

Subject:		Issued By:	
WORK HOURS		HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #:	Issue Date:	Revised Date:	Effective Date:
518	August 1, 2005	July 8, 2008	July 8, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #518; old HRA/PSA policy# HRD-027, dated July 1999, entitled “Work Hours,” HRA’s Staff Member Handbook page 19, and original HRA Work Hours Policy dated 2-22-1976 and updated as of 8-1-2005.

PURPOSE

To provide guidelines for monitoring and enforcing work hours standards for HRA Staff Members.

POLICY

All Staff Members shall begin work promptly at the start of their shift on each scheduled workday and remain on the job until the end of their shift, except for scheduled meal times and rest periods. Staff Members shall inform their Supervisor if they are unable to adhere to their work schedule, and explain the reason(s) why. Staff Members who do not conform to this policy shall be considered to have unsatisfactory work habits and shall be subject to disciplinary action, which may include termination of employment by HRA.

1. **HOURS MAY VARY:** Various factors, such as workloads, operational efficiency and staffing needs may require variations in a Staff Member’s starting and quitting times as well as the total hours worked each day or each week;
2. **EXTRAORDINARY JOB DUTIES:** HRA’s President & CEO reserves the right to assign Staff Members to jobs other than their usual assignments, when necessary;
3. **OVERTIME:** HRA’s President & CEO, and/or a Staff Member’s Supervisor, may require that Staff Members work overtime – or to work hours other than those normally scheduled – whenever necessary. Failure to work assigned overtime may result in disciplinary action, up to and including immediate termination of employment;
4. **PERMISSION TO LEAVE:** If it becomes necessary for a Staff Member to leave their department and/or HRA’s premises during working hours, permission to leave must be obtained from the Staff Member’s Supervisor prior to the Staff Member’s departure;
5. **THREE DAYS UNEXCUSED ABSENCE = VOLUNTARY TERMINATION:** Staff Members who are absent for three days and have not contacted their Supervisor will be assumed to have voluntarily terminated their employment with HRA at the end of the third day missed.

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GUIDELINES

Supervisors shall inform their Staff Members of the work habits standards and of the disciplinary measures which may be taken if their work habits are unsatisfactory. Each circumstance of unsatisfactory work habits shall be reviewed on an individual basis and evaluated accordingly.

Unsatisfactory work habits shall be identified as soon as possible and corrective measures implemented. As a guide to determining the behaviors that constitute unsatisfactory work habits, Supervisors should consider the following:

1. **IMPACT:** What impact did the unsatisfactory work habits have on job responsibilities?
2. **FREQUENCY:** On how many occasions was a Staff Member absent or tardy?
3. **WORK HISTORY:** What is the work history of the Staff Member?
4. **REASONS:** What are the reasons for the absence(s) or tardiness?
5. **PATTERN:** Do the unsatisfactory work habits indicate the presence or absence of a pattern?

Note: The intent of this HRA policy is NOT to punish Staff Members for appropriately using their benefits. Instead, it is to monitor the use of benefits, and to require proof that any particular Staff Member was eligible for the benefit(s) in question.

DEFINITIONS

1. **WORKDAY / WORKWEEK** – The standard full-time workday is eight hours, and the standard workweek is 40 hours, beginning on Sunday at 12:01 AM and ending on Saturday at 12:00 midnight;
2. **REST PERIODS** – The State of California requires rest periods for all non-exempt HRA Staff Members. HRA’s policy is to provide a 10-minute paid rest period for every four-hour period worked. Supervisors are responsible for ensuring that non-exempt Staff Members are allowed the prescribed breaks. Rest periods must be scheduled at times convenient to the Staff Member’s department and the Staff Member must adhere to the schedule assigned. Rest periods may not be accumulated or combined with meal periods. If your workload prevents

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you from taking at least one 10-minute rest period in the morning and/or the afternoon, please advise your Supervisor so that other arrangements can be made. Unless notified otherwise, HRA shall assume that you are taking the rest periods to which you are entitled;

3. **MEAL PERIODS** – The State of California requires that all non-exempt HRA Staff Members receive an unpaid meal period of at least 30 minutes for every 5 hours worked. Lunch periods should be scheduled to accommodate business requirements, ordinarily for 30 minutes between noon and 1 PM. Staff Members will be relieved of all active responsibilities and restrictions during their lunch period. Daily arrangements for the appropriate lunch period should be made with each Staff Member’s immediate Supervisor. If you are unable to take a lunch period because of your workload, please immediately inform your Supervisor so that other arrangements can be made. If the work period does not exceed 6 hours, the meal period may be waived by mutual written consent of the Supervisor and Staff Member.

RESPONSIBILITY

Human Resources
Supervisors
All Staff Members

REFERENCES

Los Angeles County Code, Section 6.12.010, Civil Service Rule 18
DHS Policy# 751 & 752