issued to them uniforms purchased/and or rented by the county and shall be laundered at no expense to the employee.

PROCEDURE:

Employees will be issued a locker and key with 12 shirts and 12 pants.

Uniforms are to be worn daily while on county time.

At the end of the shift on Mondays dirty uniforms are to be return to the drop off bin and will be picked up by the rental company to be laundered.

Uniforms will be returned to the employee's locker the following week on Tuesday morning.

Repairs/or replacements shall be reported to a Supervisor. (And may take up to 10 business days for replacement.)

Uniforms shall be returned to the department upon completion of active duty for the county, and at such times as may be required by the department head.

EFFECTIVE DATE: November 9, 2016

APROVED BY:GT

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: SURGERY DRESS-CODE	POLICY#: VI-002
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008 Supersedes: November 2010	Reviewed: March 2018

POLICY:

To provide a safe environment for the surgical patients by decreasing potential risks and contact with infectious agents. Environmental Services staff working in the Surgery Suite are to enter the dressing rooms and change their street clothes or uniform for the surgery green pants and shirt, shoe covers and cap. Staff are never to enter the surgery suite wearing street clothes or their uniform.

PROCEDURE:

All staff entering the surgical suite must wear proper surgical attire. Surgical attire consists of pants, shirt (scrub uniform) cap/head cover and shoe covers. Shoe covers are to be changed if they become wet/soiled or torn.

All staff that enter the semi-restricted areas of the surgical suite are in attire intended for use only within the surgical suite.

- "Scrub uniform" will be cleaned between wearing and must be changed when visible soiled.
- All possible head and facial hair including sideburns and neckline should be covered when in the semi-restricted and restricted areas within the surgical suite.
- Jewelry must be removed or confined within the scrub uniform.

REFERENCE: Rancho Nursing Policy & Procedure #OR91

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: SMOKING POLICY	POLICY #: VI-003
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

To control smoking to designated areas such that patients, visitors and employees may have an environmental to work that is unpolluted by tobacco smoke.

POLICY:

Smoking is prohibited in any building at Rancho Los Amigos National Rehabilitation Center and is also prohibited in County vehicles. This is in compliance with State and Local Regulations.

Smoking is permitted outside of buildings at least 20 feet away from any open doors, windows. Staff, visitors and patients are encouraged to use only the areas designated for smoking.

Designated smoking areas are:

- 500 Snack Bar Patio
- ATM Courtyard
- Patio adjacent to the "Model Home"
- 900 Snack Bar Patio
- By the 900 Annex Patio
- Support Services Annex (SSA) Building North East Corner
- North side of Building 400 between ramps
- Building 601 Patio
- Between Building 500 and medical Science Building
- Courtyard between Unit 701 and Unit 703

In the Jacquelin Perry Institute (JPI) Building, smoking is only permitted on the third floor balcony for visitors and patients only.

Smoking includes the smoke of a pipe, cigar, cigarettes or any other like substance. It also includes lighting such a substance and/or carrying a burning pipe, cigar or cigarette.

Employees are not to give patients any type of cigar, cigarette or any other like substance.

AUTHORITY: JCAHO Standards
Los Angeles County Board of Supervisors
Los Angeles County Director of Health Services
California State Law

REFERENCE: RLANRC Administrative policy #A120

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: OVERTIME	POLICY#: VI-004
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 2
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

To provide guidelines governing overtime.

POLICY:

All overtime worked requires prior approval from the Director of Environmental Services Department. Only in cases of emergency may Senior Custodian Supervisors assign overtime and approval must be obtained from the Director as soon as possible after the overtime is worked. Emergency situations shall be defined as unforeseeable workload requirements directly related to assignments in patient care areas which necessitate overtime and non-completion of which would negatively impact the cleaning and maintenance of patient care areas

GUIDELINES:

Employees

No employee is to work overtime without prior approval from the Director of Environmental Services and/or his/her designated Senior Custodian Supervisor. Only approved overtime should appear on an employee's timecard and verified and signed by the appropriate Senior Custodian Supervisor.

Supervisors

Supervisors shall have immediate responsibility for monitoring overtime and ensuring that only preauthorized overtime is worked. Approval for all FLSA (time and one-half paid is obtained by completing the Overtime Authorization forms (Attachment I & II). All requests for overtime must include:

- Nature of the request.
- Justification why it cannot be done during scheduled working hours.
- Number of employees needed.
- Date overtime to be worked.
- Daily overtime approval from attached to request (Attachment II)

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: OVERTIME	POLICY#: VI-004 (con't)
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 2 of 2
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

FLSA COVERED EMPLOYEES:

All overtime work permitted is considered work time under FLSA and must therefore be compensated in accordance with those provisions. If a manager or supervisor knows or has reason to believe that work is being performed by a "covered" employee, although not previously authorized, this time is considered time worked for overtime purposed and is subject to FLSA overtime requirements.

"Off the Record" agreements between supervisors and employees to take time off later for overtime worked is NOT allowed.

FLSA-EXEMPT EMPLOYEES:

FSLA exempt employees will be paid on the "salaried" basis to work a usual and customary work week of indeterminate length and will continue to be assigned to specific work schedules as determined by Management. Paid overtime for "exempt" employees shall not be authorized.

Extraordinary Circumstances:

Overtime may be approved for FLSA-exempt employees who are required to work an additional full shift to cover a position, because of unanticipated emergency, or because of workload requirements, and the completion of which necessitates overtime and non-completion of which would negatively impact the department. The number of full-shift increments of compensatory time off for approved overtime worked than an "exempt" employee can have on the books is ten (10) days.

Overtime for FLSA-exempt employees requires approval from the Area Administrator. If approved, overtime shall be accumulated at the straight time rate in full-shift increments.

Overtime Authorization Form

All overtime requests must be costed out bi-monthly using the daily overtime approval forms turned in by the Senior Custodian supervisors. This includes the employee's name, date of overtime worked, hours of overtime and the area and description of work the employee completed. The number of hours total for the 2 week period must be multiplied by the hourly rate and will give you the total cost. This form is completed in the main Environmental Services Office every two (2) weeks and submitted to the Director for review and approval then forwarded to the Area Administrator for final approval for Payroll.

Attachments:

Authority: OHSOvertimeGuidelines
 RLANRC Administrative Policy #A224

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: ATTENDANCE & TIME REPORTING	POLICY#: VI-005
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 6
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

To ensure attendance and time reporting standards are observed by all staff within the Environmental Services Department. These standards are consistent with the Los Angeles County code and Rancho Los Amigos National Rehabilitation Center (RLANRC) policy.

POLICY:

Standards for attendance are as follows:

- No more than one (1) unscheduled day of absence per month
- No more than two (2) occasions of tardiness in a timecard period.

All employees are to report at their work area and perform their assigned duties during their scheduled working hours, except when on an approved vacation or approved leave of absence as subscribed and governed by the county Code and RLANRC policy.

Any employee who will be absent from duty for any reason, shall request advance approval for such absence from their supervisor as soon as the need for the absence is known.

Employee's responsibility to Report Absence:

In emergent situations, such as personal illness, critical illness or death in the immediate family, or such instances in which the need for absence cannot be anticipated, an employee must call the main Environmental Services Office at (562) 385-7291 or (562) 385-7566 within the first hour of their supervisor's shift or work schedule. Employees must speak with someone in the Main Office in order to provide an absent report to their supervisor in a timely manner and to ensure that appropriate coverage for their assignment is made. Leave a voice mail message with all necessary information. It is the responsibility of the employee to request time off from their immediate supervisor stating the nature of the emergency. If the immediate supervisor is unavailable, the employee must speak with the Director of Environmental Services or his/her designated staff member.

Failure to call in will result in time being recorded as "Absent without Pay" or AWOP.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: ATTENDANCE & TIME REPORTING	POLICY#: VI-005 (cont.)
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 2 of 6
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

Request for Scheduled Vacation:

All requests for vacation shall be submitted on a "Vacation/Time off Request" form to the employee's immediate supervisor at least thirty (30) business days prior to the time off being requested, whenever possible.

- Employee Responsibility
 - Vacation requests for the calendar year should be submitted to the supervisor no later than January 31 or each year. If the employee does not submit a request by January 31, any future requests for vacation will be granted only as staffing permits.
 - Employees must submit requests for vacation in writing on the **Vacation Request Form**.
 - Requests for vacation must be given to the supervisor. DO NOT leave requests with another employee or on a bulletin board.
 - All requests for vacation will be granted in accordance with applicable Memorandum of Understanding and Department Policy. * Justification for the cancellation of a scheduled vacation by Management shall be based on inadequate staffing due to such reasons as illness, injury or an act of God.
- Supervisor Responsibility
 - Supervisor shall date and time stamp every request for vacation that is received.
 - Supervisor shall discuss any potential scheduling conflicts with the employee to discuss alternative dates when there are staffing issues.
 - All requests for vacation must be responded to by the supervisor in writing within five (5) working days of receipt of requests, unless there are circumstances.
 - Approved vacation requests will be posted in the Main Office.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: ATTENDANCE & TIME REPORTING	POLICY#: VI-005 (con't)
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 3 of 6
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

Request for Time Off:

All requests for vacation shall be submitted at least two (3) days in advance, when possible, to allow supervisors to readjust staffing schedules. Exceptions to the two (3) days advance request include emergency time off such as bereavement, illness, injury, or family leave, etc.

- Employee Responsibility
 - Employee must submit requests for time off in writing on **Special Request for Time off form**
 - Requests for time off must be given to the supervisor. DO NOT leave requests with another employee or on a bulletin board.
 - All requests for vacation will be granted in accordance with applicable Memorandum of Understanding and Department Policy. * Justification for the cancellation of a scheduled vacation by Management shall be based on inadequate staffing due to such reasons as illness, injury or an act of God.
- Supervisor Responsibility
 - Supervisor shall date and time stamp every request for time off received.
 - Supervisor shall discuss any potential scheduling conflicts with the employee before making a final decision to approve or deny the request for time off. This will allow the supervisor and employee to discuss alternative dates when there are staffing issues.
 - All requests for time off must be responded to by the supervisor in writing within 24 hours of receipt of time off requests, unless there are extenuating circumstances.
 - Approved time off will be posted in the Main Office.

Requests for Time Off- Unscheduled:

Requests for unscheduled time off shall be completed on the vacation / time off request form with a notation by the supervisor that the form was completed "after the fact"

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

SUBJECT: ATTENDANCE & TIME REPORTING	POLICY#: VI-005 (con't)
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FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES

Medical Certification:

The supervisor/manager may require satisfactory proof from an employee of his need to be absent from duty.

After three (3) consecutive days of failure to comply with attendance standards, or when there appears to be an unacceptable pattern of absences (before or after regular days off, holidays, etc., or when the employee has exhausted his/her 100% sick leave), a supervisor shall require an employee to provide medical certification for any subsequent absence due to illness and/or injury. The medical certification must include the following information:

- Original signature of physician (medical, licensed) on physician's letterhead or medical provider forms.
- Nature of illness.
- Statement that the employee is disabled (note: certifications which read, "Patient states he/she is disabled" will NOT be accepted).
- Beginning date of illness/injury/disability
- Expected date the employee will be released to return to work, and
- Work restrictions, if any.

Failure to provide the required medical certification will result in the absence being considered unauthorized and the employee will be carried as "absent without pay" and may be subject to disciplinary action.

Supervisor Responsibility/Accountability:

Each supervisor will be responsible for completing, signing (verifying employee's absence) the environmental Services Department "Call in Absence Report" and ensuring their assigned area of duty is covered during the employee's absence.

Time Reporting

Employee Responsibility / Accountability:

Time

Each employee shall clock in and out all time worked by use of time clocks located outside supervisor's office in JPI. Employees shall use timecards provided by supervisor, sign their card and turn it in within the time period specified by supervisor. Hours worked shall not include time spend on personal business. The employee's signature confirms the accuracy and completeness of the timecard.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: ATTENDANCE & TIME REPORTING	POLICY#: VI-005 (con't)
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 5 of 6
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

Timecards:

Timecards must be fully completed in blue or black ink and shall accurately reflect all hours worked by use of the time clocks and the reasons, where appropriate (overtime), and all hours absent and the reason codes (e.g., sick, vacation, absent without pay). Time worked and time absent shall be recorded on the timecard on a daily basis with actual time. Employees shall clock in when arriving to work and clock out at the close of their work day or shift with ACTUAL time.

All environmental Services Department employees are required to clock in and out documenting the actual time of arrival and the actual time of departure at all times. The Director of Environmental Services must approve any exceptions to this requirement. **Employees must NOT clock in or out for any other employee.** The environmental Services timecards are documentation of employee's time records, therefore, falsification of these time records may result in disciplinary action up to and including discharge from County service.

Accountability for Accurate/Complete Time Reporting:

Employees will be held accountable for complete, accurate time reporting. Appropriate disciplinary action will be taken for noncompliance. This may include counseling, written warnings, reprimands, suspension, and/or discharge.

Supervisor Responsibility/Accountability:

Upon receipt of their subordinate's timecards, each supervisor shall review the timecards for accuracy and completeness, verifying the time reported on the timecard and variations to the regular hours worked. The timecard should be balanced against the daily attendance sheet, "Call in Absence Report" and any prior approved time off requests. The timecards should be signed by the supervisor in blue or black in and turned in to the main office for appropriate posting by the timekeeper on the master timecard. The timekeeper shall ensure that timecards are submitted to the Payroll Office within the time period specified by Management. The supervisor's signature confirms the accuracy and completeness of the timecard. When the timecards or timecard corrections have been signed by the supervisor, employees must not have access to their own timecards.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: ATTENDANCE & TIME REPORTING	POLICY#: VI-005(cont.)
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 6 of 6
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

Accountability for Accurate Verified Time Reporting:

Supervisors will be held accountable for monitoring and approving their employees' time. Supervisors ensure that employees are made aware of all timecard changes or alterations, ensure timecards security, provide signed documentation of review of this policy to all employees.

Supervisors/Managers shall regularly review time cards/sign in logs to identify employees who consistently Timecard corrections/alterations must be initialed in blue or black ink by both the employee and the supervisor. If an employee is not available to initial a correction/alteration made by the supervisor prior to the timecard being submitted to Payroll, the supervisor must give timely written notice of the change to the employee. Initialing by the employee of timecard changes made by the supervisor confirms awareness that the change has been made. Where time reported must be changed after the timecard has been submitted to Payroll, a timecard adjustment form must be completed in blue or black ink, signed by both the employee and supervisor and forwarded to Payroll for processing.

Falsification of Time Records

Time cards are official, legal County documents that are used to determine pay. Falsification of time records, which includes clocking in and / or out for another employee, is a fraudulent act and may result in disciplinary action up to and including discharge from County service.

Supervisors shall reconcile time clock balances with absent reports and daily attendance sheets to verify accurate time.

Reference:

Administrative Policies:

- A212 - Leave of Absence
- A213 - Bereavement Leave
- A216 - Paid Leave to Take Civil Service Examinations
- A217 - Military Leave
- A218 - Witness Leave
- A219 - Sick Leave/ Family and Medical Leave of Absence
- A221 - Jury Duty

Cross Reference:

- 1028 - Time Reporting/Time Abuse
- Employee Evaluation & Discipline Guidelines" handbook
- *Custodian Memorandum of Understanding-Article 45. Page 105, dated 11/21/06

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: NEW EMPLOYEE ORIENTATION	POLICY #: VI-006
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

To assist Supervisors in covering basic information necessary for a new employee to understand Department and Hospital Rules, regulations and Policies. Once reviewed with the employee, this document becomes part of the employee's personnel file.

POLICY:

A complete orientation with the employee is held by Rancho Los Amigos National Rehabilitation Center's Department of Human Resources. The employee will initially receive a welcome to the department from the Director of his/her designated supervisor. The following topics will be discussed with the employee on the first day:

- Rancho Los Amigos National Rehabilitation Center Training Schedule
- Department Orientation
- Fire & Disaster Training
- Uniforms
- Review of Environmental Services Guidebook to Excellence
- Environmental Services "Do's and Don'ts (available in English and Spanish)
- Call-In Absence procedure
- Review of Environmental Services Department Attendance & Time Reporting Policy
- Job Assignment and area assigned to work

The completed orientation sheet, acknowledgement of review of the Attendance & Time Reporting policy is to be signed by the employee and becomes part of the employee's department personnel file.

Employees are to be trained and/or retrained on an ongoing basis by the Senior Custodian Supervisor.

Attachment

REFERENCE: EVS Attendance & Time Reporting Policy #3.8
 Administrative Policy #A228 - Time Reporting / Time Abuse

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

**NEW EMPLOYEE ORIENTATION
CHECKLIST**

SUPERVISOR:

This checklist is designed to assist you in covering basic information necessary for a new employee to understand Department and Hospital rules, regulations and policies. This document becomes part of the Employee's Personnel File.

EMPLOYEE'S NAME	CLASSIFICATION	EMPLOYEE NO.

- o Assignment of Supervisor
- o Job Assignment and Duties
- o Assignment Schedule
- o Uniforms and Laundry
- o Introduction to Fellow employees
- o Facility Layout - Maps
- o Eating Areas
- o Telephone Use - County & public
- o Timecard procedure (clocking in/out- EVS Policy #3.8)
- o Attendance & Time Reporting (absences, tardiness, leaves of absence, etc. Policy #3.8)
- o Call-In Absence Procedure
- o Work Week, working Hours, Lunch and Break periods, etc.)
- o Salary and Pay Days
- o Retirement Plan and Deductions (permanent staff)
- o Review of EVS Guidebook to Excellence
- o Safety
- o Personal Protective Equipment (gloves, safety goggles, etc.)
- o Industrial Injuries (Immediate Reporting)
- o Promotional Opportunities
- o Employee Benefits, Insurance, Credit Union
- o Completion of Change of Address Card/emergency Card for Main Office
- o Political Activity
- o Outside Employment
- o Personal Appearance
- o Disciplinary Actions
- o Grievance Procedures
- o Performance Evaluations / Probation Period
- o Annual Health Screening
- o Infection Control
- o Emergencies (Fire, Disaster Reporting procedures)

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: SICKLEAVE	POLICY#: VI-007
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 2
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

The provide guidelines for employees who are compelled to be absent from work due to illness or injury.

POLICY:

An employee may utilize full-pay sick leave when compelled to be absent because of disability resulting form illness or injury (for work related injuries/IA, see page two, procedure number five). In addition, with the prior approval of their supervisor, an employee may use accrued sick leave at full pay for:

- Non-emergency medical or dental care, or
- Any personal reason that does not interfere with the public service mission of the department or the County to a maximum of 48 working hours in any one calendar year.

Any employee who is absent because of illness, injury, or non-emergency medical or dental care, may be required at any time, to provide notification to his or her supervisor before such absence is authorized.

Sick leave at part pay shall not be allowed to any person until a full-pay sick leave has been used.

Sick leave at part pay shall not be used until after five consecutive calendar days, commencing with the first day of absence from work, due to any single illness or injury, unless such illness or injury results in hospitalization, which case part-pay sick leave may be used form the first day of hospitalization. Proof of hospitalization must be submitted to the Human Resources Return to Work Office.

PROCEDURE:

- Whenever an employee will be obliged to be absent from his or her work because of illness for a period of one day or more, he or she will immediately notify his or her supervisor of such absence and the reason therefore (Attachment I, & II). Timeliness of reporting such absence will be in accordance with the employee's department policy.
- An employee will notify his or her supervisor in advance of any need to be absent from his or her work due to non-emergency medical or dental appointments. Submission of such advance request for time off will be made in accordance with the employee's department policy.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: SICKLEAVE	POLICY#: VI-007 (con't)
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 2 of 2
EFFECTIVE: August 2008	Supersedes: April 2011
	Reviewed: March 2018

- If a supervisor finds that any employee under his or her supervision had abused or is abusing such sick leave privileges, the supervisor may take necessary steps to proceed with disciplinary actions.
- **For the procedure to follow when an illness causes an employee to be absent form work beyond 30 days, refer to Rancho Policy A219 - Family Leave, Medical Leave and Pregnancy Disability Leave.**
- For work related injuries please refer to the First Line Supervisors Procedure Manual for Workers' Compensation.

REFERENCES: Department of Health Services, Policy 756.5
Los Angeles County Code, 5.16.030; 5.16.040; 6.20.040
Rancho timekeeping Operational Manual - 6.2

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER REQUEST FOR LEAVE OF ABSENCE

Check the appropriate box::

- FAMILY AND MEDICAL ACT (FMLA)/CALIFORNIA FAMILY RIGHTS ACT (CFRA)
- MEDICAL LEAVE
- PREGNANCY LEAVE
- PERSONAL LEAVE
- OTHER (Explain Below)

(Explanation): _____

(To be completed by employee)

Employee Name: _____ Classification: _____

Employee No.: _____ Pay Location _____ Department: _____

PAYMENT INFORMATION: NO ACCRUAL SICK TIME BENEFITS CAN BE USED TO COVER PERSONAL LEAVES OF ABSENCE

Request a leave with pay From: _____ To: _____ Return to duty on: _____

Please use my actual benefit time of: _____

Request a leave without pay From: _____ To: _____ Return to duty on: _____

I have been counseled and/or received guidelines and policies regarding the above chosen leave and agree to comply with all rules and regulations that apply.

Employee Signature: _____ Date: _____

(Departmental Approvals)

Approved Denied Department Head/Service Chief _____ Date: _____

Approved Denied Human Resources Director _____ Date: _____

Comments/Recommendations: _____

LEAVES OF ABSENCE IN EXCESS OF 12 MONTHS REQUIRE APPROVAL BY THE DEPARTMENT OF HUMAN RESOURCES, DIRECTOR OF PERSONNEL (OBTAIN SIGNATURES BELOW ONLY IF REQUEST IS IN EXCESS OF 12 MONTHS)

Approved Denied Chief Executive Officer: _____ Date: _____

Approved Denied Director of Personnel: _____ Date: _____

Original: Employee Personnel Folder

Copies: Payroll Office, Return-To-Work Office, Department Head

County of Los Angeles
Rancho Los Amigos National Rehabilitation Center
Human Resources Office
7601 East Imperial Highway, Downey, CA 90242

CERTIFICATION OF HEALTH CARE PROVIDER
(Family & Medical Leave Act of 1993/California Family Rights Act)

-
1. Employee's Name: _____ 2. Patient's Name (*If different from employee*) _____
-
3. Page 4 describes what is meant by a "**serious health condition**" under both the Family and Medical Leave Act and the California Family Rights Act. Does the patient's condition qualify under any of the categories described? if so, please check the applicable category.
(1) **(2)**-- **(3)** (4) _ (5) _ (6) _____ , or None of the above _____
4. Describe the **medical facts** which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:
5. a. State the approximate **date** the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present **incapacity**² if different):
- b. Will it be necessary for the employee to be absent from work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)?
- If yes, give the probable duration:
- c. If the condition is a chronic condition (condition #4) or pregnancy, state whether the patient is presently incapacitated² and the likely duration and frequency of episodes of incapacity²:

¹ Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking family medical leave.

² "Incapacity," for purposes of family medical leave, is defined to mean inability to work, attend school or perform other regular daily **Activities due to the serious health condition, treatment therefor, or recovery therefrom.**

6. a. If additional **treatments** will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of **treatment** on an **intermittent** or **part-time** basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery) if any:

- b. If any of these treatments will be provided by **another provider of health services** (e.g., physical therapist), please state the nature of the treatments:
- c. **If a regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

-
7. a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work** of any kind?

- b. If able to perform some work, is the employee **unable to perform any one or more of the essential functions of the employee's job** (the employee or the employer should supply you with information about the essential job functions)? If yes, please list the essential functions the employee is unable to perform:

- c. If neither a. nor b. applies, is it necessary for the employee to be **absent from work for treatment**?

8. a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?
- b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery?
- c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable **duration** of this need:

Signature of Health Care Provider

Type of Practice

Address

Telephone Number

Date

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

Employee Signature

Date

A "**Serious Health Condition**" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity² or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity² of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity[•] relating to the same condition), that also involves:

- (1) **Treatment³ two or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- (2) **Treatment** by a health care provider on **at least one occasion** which results in a **regimen of continuing treatment** under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**.

4. Chronic Conditions Requiring Treatments

A **chronic condition** which:

- (1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider,
- (2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and
- (3) May cause **episodic** rather than a continuing period of incapacity² (e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of **incapacity²** which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

³Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

⁴A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, **or** for a condition that **would likely result in a period of incapacity² of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: ENVIRONMENTAL SERVICE DEPARTMENT JOB DESCRIPTIONS AND CLASS SPECIFICATIONS	POLICY#: VI-008
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

To define the duties of all Environmental Services staff in accordance with the Los Angeles County Chief Administrative Office Class Specifications and Memorandums of Understanding.

POLICY:

Functional Job Descriptions and Class Specifications are attached for each item listed below:

- Director of Environmental Services
- Senior Custodian Supervisor
- Custodian Supervisor
- Custodian
- Housekeeper

Attachments
(EVS Job Descriptions & Class Specifications)

REFERENCE: Chief Administrative Office - Class Specification Listings

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
ENVIRONMENTAL SERVICES**

DIRECTOR OF ENVIRONMENTAL SERVICES JOB DESCRIPTION

Director of the Environmental Services Department at Rancho Los Amigos National Rehabilitation has overall responsibility for the maintenance of the facility.

1. Reports to the Director of Facilities Management.
2. Plans, assigns, directs, and evaluates the activities of supervisory staff and subordinates performing custodial, window washing and Housekeeping services on a seven-day, sixteen hour basis.
3. Monitors quality and quantity of work and takes corrective actions as necessary.
4. Interviews, evaluates and recommends selected qualified supervisory staff for positions in operations.
5. Investigates and prepares written responses to employee grievances, and recommends corrective or disciplinary action as needed.
6. Implements and maintains controls on ordering, issuing, warehouse storage and Inventory of custodial supplies and equipment.
7. Investigates, implements or recommends solutions to problems relating to the security of supplies and equipment.
8. Develops policies and procedures relative to custodial operations, safety, training and employee performance.
9. Analyzes and makes recommendations on organizational problems and work procedures.
10. Assists in developing and implementing contingency plans necessary to the facilities operations in emergencies and disasters.
11. Participates in management staff meetings and conferences relative to the Medical Center's implementation of policies and procedures and custodial maintenance services to ensure consistency with standards set forth by State and Federal agencies as well as Joint Commission (JC)
12. Participates in the decision making level of budget planning.
13. Analyze and makes recommendations for staffing, financing, purchasing and leasing.



**Los Angeles County
Chief Executive Office**

***Class Specification:* BUILDING COMPLEX MANAGER II**

ITEM NUMBER: 6819

APPROVAL DATE: 05/30/2007

DEFINITION:

Manages a service area section providing general building maintenance, minor repair and custodial services.

CLASSIFICATION STANDARDS:

Positions allocable to this class are distinguished by their responsibility for managing a service area and the provision of general building maintenance and custodial services to facilities in an assigned service area, including crafts, communications, parking and security services and monitoring of contract work. Incumbents must exercise a broad knowledge of general building maintenance, minor repair and custodial services and an understanding of the principles of supervision.

EXAMPLES OF DUTIES:

Plans, coordinates, assigns, reviews and evaluates the work of the service area.

Ensures that all work performed by the area's staff, including minor carpentry, masonry, electrical, plumbing and painting work and custodial services meets applicable standards.

Prepares for or assists client departments in the preparation of requests for office equipment and services, including business machines, parking, security, communications and facility alterations, maintenance and repair.

Reviews work plans and specifications; prepares preliminary time and cost estimates.

Meets with representative from assigned facilities to coordinate services, determine service requirements, and resolve service problems.

Ensures work performed by contract personnel complies with contractual agreements.

Coordinates, schedules and monitors the performance of specialized maintenance services, including window washing, light fixture cleaning, specialized floor care, pest control and extermination, and parking lot sweeping.

Supervises the ordering, issuing, storing, safeguarding, and use of the unit's

Supplies; investigates and implements or recommends solutions to problems relating to the security of the unit's supplies and equipment.

Ensures assigned facilities comply with building, safety and health codes and standards.

Maintains work records and other documents concerning activities of the service area.

Assists in developing and implements divisional operating policies, standards and procedures.

Assists in developing and implementing contingency plans necessary to meet emergencies and disasters, including the evacuation and operation facilities.

Participates in studies, investigations and the preparation of reports and other correspondence concerning departmental activities.

Participates in the accreditation review and inspection of hospitals and serves on various administrative committees concerning accreditation as the liaison for the department.

May act in the absence of the Division Manager as directed.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

One year of experience at the level of General Maintenance Supervisor -OR- Two years of experience at the level of Senior Custodian Supervisor -OR- Three years of journey-level experience in a building crafts/skilled or trades position in the service of Los Angeles County -OR- Five years of experience in general building maintenance and repair, performing a variety of minor carpentry, electrical, masonry, painting, and plumbing work, three years of which must have been in a specialized or supervisory capacity.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
ENVIRONMENTAL SERVICES**

SENIOR CUSTODIAN SUPERVISOR JOBDESCRIPTION

To direct and coordinate the Environmental Services in all areas of the Hospital provided by custodians under there charge:

1. Ensure that each custodian performs the following general housekeeping tasks;
 - Terminal and daily cleaning of patient unit.
 - Clean walls, windows, ceiling and floors
 - Clean all furniture and equipment
 - Clean parking lots and surrounding areas of the hospital
2. Inspect maintenance of areas. Make written inspections weekly.
3. Responsible to Director
4. Act as Custodian Supervisor in the absence of Custodian Supervisor
5. Supervise custodian supervisors in the hospital
6. Coordinate activities with other department in the unit
7. Maintain equipment and supplies on qualitative and quantitative services
8. Complete absence report. Enter all absences and tardiness of any kind in red pencil
9. Maintain assignment book written up one week in advance.
10. Monitor absenteeism reports and take appropriate action when needed.
11. Assign a custodian supervisor to issue supplies and equipment where applicable
12. Make rounds on all units and assignments.
13. Ensure that all personnel are where they are assigned and that work is being done properly and according to schedule.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
ENVIRONMENTAL SERVICES**

SENIOR CUSTODIAN SUPERVISOR JOB DESCRIPTION (con't)

TASK

- Make written inspections
- Complete floor or area from an approved schedule
- Check with Director and receive any necessary instructions for the day.
- Check work box regularly to see that requests and complaints are completed that day, and must meet the standards. If the jobs are not completed, follow-up should be automatic
- Schedule days off
- See that employees are giving twenty-four (24) hours' notice of request for their time off.
- See that each employee receives a copy of his vacation stating the date he/she is to begin and return

EVALUATE CLEANING STANDARDS AND FREQUENCIES

- See that the cleaning jobs meet the standards and area to be done weekly, monthly, etc.

REPORT TO DIRECTOR

- Anytime you leave the Hospital grounds and upon your return. Report when the supervisors will be off duty for any reason.

SUPERVISE CUSTODIAN SUPERVISOR

- See that their assignments are being filed, written inspections/rounds are being made daily, and meet departmental standards, and all discrepancies are corrected.
- Report fire and safety hazards to Safety Officer.
- Report any infestation of insects/rodents to Facilities Management Main Office. For eradication.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
ENVIRONMENTAL SERVICES**

SENIOR CUSTODIAN SUPERVISOR JOB DESCRIPTION (cont.)

SUPPLIES

- Responsible for all activities in the supply room areas and control of inventories.
- Issue supplies as needed.
- Complete requisitions for supplies
- Check incoming and outgoing supplies and check shortages
- Report any and all missing supplies and equipment
- Locate everyday needs
- Report all building and equipment repairs
- Conduct semi-annual inventories.

TRAINING

- Conduct monthly in-service safety training on the job
- Assist in planning, organizing and establishing of the work progress with the custodian unit.
- Maintain adequate communication with the director
- Report any and all unusual activities within the hospital organization to director.

ADMINISTRATIVE

- Complete monthly statistical report and forward to Administration not later than the fifth day of each month.
- Complete yearly performance evaluation
- Participate in fire and disaster drills and train new employees in their role
- Ensure custodians know what to do and where the fire extinguisher is located and all disaster signals.

***Class Specification:* SENIOR CUSTODIAN SUPERVISOR**

ITEM NUMBER: 6780

APPROVAL DATE: 06/23/2003

DEFINITION:

Supervises a large crew of custodians and other workers maintaining the cleanliness and appearance of County offices, hospitals, health and correctional facilities, institutions, and buildings.

CLASSIFICATION STANDARDS:

Positions allocable to this class are responsible for cleaning County facilities over 250,000 square feet, and supervise a crew of approximately 40 or more custodial workers, including subordinate supervisors. This class reports to a Head Custodian, or higher level manager.

EXAMPLES OF DUTIES:

Schedules, assigns, and supervises the work of a large number of employees, including subordinate supervisors; reassigns employees as necessary.

Inspects all facilities serviced to see that quality of work is maintained and to point out areas where improvement is needed.

Instructs new employees in the performance of their duties and observance of safety rules and regulations.

Evaluates the work of subordinates and completes their performance evaluations.

Orders, issues supplies and equipment, sees that they are used properly and economically, and condemns worn out or damaged equipment.

Reports needed maintenance repairs or unsafe conditions to appropriate supervision.

Investigates complaints regarding services and attempts to improve services.

Maintains records and makes reports.

May monitor contract custodial services.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Two years' experience supervising employees performing cleaning duties in an institution, office building or similar facility at the level of Custodian Supervisor.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
ENVIRONMENTAL SERVICES**

CUSTODIAN SUPERVISOR JOB DESCRIPTION

1. Check and ensure all areas are covered each day.
2. Supervise the stripping, waxing and cleaning of floors throughout the facility
3. The custodian supervisor, orientate the employees with all matters they need to know about their employer and job assignments.
4. Inform employees about department rules, regulations and policies so that he/she will understand working conditions.
5. Instruct custodian, about various services performed by Environmental Services Department so that they may better represent the department when meeting other County employees.
6. Check custodian, in working areas to see if approved cleaning techniques are being utilized.
7. Make written inspection of all day assignments, and point out omissions to custodian for corrections. When necessary, assist custodian in making these corrections.
8. Follow-up on all problems or complaints, and ensure that the custodians involved are getting all the help and assistance they need.
9. Make periodic inspections of equipment and supplies, and ensure that they are in good repair, and are adequate.
10. Order supplies and set up control on the use of same
11. Keep personnel data on each custodian, as to the quantity and quality of work also his attitude toward job.
12. Recommend changes in cleaning schedules as experience justifies.
13. Submit one (1) formal inspection report per week, on each employee, to supervisor.
14. Require the highest caliber of workmanship from all employees.
15. Maintains a systematic and regular record-keeping system.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
ENVIRONMENTAL SERVICES**

CUSTODIAN SUPERVISOR JOB DESCRIPTION (cont.)

16. Maintain stripping and waxing sheets on each separate floor, in the areas you supervise. These sheets will contain actual work completed, room description, date, kind of wax used, and initial o custodian personnel actually performing the task.
17. Make rounds of custodian assignments each hour to insure that areas are being cleaned daily.
18. Enforce safe working practices.
19. Evaluate performance of assigned custodian personnel.
20. Initiate disciplinary action against subordinates whenever justified.
21. Maintain timecards for personnel.



**Los Angeles County
Chief Executive Office**

***Class Specification:* CUSTODIAN SUPERVISOR**

ITEM NUMBER: 6778

APPROVAL DATE: 06/05/2001

DEFINITION:

Supervises a crew of custodians or other workers maintaining the cleanliness and appearance of County offices, hospitals, health and correctional facilities, institutions, and buildings.

CLASSIFICATION STANDARDS:

Positions allocable to this class assign, instruct, inspect, and supervise a crew of custodians or other workers performing custodial duties in county facilities. This class is distinguished from lower level custodial classes by its responsibility for first level supervision of custodial workers. This class receives general supervision from a Senior Custodian Supervisor or higher-level manager.

EXAMPLES OF DUTIES:

Assigns, instructs, and supervises, the work of employees performing cleaning and maintenance of sanitary conditions and appearance duties.

Inspects the work performed by employees; oversees corrective actions taken by subordinate staff to meet cleanliness standards.

Instructs new employees in the performance of their duties, and observance of safety rules and regulations.

Issues, and maintains inventory of supplies and equipment.

Ensures supplies and equipment are used properly and economically, and condemns worn out or damaged equipment.

Reports needed maintenance repairs or unsafe conditions to appropriate supervision.

Investigates complaints regarding services and attempts to improve services.

Maintains records and makes reports.

May supervise inmates or community service workers in custodial work.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE:

One year's experience in supervising employees performing cleaning duties in an institution, office building or similar facility at the level of Custodian Working Supervisor -OR- Four years' experience cleaning office buildings, institutions, and similar facilities.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
ENVIRONMENTAL SERVICES**

CUSTODIAN JOB DESCRIPTION

- 1.** Clean and service Hospital building areas and perform a variety of housekeeping duties in order to maintain the hospital in orderly and sanitary condition.
- 2.** Assemble necessary cleaning supplies and equipment after receiving instructions as to the area and specific work assignment.
- 3.** Sweep, mop, wet wash, and vacuum floors, periodically. Polish floors using buffing machines and polish.
- 4.** Wash walls, ceilings, and inside partition glasses.
- 5.** Gather and dispose of trash, wash wastebaskets and large refuse containers and reline with plastic.
- 6.** Clean lighting fixtures, top of windows, door frames, window ledges, and other high places, using ladder, when necessary.
- 7.** Clean curtain tracks and overhead lamps.
- 8.** Wash sinks, and other plumbing fixtures and replace disposables, such as, towels, soap and toilet paper.
- 9.** Clean decontaminate rooms using an appropriate disinfectant.
- 10.** Report any unsafe conditions to his/her supervisor.
- 11.** Change patient privacy curtains.
- 12.** Maintain clean and safe custodian closets.
- 13.** Perform all duties assigned by your supervisor.



**Los Angeles County
Chief Executive Office**

***Class Specification:* CUSTODIAN**

ITEM NUMBER: 6774

APPROVAL DATE: 06/05/2001

DEFINITION:

Maintains County offices, hospitals, health and correctional facilities, institutions, and buildings in a clean and orderly condition.

CLASSIFICATION STANDARDS:

Positions allocable to this class perform routine duties to clean and sanitize public offices, hospitals, health and correctional facilities, institutions, and buildings using brooms, mops, power driven cleaning equipment, cleaning and polishing solutions and materials. This is the journey-level class and is distinguished from higher level custodian classes by the lack of lead or supervisory responsibilities.

EXAMPLES OF DUTIES:

Cleans offices, restrooms, corridors, stairways, storerooms, and other assigned areas by sweeping, mopping, scrubbing and polishing.

Cleans, sweeps and mops floors using brooms, mops, and vacuum cleaners.

Operates power-driven equipment in waxing, polishing, buffing floors and linoleum, desks and counter tops and in scrubbing linoleum, tile, terrazzo, and wood floors.

Vacuums rugs and carpets.

Dusts, cleans, and polishes furniture furnishings, and fixtures.

Mixes or blends routine cleaning solutions in proper concentrations as necessary to wash door glass, mirrors, blinds, and windows, walls, ceiling, and high light fixtures. May work on ladders.

Cleans and disinfect cabinets, washbowls, and toilet room fixtures and other equipment.

Replenishes toilet room supplies.

Disinfects surgery room floors.

Moves and cleans around clinic, surgery, and laboratory equipment.

Removes contaminated trash.

Cleans up yards and grounds adjacent to County buildings; sweeps parking lots and Sidewalks; picks up trash and empties trash cans.

Reports to supervisor, any conditions in restrooms requiring maintenance such as water leaks, clogged drains.

Empties wastebaskets, and does similar servicing.

Moves furniture and heavy equipment in connection with cleaning duties.

Maintains work records.

Performs custodial related duties necessary to maintain cleanliness and sanitary conditions.

May supervise inmates and community service workers in custodial work.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

No training or experience is required.

PHYSICAL CLASS:

3 - Moderate.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
ENVIRONMENTAL SERVICES**

HOUSEKEEPER JOB DESCRIPTION

1. Distributes bed linens and makes beds.
2. Maintains a small linen closet and equipment storage room.
3. Clean and service Hospital building areas and perform a variety of housekeeping duties in order to maintain the hospital in orderly and sanitary condition.
4. Assemble necessary cleaning supplies and equipment after receiving instructions as to the area and specific work assignment.
5. Sweep, mop, wet wash, and vacuum floors, periodically. Polish floors using buffing machines and polish.
3. Wash walls, ceilings, and inside partition glasses.
7. Gather and dispose of trash, wash wastebaskets and large refuse containers and reline with plastic.
8. Clean lighting fixtures, top of windows, door frames, window ledges, and other high places, using ladder, when necessary.
9. Clean curtain tracks and overhead lamps.
10. Wash sinks, and other plumbing fixtures and replace disposables, such as, towels, soap and toilet paper.
11. Clean decontaminate rooms using an appropriate disinfectant.
12. Report any unsafe conditions or needed repairs to his/her supervisor.
13. Change patient privacy curtains.
14. Maintain clean and safe custodian closets.
15. Perform all duties assigned by your supervisor.



**Los Angeles County
Chief Executive Office**

***Class Specification:* HOUSEKEEPER**

ITEM NUMBER: 6711

APPROVAL DATE: 06/14/2001

DEFINITION:

Under general supervision, Performs general housekeeping duties in a County institution or hospital.

CLASSIFICATION STANDARDS:

Positions allocable to this class are characterized by their responsibility for providing housekeeping services in hospital staff areas and at juvenile detention facilities.

EXAMPLES OF DUTIES:

Cleans hospital staff areas and hospital corridor by sweeping and mopping floors, vacuuming rugs, cleaning and polishing mirrors, woodwork and metal work, and emptying waste containers in area bathrooms, kitchens, examining rooms and offices.

Distributes bed linens and makes beds.

Maintains a small linen closet and equipment storage room.

Cleans. Dormitories, offices, clinics, treatment rooms and halls at juvenile detention facilities.

Reports needed repairs to maintenance section.

May operate a power sewing machine in making and mending institutional garments and linens.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

No training or experience is required.

PHYSICAL CLASS:

3 - Moderate.