

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

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Subject: CONTINGENCY PLAN FOR WORK ACTION		Original Issue Date: October, 1995	Policy #: 531
		Supersedes: August 26, 2003	Effective Date: August 10, 2006
Committees Consulted: College Operations	Reviewed & Approved by: College Administration	Approved by: (Signature on File) Provost, College of Nursing & Allied Health	

PURPOSE:

To delineate faculty and staff responsibilities during a work action.

POLICY:

Employee Rights

County employees have the right to:

- Participate in lawful strike activities
- Participate in demonstrations before or after work hours.

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 theory classes will continue as scheduled.

School of Nursing student clinical experience will continue based on assessment of student safety and sufficient ward staffing to maintain a learning environment.

Continuing education classes will be cancelled.

PROCEDURE:

Faculty and staff will abide by DHS and/or Network advisories and/or communications.

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

School of Nursing Administration will:

- Determine adequacy of nursing personnel and faculty staffing in clinical areas to which students are assigned
- Assign students and faculty as indicated and/or implement alternative clinical experiences.

Subject:

CONTINGENCY PLAN FOR WORK ACTION

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

Administration will provide Network Nursing administration with a list of available faculty and preferred wards/areas.

PROCEDURE DOCUMENTATION:

Administration will complete required forms for Human Resources and the Command Center as requested:

- Nursing Division/Employee Report
- Employee Absence Reporting
- Employee Absenteeism

REFERENCES:

College Contingency Plan Employee Information