

LAC+USC MEDICAL CENTER POLICY

Subject: HOLDING MORE THAN ONE COUNTY POSITION	Original Issue Date: 6/15/80	Policy # 519
	Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: DHS Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer
		(Signature on File) Chief Executive Officer

PURPOSE

To ensure that employees who hold a full-time position and who are also employed in a temporary position(s) meet requirements outlined in the County Code.

POLICY

Employees who hold a full-time position may also be employed in temporary positions provided that the following conditions exist:

1. It is unpractical to recruit sufficient qualified employees from outside the service;
2. Employment on the part-time position is outside the regular hours that the employee works in his or her full-time position;
3. It is in the best interest of the Medical Center to utilize the skills of its employees in the part-time position; and
4. The duties of the part-time position do not conflict in any way with those of the regular full-time position.

The temporary position shall not exceed 24 hours in any one calendar week.

Exception: Postgraduate Physician classifications are not to exceed 96 hours per month.

The Medical Center Executive Council member and/or the supervisor shall ensure that employees who hold full-time positions do not exceed 24 hours a week on a part-time item.

Authorizations for persons employed on a full-time basis to be also employed on a part-time position as qualified above are subject to annual renewal by the Director, Department of Human Resources.

RESPONSIBILITY

Administrators
Department Managers
DHS Human Resources
All Employees

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REFERENCES

Los Angeles County Code Section 6.16.010
Accreditation Council for Graduate Medical Education (ACGME) Requirements

REVISION DATES

August 1, 1994; October 20, 1998; April 16, 2002; April 19, 2005; September 29, 2008;
February 11, 2014; May 9, 2017; November 16, 2020