

**LAC+USC MEDICAL CENTER**  
**Designated Documents for Employee Review at Annual Performance Evaluation**

The following statements shall be used as guidelines for annual review and acknowledgement of departmental policies:

**Capping**

A person employed in a full-time position in the County service shall not, outside of his or her regular working hours, engage in gainful employment on his or her own behalf or any other person or persons which is incompatible or involves a conflict of interest with his or her duties or with the duties, functions, or responsibilities of his or her appointing officer or of the department by which she or he is employed.

**Nepotism**

Nepotism is defined as preference, favoritism, or partiality to next of kin or other relatives because of the relationship to the family.

If at any time a situation exists where close relatives\* are employed within the same organizational unit or supervise one another, the Executive Director or Director of Health Services shall request or require one of the individuals to transfer to a similar item in a different organization in the Department.

\*Mother, father, stepmother, stepfather, father-in-law, mother-in-law, brother, sister, husband, wife, child, stepchild, and any other genealogical or marital relationship.

**Solicitation**

County Ordinance No. 2292 prohibits solicitation in any building or on any property of the County of Los Angeles. Solicitation may be interpreted to include the act of selling or attempting to sell goods or services, the request for contributions, and the solicitations of persons to sign or distribute political petitions on County premises.

**Political Activity**

Employees shall not participate in political activities of any kind during work hours or while in uniform. Employees shall also refrain from political activities that would impair the efficiency, integrity, or morale of the Department or its employees. Employees on items funded in whole or in part by the federal government are subject to further restrictions by the Hatch Act. Employees who engage in improper political activities shall be subject to immediate disciplinary action. Questions regarding the appropriateness of any planned political activity should be directed to the Office of Human Resources.

**Conflict of Interest**

Each employee shall disclose and report all potential conflict of interest situations, document the circumstances, and secure from the division head appropriately concerned consultation and approval of the procedure to be followed, which will be designed to protect the Department, the employee, and the public.

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Additionally, employees of the Department shall not engage in or have any interest in any business or transaction that conflicts, or appears to conflict, with performing their duties and responsibilities, nor shall they accept money, favors, or other considerations for work performed.

Employees shall not refer County patients or clients for private reimbursable services to themselves or to any group with which they are associated financially, nor shall they disclose confidential information acquired by them during County employment or use the information for personal gain.

Employees shall not accept gifts, gratuities, or favors from patients, persons, or vendors doing business with the County.

**Employee's Report of Dual Compensation**

A County employee engaging in or intending to engage in outside employment with an affiliated medical school, its professional staff association, and/or physicians implementing research grants subject to prior approval to engage in such employment, shall complete this policy form.

**Outside Employment/Incompatible Activity**

A full-time employee of the Department of Health Services may work in non-conflicting outside employment to a limit of twenty-four (24) hours in any week, providing that his or her effectiveness in his or her County assignment is not impaired. Postgraduate physician classifications are limited to a maximum of 96 hours of non-conflicting outside employment in any one calendar month. Employees shall annually notify the Office of Human Resources of their intention to engage in outside employment.

No employee may make, participate in the making, or attempt to influence a County decision in which the employee has a financial interest.

**Choice of Physician for Industrial Injury or Illness - Employee Option**

State law allows employees to be treated by their personal physician immediately after injury or illness providing the employee has previously submitted written notice to his or her employer of this choice.

Employees who wish to be treated by their own physician in case of industrial injury or illness shall complete the Statement on Workers' Compensation Law Regarding Choice of Physician. Unless an employee has completed this form, all medical referrals for industrial injury or illness shall be made from the County Medical Directory. Forms are available in the Office of Human Resources.

**Emergency Contact Information Form**

This form is to be completed to update each employee file with current emergency contact information.

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**Employee's Current Home Address and Telephone Number**

This form is completed annually to update each employee file with their current address and home phone number.

**Verification of Annual Health Evaluation**

An annual physical evaluation is required of each employee per California Health and Safety Code. The employee's supervisor will verify health clearance documentation.

**Verification of Licensure; Verification of License, Registration and/or Certificate**

Where licenses, registration and/or certification are required, employees shall possess a valid job-related license, registration, certification, and/or other approved documentation to verify professional competence. Any employee whose position requires a current valid license, registration and/or certification to perform the duties of his or her position shall ensure that the license, registration and/or certificate is kept current. Failure by an employee to maintain the required license, registration and/or certificate may result in demotion or discharge from County service. The employee shall provide the original document for verification or posting, if required.

**Acceptable Use Policy for County Information Technology Resources**

The DHS Policy 935.20, Acceptable Use Policy for County Information Technology Resources, defines the responsibilities of employees and managers in the acceptable use and confidentiality of County's information technology assets, computers, networks, systems and data. The policy defines the responsibilities of individual Users for the protection of information technology resources and requires that they sign and acknowledge the agreement prior to attaining access to information technology resources.

**Confidentiality of Records**

All records maintained by the Department, including patient records, employee personnel records, business records, and some non-patient Public Health records are confidential and considered private. Employees shall observe State laws (California Confidentiality of Medical Information Act) and regulations and Federal HIPAA (Health Insurance Portability and Accountability Act) standards of privacy and protection of patient health information.

**Department of Health Services Policy on Time Reporting**

Employee and supervisor time reporting responsibilities and accountability are defined in this policy as well as timecard correction and alteration procedures. Falsification of timecards and reporting of timecard fraud is explained.

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**Employee Statement of Child, Elder/Dependent Adult Abuse and Domestic Violence Reporting**

This policy informs the employee of the requirements for reporting child abuse (Penal Code Section 11166) and/or elderly/dependent adult abuse (Welfare and Institutions Code Section 15630). The policy defines mandated reporters as any childcare custodian, elder or dependent adult care custodian, medical/health practitioner, non-medical practitioner, employee of a child protective agency, employee of a County adult protective services agency, or a local law enforcement agency. This policy informs the employee of the requirements for reporting spousal abuse per Penal Code Section 11160.

**Hand Hygiene in Healthcare Settings—The Joint Commission Requirements**

This policy promotes hand hygiene practices to reduce the transmission of pathogenic organisms to patients and personnel in health care settings. Hand hygiene practices promote a safer and healthier environment for the treatment of patients. The policy applies to all direct patient caregivers; those workers who have contact with patient care supplies, equipment, or food; and laboratory and selected pharmacy staff.

**Identification Badges**

DHS Policy 940 ensures the proper identification of all personnel working in DHS facilities/programs. Personnel are defined as employees, duly authorized contractors, students, agency personnel, and volunteers. The policy requires the replacement of identification badges every two years and delineates administrative and employee responsibilities.

**Orientation to Basic Fire Procedures**

This form is completed to acknowledge that the employee has reviewed and is familiar with the facility's fire procedures.

**Orientation to Disaster Plan**

This form is completed to acknowledge that the employee has reviewed and is familiar with the facility's disaster plan.

**Sexual Harassment**

Department of Health Services Policy 749 establishes guidelines for promoting a work environment free from sexual harassment, provides the employee with definitions regarding sexual harassment and provides information about the internal complaint processes available to the person who experiences and/or witnesses a violation of this policy.

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**Threat Management "Zero Tolerance" Policy**

The Department of Health Services Policy 792 prohibits workplace threats, intimidation or harassment, or acts of violence by any of its employees against other employees, patients, visitors, or other persons on County property engaged in County-related business. Employees are prohibited from carrying a prohibited weapon on County premises or at any County-sponsored function. Reporting guidelines are defined for any person who experiences and/or witnesses a violation of this policy.

**Role of DHS' Employees in the Event of an Emergency**

DHS Policy 911 delineates the roles of employees as members of the County's Emergency Response Team. In an event of an emergency or disaster, employees are expected to report for emergency-related duties once critical personal and family emergency responsibilities are met. The policy gives a description of responsibilities and procedures for all employees during an emergency.