

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

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Subject: <b>CONTINGENCY PLAN FOR WORK ACTION</b>	Original Issue Date: October, 1995	Policy #: <b>531</b>
	Supersedes: April 14, 2016	Effective Date: January 31, 2019
Individuals/Committees Consultants: College Program Coordinators SON Planning	Reviewed & Approved by: College Governance	Approved by:  Provost, College of Nursing & Allied Health (signature on file)

## **PURPOSE:**

To delineate administration, faculty, and staff responsibilities during a work action

## **POLICY:**

Faculty and staff abide by Los Angeles County (LAC) Department of Health Services (DHS) and/or LAC + USC Medical Center advisories and/or communications related to work actions.

## **Employee Rights**

LAC employees have the right to:

- Work in a safe environment, which includes free access to the worksite
- Participate in demonstrations before or after work hours
- Participate in lawful strike activities.

## **Employee Obligations During a Work Action**

Employees not involved in a work action are required to:

- Report to the College as scheduled
- Perform assigned duties in a competent manner
- Notify their supervisor of any problems caused by the work action as soon as possible
- Obtain prior approval from their supervisor for any anticipated absences.

Faculty and staff who elect not to participate in work actions may be assigned to patient care or other duties according to service need.

## **College Classes**

School of Nursing (SON) theory classes will continue as scheduled.

SON student clinical experience will continue based on assessment of student safety and sufficient unit staffing to maintain a learning environment.

Continuing education classes may be cancelled.

## **PROCEDURE:**

Faculty and staff who feel threatened by persons involved in the work action must inform their supervisor/management.

Subject:

**CONTINGENCY PLAN FOR WORK ACTION****SON Administration:**

- Determines adequacy of nursing personnel and faculty staffing in clinical areas to which students are assigned
- Assigns students and faculty as indicated and/or implements alternative clinical experiences.

Continuing education faculty direct students in ongoing programs to return to their areas of employment as indicated.

**College Administration:**

- Obtains the following from DHS/LAC + USC Medical Center/Nursing Administration:
  - Supervisor instructions
  - Memorandum related to management and employee responsibilities during work actions
  - Attendance/Reporting form(s)
- Distributes and posts memorandum
- Coordinates sick call/reporting processes with the Office of Educational Services
- Provides LAC + USC Medical Center /Nursing Administration with the following as requested:
  - List of available faculty and preferred units/areas
  - Attendance/absentee report(s).

Faculty and staff, who are absent without prior approval during a work action, must provide proof of valid time off such as a medical certification. If not provided, the time card will be coded Absent Without Pay (AWOP).

**PROCEDURE DOCUMENTATION:**

College Employee Roster

Nursing Division/Employee Report

Employee Absence Reporting

Employee Absenteeism

DHS Memorandum: Management and Employees' Responsibility During Work Actions

**REFERENCES:**

DHS Memorandum: Management and Employees' Responsibility During Work Actions

College Contingency Plan Employee Information

**REVISION DATES:**

October 1995

July 22, 2003

August 10, 2006

November 12, 2009

November 8, 2012

April 14, 2016

January 31, 2019