

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

Subject: <b>TIME REPORTING – EMPLOYEE</b>	Original Issue Date: November 28, 2001	Policy #: <b>500</b>
	Supersedes: October 14, 2010	Effective Date: September 12, 2013
Committees Consulted: College Operations	Reviewed & Approved by: College Planning	Approved by:  <i>Nancy W. Miller</i>  Provost, College of Nursing & Allied Health (signature on file)

## **PURPOSE:**

To establish guidelines for time requesting and reporting processes

## **POLICY:**

Employees must adhere to Los Angeles County (LAC), LAC+USC Medical Center, and College time and attendance standards and document time accurately.

- Noncompliance may result in disciplinary action, which may include counseling, written warning/reprimand, suspension/discharge.

Time records are maintained by the College timekeeper for a minimum of five years.

## **Work Schedules**

Employees are scheduled according to staffing needs and within the guidelines below.

- Education and Consulting Service (EDCOS) faculty must ensure that at least one instructor is scheduled per business day.

Employees work an approved LAC work schedule.

The College work week is Sunday through Saturday; business hours are Monday through Friday.

Employees must:

- Begin work promptly at the start of their shift and remain on the job, except for meal times and breaks
- Inform their supervisor if they are unable to adhere to their work schedule
- Obtain administrative approval prior to changing any work schedules.

Alternate work schedules must convert to 5/40 with:

- Jury duty
- Long term sick (more than 30 days)
- Percentage sick
- Industrial accident with lost time
- Suspension.

## **Time Verification**

Employees must make their whereabouts known at all times.

The Sign-Out Board is a visual sign in/out method of time verification.

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All employees must use the Sign-Out Board.

**Time Requests**

County policy and procedure, College needs, and divisional educational calendar govern the scheduling of vacations, holidays, and time off for employees.

All time off, other than sickness or emergencies, must have written prior approval.

**Overtime**

Requests must be submitted to and approved by administration prior to working overtime.

**EXCEPTION:** Clinical out of area overtime due to nursing service emergency staffing needs.

Overtime requests must be in writing and must include all of the following:

- Description of work to be performed
- Number of hours to be worked
- Reason the work cannot be completed during regular work hours
- Supervisor's original signature verifying that work was performed/completed.

Supervisor shall not enter into informal agreements with employees allowing unrecorded compensatory time.

**Vacation and Other Time Off**

Written requests must be submitted to the immediate supervisor.

The Provost or divisional Dean will give final approval for vacations.

**School of Nursing Breaks**

SON faculty may request time off when courses are not in session.

**Paycheck Distribution**

Timekeepers and supervisors may not pick up or distribute paychecks.

The paycheck distributor may not handle completed timecards.

**Pagers**

Employees with assigned pagers must:

- Keep pagers turned on during work hours
- Respond to pages within ten minutes of being paged unless unavailability is indicated on Sign-Out Board.

**PROCEDURE:****Time Reporting and Communication**

Employee:

- Completes the master schedule a minimum of one month in advance
  - Updates the master schedule as changes are approved
- Indicates the following on the Sign-Out Board:
  - Presence on campus

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- Location when working away from College campus
- Date and time of return when away from College campus
- Accurately and legibly records time worked and time absent from work on electronic and hard copy of time card according to LAC and Medical Center policy
- Validates accuracy of electronic and hard copies and signs hard copy of timecard prior to timecard submission
- Submits timecard to Office of Educational Services (OES) timecard folder by the specified date and time
- Requests approval for schedule changes in writing to immediate supervisor
  - Submits completed time request form
- Maintains an accurate daily calendar/record inclusive of the time and location of all lectures, meetings, and/or travel beyond the primary work location
  - Employee keeps calendar/record for a minimum of two years
- Completes Off-Site Reporting section of time card form as approved by supervisor  
EXCEPTION: SON clinical assignments.

Employee's supervisor approves and verifies time records according to LAC and Medical Center policy.

NOTE: Employees may be notified of time card corrections via e-mail.

The timekeeper:

- Maintains copies of all timecards and time requests for all employees in the OES for a minimum of five years.

Designated OES staff:

- Prepares master time schedule for all faculty and staff a minimum of four months in advance
- Notifies employee's immediate supervisor of any incomplete schedules
- Maintains time schedules.

Absence

Employee:

- Notifies immediate supervisor/OES staff of:
  - Absence as soon as aware of situation
  - Individuals to be notified
  - Any commitments/assignments requiring attention
- Signs Off Duty Report upon return to work.

Person receiving call:

- E-mails supervisor and/or the course coordinator or designee
- Initiates Off Duty Report
- Gives Off Duty Report to timekeeper.

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**TIME REPORTING – EMPLOYEE**Jury Duty

Employee:

- Notifies immediate supervisor upon receipt of summons
- Submits copy of summons to timekeeper
- Converts schedule to 5/40 for any week in which employee reports to jury duty, in accordance with LAC policy
  - 9/80 Schedules: Must be converted to 5/40 for every two week start and stop period that includes jury duty
- Submits completed jury duty certificate to timekeeper at the end of jury service.

Time RequestsSchool of Nursing Breaks

Faculty planning to work during designated break periods submit a Work Justification form to the semester coordinator.

- The justification includes a plan of work to be accomplished e.g.: curriculum and course planning, class content development, and/or clinical remediation.

Semester coordinator and SON Dean:

- Approves the request based on the needs of the School
- Submits completed Work Justification to timekeeper.

Paycheck Distribution

Authorized OES staff picks up paychecks from the Payroll Department.

The paycheck distributor distributes paychecks in the OES for all College employees.

- Paychecks will be available during designated hours.

PROCEDURE DOCUMENTATION:

Master Time Schedule  
 Employees Request for Time Off  
 Employee Off Duty Report  
 Out of Area Overtime  
 Off-Site Reporting  
 SON Work Justification  
 Calendar/Record of daily activities

REFERENCES:

DHS Policy #610: Time Reports  
 DHS Policy #751: Attendance  
 DHS Policy #753: Overtime  
 Medical Center Policy #514: Work Hours  
 Medical Center Policy #515: Overtime: Approval of  
 Medical Center Policy #522: Jury Duty Leave and Deferments  
 Medical Center Policy #575: Record of Time/Benefits

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**REVISION DATES:**

November 28, 2001  
August 9, 2007  
October 14, 2010  
September 12, 2013