

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

**DRAFT**

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Subject: <b>TIME REPORTING – EMPLOYEE</b>	Original Issue Date: November 28, 2001	Policy #: <b>500</b>
	Supersedes: November 28, 2001	Effective Date: August 9, 2007
Committees Consulted: College Administration	Reviewed & Approved by: College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To establish guidelines for time requesting and reporting processes.

## **POLICY:**

Employees must adhere to Los Angeles County (LAC), Healthcare Network, 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 workweek 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.

All employees must use the Sign-Out Board.

Subject:

**TIME REPORTING – EMPLOYEE****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/Stub 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**

The employee will:

- Complete the master schedule a minimum of one month in advance
  - Update the master schedule as changes are approved
- Indicate the following on the Sign-Out Board:
  - Presence on campus
  - Location when working away from College campus
  - Date and time of return when away from College campus

Subject:

**TIME REPORTING – EMPLOYEE**

- Accurately and legibly record time worked and time absent from work on time card according to LAC and Network policy
- Initial all corrections/changes to time card and sign timecard prior to timecard submission
- Attest to the accuracy and completeness of the time card by signing in black, ball-point ink
- Submit timecard to Office of Educational Services (OES) timecard folder by the specified date and time
- Request approval for schedule changes in writing to immediate supervisor
  - Submit completed time request form
- Maintain an accurate daily calendar/record inclusive of the time and location of all lectures, meetings, and/or travel beyond the primary work location
  - Employee will keep calendar/record for a minimum of two years
- Submit completed Off-Site Reporting form prior to working off-site  
EXCEPTION: SON clinical assignments.

Employee's supervisor will approve and verify time records according to LAC and Network policy.

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

The timekeeper will:

- Submit timecards to Payroll Office within specified time periods
- Maintain copies of all timecards and time requests for all employees in the OES for a minimum of five years.

Designated OES staff will:

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

Absence

Employees will:

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

Person receiving call will:

- Notify supervisor and/or the course coordinator or designee
- Initiate Off Duty Report
- Give Off Duty Report to timekeeper.

Subject:

**TIME REPORTING – EMPLOYEE**Jury Duty

Employee will:

- Notify immediate supervisor upon receipt of summons
- Submit copy of summons to timekeeper
- Convert schedule to 5/40 for any week including jury duty, according to LAC policy
  - 9/80 Schedules: Must be converted to 5/40 for every two week start and stop period that includes jury duty
- Submit 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 will 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 will:

- Approve the request based on the needs of the School
- Submit completed Work Justification to timekeeper.

Paycheck/Stub Distribution

Authorized OES staff will pick up paychecks from the Payroll Department.

The paycheck distributor will distribute paychecks/stubs in the OES for all College employees.

- Paychecks/warrants 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  
 Network Policy #514: Work Hours  
 Network Policy #515: Overtime: Approval of  
 Network Policy #522 Jury Duty Leave and Deferments  
 Network Policy #575: Record of Time/Benefits