

COUNTY OF LOS ANGELES / HARBOR-UCLA MEDICAL CENTER HOSPITALWIDE
ORIENTATION
PAYROLL AND HUMAN RESOURCES
EMPLOYEE

PAYROLL

Payroll Office: Located at Department of Health Services/Human Resources Office,
5555 Ferguson Drive, City of Commerce.

Pay periods: The County has two pay periods per month: the 1st through the 15th and the 16th through the end of the month. Employees must complete a timecard for each pay period,

The timecards must be signed in ink by the employee and the supervisor. Signed timecards are submitted by the departmental payroll liaison who send them to Payroll for processing.

Pay Days: The official County payday is the 15th of the month for all hours worked in the prior month. However, employees who are on direct deposit get an earned salary advance (ESA) on the 30th of each month. An ESA is an advance on the 15th payday and is usually approximately one-half of net earnings although some bonuses are only paid on the 15th of the month.

If a payday falls on a holiday or a weekend, payday will be the last working day before the holiday or weekend.

Direct Deposit: It takes 30 days for the Auditor-Controller to process a request for direct for deposit. Without the direct deposit authorization, the employee will be issued a paycheck on the 15th of the month for all hours/earnings for the prior month. Direct deposit authorization forms are available in the Human Resources Office, Building L-3.

Pay checks: Employees on direct deposit receive a "Notice of Direct Deposit" and employees not on direct deposit receive a regular warrant (check). Each employee must sign or initial a payroll register on payday to receive the direct deposit statement or payroll warrant. Departments may hold the warrants and notices of direct deposit for up to 3 to 4 days before taking them to the Cashier's Office. The Cashier's Office keeps the unclaimed payroll warrants and notices of direct deposit for 2-3 days and then forwards the unclaimed ones to Expenditure Management. Expenditure Management returns the unclaimed warrants to the Audit-Controller. Unclaimed notices of direct deposit are held by Expenditure Management until they are destroyed.

An employee may authorize a person to pick-up his/her notice of direct deposit or pay check by providing a letter of authorization. The person must present this authorization along their picture ID (drivers' license, employee badge, passport, etc.) before any statement or pay check is released.

Payroll Liaison: Each department has designated an employee to be the payroll liaison. The liaison will attempt to answer all questions regarding time card coding, pay location changes, time card corrections, time card deadlines, an other related issues. If unable to answer these or other questions, the payroll liaison will contact our central Payroll office in DHS/HR headquarters in the City of Commerce for assistance.

All payroll problems should be directed first to your department's payroll liaison. If it cannot be resolved, your payroll liaison will have you complete a payroll problem form which will be forwarded to Payroll. A response should be received within 7-10 working days.

TIME CARDS.

1. Used to report time worked or not worked in a pay period. Accuracy and timeliness are essential to receive pay correctly.
2. Completed in blue or preferably black ink.
3. Must not be altered, stapled or mutilated.
4. Must be signed in ink by both employee and employee's supervisor. **NO SIGNATURES - NO PAY!**
5. Unsigned, late, or illegible time cards impact negatively on pay check or direct deposits.
6. Columns requiring your attention:

Day column	Date of the month
Hours worked	Record number of hours worked on that specific date
Code and hours	Used to explain any variation from normal shift

7. Each month is divided into two time card reporting periods. The 1st to the 15th and the 16th to the end of the month. Therefore, we complete and submit two timecards per month.
8. Your supervisor or your payroll liaison review the time reporting policy procedures with you.

HOLIDAYS

There are eleven (11) official County holidays each year and full-time employees are allowed 8 hours of paid holiday leave for each holiday. If you are required to work a holiday, you will either be paid or accrue 8 hours of holiday time depending on your bargaining unit for your position and whether you are a shift or non-shift employee.

Non-shift employees such as clerical employees are those that work Monday through Friday and have holidays and weekends off.

Shift employees such as Nursing, Radiology and other medically related classifications who do not have regular weekends off receive alternative time off in lieu of the holiday worked. This is called 'F' time.

Holidays falling on a Saturday are observed on the preceding Friday - AND - holidays falling on a Sunday are observed on the following Monday.

Employees who are represented by a bargaining unit do not lose any holiday time. , Non-represented employees have two years to use it and may be paid if approved by the Department of Health Services (DHS).

The eleven (11) County holidays are as follows:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	

VACATION

Full-time represented employees are eligible for vacation time as follows:

YEARS	HOURS
1 TO 4 years	80 hours
4 to less than 9 years	120 hours
9 to less than 10 years	128 hours
10 to less than 11 years	136 hours
11 to less than 12 years	144 hours
12 to less than 13 years	152 hours
13 years or more	160 hours

Vacation is accrued each pay period and held in abeyance until 1 year after employment began. You may accrue up to a maximum of 320 hours or 40 days. Non--represented employees receive 80 hours of paid time in lieu of traditionally accrued sick and vacation time.

SICK LEAVE

Employees receive 100% sick leave according to the following schedule:

YEAR	HOURS
1 ST	80
2 nd - 4 th	88
5 th	96

Sick leave is accrued each pay period and is earned at the rate of approximately 8 hours per month if the employee is in a pay status.

Non-represented management employees receive 80 hours of paid time off per year in lieu of traditionally accrued sick and vacation time.

Sick leave is to be used for absences due to illness and for non-emergent medical and dental care. Seventy-two (72) hours of your accumulated sick time per calendar year can be used for personal time. You must have prior approval from your supervisor to use personal time.

100% sick leave is cumulative time. If unused in a calendar year, it rolls over to the next year. If no 100% sick leave has been used, an employee can sell some of the time during two periods each calendar year as follows:

PERIOD	HOURS
January through June	Up to 24 hours
July through December	Up to 24 hours

Upon termination of employment, employees with less than 5 years service will not be paid for unused sick leave. Employees with more than 5 years service will be paid for one-half of their 100% sick leave as long as the one-half does not exceed 720 hours.

PART PAY SICK LEAVE

The County does not contribute to State Disability Insurance (SOI); therefore, you receive additional sick leave at part pay as follows:

PERIOD	65%	50%
6 to 12 months	0	56 hours
1 to 2 years	56 hours	56 hours
2 to 5 years	112 hours	112 hours
5 to 10 years	224 hours	336 hours
10 years	448 hours	336 hours (50% increases up to 2016hours maximum after 30 years)

BEREAVEMENT LEAVE

Employees are allowed three (3) days off with pay due to the death of a member of their immediate family or the family of a domestic partner. If an employee has to travel 500 miles one-way as a result of the death, they are permitted an additional two (2) days of bereavement leave with pay.

Immediate Family members as follows: mother/stepmother, father/stepfather, spouse, children/stepchildren, sister, bother mother-in-law, father-in-law, grandparents, grandchildren.

Domestic Partner Family members as follows: mother/stepmother, father/stepfather, child, stepchild, grandchildren.

Employees must provide their supervisor with verification of the death upon return to work. Verification can be either an obituary clipping from the newspaper, a program from the funeral service, a death certificate or other proof satisfactory to his department head that an absence was due to such causes.

PENSION SAVINGS PLAN (PSP)

The Pension Savings Plan (PSP) is the retirement plan for all part-time and temporary employees who are not active or retired members of one of the retirement plans.

4.5% is automatically withheld from your earnings and is tax-exempt. You may voluntarily contribute up to an additional 7%. Your contribution is made from pretax dollars. In addition to your contribution, the County contributes 3%. All contributions, employee and County, are 100% vested at all times. The PSP is a 457 Plan and is regulated by the Internal Revenue Service (IRS) code Section 125.

If an employee terminates employment and has more than \$1000 in his/her account consisting of the employee's contributions, County contributions and interest, the employee can roll over the PSP into an IRA (Individual Retirement Account) and taxes will not be assessed nor will penalties apply. If the employee withdraws the money, s/he will be taxed at 20% Federal and 6% State; however, penalties will not be assessed. More information is available in the Pension Savings Plan brochure.

HIT (HOSPITAL INSURANCE TAX)

1.45% of your earnings is a mandatory deduction to pay for the Medicare portion of Social Security. The County withdrew from the Social Security system in 1982. You do not pay Social Security tax.

PROBATION

All permanent employees are placed on a six-month probationary period. Probation is a working test period of how you perform your job. Your appointment will not be final until successful completion of your probation. If your performance or conduct is not adequate, you can be terminated.

PERFORMANCE EVALUATION

A performance evaluation is a tool for letting the employee know how they are performing. Your supervisor will complete this evaluation, discuss it with you and you will receive a copy. A copy will be filed in your Official Employee Personnel File maintained in Human Resources. Performance Evaluations are prepared for all employees. All permanent employees are evaluated prior to the end of their probation and once a year based on the last digit of your employee number.

GRIEVANCE PROCEDURE

The grievance process is open to all employees. This process provides a formal means for problem resolution. Grievance forms are available in the Human Resources Office, Building L-3.

BILINGUAL BONUS

To meet the bilingual needs of our patients, bilingual bonus is paid at the rate of \$100 per month to eligible employees who use a second language on a frequent and continuing basis to communicate with patients. Contact your supervisor to request applicability and testing. Please note that employees are eligible to receive the bonus after their department is notified the request has been approved.

RESIGNATION

When resigning, it is advisable to give your supervisor two weeks written notice. A Voluntary Termination form is the accepted method to notify your supervisor. The form can be obtained in Human Resources, Building L-3. You are also expected to complete and submit an Employee Clearance form. The clearance form is available in Human Resources and must be completed and returned to the Payroll Office for verification and processing of your final paycheck.

At the time of termination, the Human Resources Office will also provide you with information regarding the continuation of health benefits under COBRA.

REINSTATEMENT

Depending on vacancies and hiring authority, you may reinstate within two years without examination. However, you will begin employment as a new employee again. Any previous benefits before reinstatement are lost.

CREDIT UNION

The Harbor Employees Federal Credit Union (HEFCU) is located at One Civic Plaza Suite 101, Carson, CA 90745 near the intersection of Carson and Main Streets. The telephone number is 310.816.0440.

An ATM is located in the Patient Information Lobby near the Outpatient Pharmacy and on the hospital grounds west of the Carson Street entrance.

PARKING

Unauthorized parking may cause you to receive a parking citation. Parking citation fines are in excess of \$45.00. After 2:30 p.m. each weekday and on weekends, you may park anywhere.

EMPLOYEE ORGANIZATIONS

The County recognizes labor organizations. The County agrees to meet and confer in good faith with any organized bargaining agency regarding wages, hours, and working conditions.

You have the right to join or not to join an employee organization with the following exceptions. Unions represent these employees and at a minimum, you must pay an agency fee. "

Bargaining Unit	Classifications	Union	Telephone
111	Clerical	Local 660	(213) 368-8660
112	Supervising Clerical	Local 660	(213) 368-8660
221	Paramedical Technical	Local 660	(213) 368-8660
301	Pharmacists	Guild	
311	Registered Nurses	Local 660	(213) 368-8660
324	Resident Physicians	Joint Council of Interns and Residents	(310) 632-0111
341	Health Professionals	Local 660	(213) 368-8660
431	Artisan and Blue Collar	Local 660	(213) 368-8660
501	Stationery Engineers	Local 501	
729	Health and Financial Support Services	Local 660	(213) 368-8660
811	Medical Librarian	Local 660	(213) 268-8660

ANNUAL STEP RAISES

For permanent employees, most and not all classifications are paid on a five-step salary plan with the lowest step being the first step and the highest, the fifth step. New employees usually start on the first step and receive four pay increases while remaining in the same classification. These increases are given annually.

INSURANCE

Health and dental insurance is provided through a flexible benefit/cafeteria style plan. You have 60 days from the date you are hired or become eligible for benefits to enroll in the health and dental insurance plans. If you do not enroll, you will have to wait until the start of the next plan year. The plan year runs from January 1st through December 31st. To make your benefit election, you will be scheduled for a one-an-one meeting with a professional benefit enroller.

The specific plan is determined by your classification. There are three plans:

Choices	Represented employees
Megaflex	Non-represented employees
Options	Represented employees

.After initial enrollment you will receive a packet mailed to your home in October to make changes effective January 1st through December 31st of the following year.

The plans offer tax savings and permit you to choose the benefits you want. The County provides a set dollar amount for each employee to purchase benefits. When the money is used for benefits, it is not taxed. If the amount set aside by the County is not enough, the excess is deducted pretax from the paycheck. If money is left over, the employee receives it as taxable cash on the 15th payday of each month. If you already have insurance, you may waive the insurance and receive the single-party rate in your paycheck as taxable cash. Children are eligible for enrollment through age 19. If they are full-time students, they can be covered through age 25.

You may also purchase optional life insurance, accidental death and dismemberment (AD&D), and health and dependent care spending accounts through your flexible benefit plan.

DOMESTIC PARTNERS AND HEALTH INSURANCE

Employees who add a domestic partner and dependents will receive an increase in the County contribution based upon the family configuration.

Employees in Megaflex who add a domestic partner and dependents will not see an increase in the County contribution because their County contribution is a fixed amount irrespective of the family configuration.

To add a domestic partner you may call the Los Angeles County Benefits Hotline at (213) 382.9982 and ask them to send you a Domestic Partner Application.

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**



SUBJECT: OVERTIME

POLICY NO.: 753

PURPOSE: To establish accountability and a standardized policy and guidelines for overtime usage.

POLICY: Overtime is time worked, requested or authorized by management, in excess of the number of hours regularly worked in the workweek. Departmental Managers and/or supervisors may require employees to work overtime in accordance with County Code, Federal Fair Labor Standards Act (FLSA) and Memorandum of Understanding (MOU) provisions. However, overtime shall be kept to a minimum and used when it is the only alternative to meet workload demands. Overtime must be requested and authorized, in writing, and verified when completed at the end of the overtime. Overtime opportunities are to be distributed equitably among employees.

AUTHORIZATION OF OVERTIME

The Director of Health Services and/or Chief Operating Officer authorizes the following Managers or their designees to approve overtime within their approved overtime budget allocation.

- Director of Finance,
- Director of Administrative Services,
- Director of Public Health and Health Officer,
- Chief of Operations, Public Health,
- Hospital Administrators,
- Associate Hospital Administrators.

The Director of Health Services or his/her designee must approve additional overtime budget allocations.

Blanket Authorizations

When there is a need for use of overtime on a continuing basis and where it has been determined by the manager authorized to approve overtime that there is no other operational alternative to overtime, blanket authorizations may be requested for a specific number of hours, a specific time period, and/or a specific dollar amount.

APPROVED BY:

A handwritten signature in black ink, appearing to be 'Fred L. ...', written over a horizontal line.

EFFECTIVE DATE: January 1, 2005

SUPERSEDES:

August 16, 1978

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