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POLICY: 200-050385-027

Human Resources (CIR/HR Policy) and Personnel Policies

The following subjects are covered:

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- Time cards
- Holidays
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- Leave
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- Leave
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Payroll

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.

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

Time cards

Used to report time worked or not worked in a pay period. For housestaff, the departmental time card liaison is responsible for completing and submitting timecards through ECAPs.

Holidays

There are twelve (12) 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.

Vacation

In lieu of other vacation and holiday allowances, persons employed as full-time or half-time Physicians, Post Graduate (first through seventh year) who are assigned to a County hospital for any one contractual period of at least 2 months, or its equivalent (4 months for those employees on half-time items), shall earn 2 working days paid leave per month. 10 working days may be deferred each year upon written request by the employee. If no request is made, employees shall be paid for all accrued days.

Upon completion of each Physician, Post Graduate year (first year through seventh year), a lump sum payment shall be paid for such accrued time. Whenever the sum of an employee's current and deferred vacation exceeds 40 days, that portion in excess of 40 days may be deferred for no more than 1 year. If at the end of that year, an employee still has current and deferred vacation in excess of 40 days, he or she shall be paid that portion in excess of 40 days. Upon completion of their term as Physician, Post Graduate (second through seventh year), a lump sum payment may be paid for such accrued time not to exceed 40 days.

Proper and timely notification is necessary for orderly vacation scheduling. When a vacation is to cover more than seven (7) continuous days, the Physician must submit the request for vacation at least 30 days in advance of the beginning date. In special situations, if approved by the Chief of Service, vacation may be granted for less than one week intervals.

Sick Leave

All Physician Post Graduates (first through seventh year) will be credited with no more than 8 days (64 hours) of full-pay sick leave per calendar year.

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 are as follows: mother/stepmother, father/stepfather, spouse, children/stepchildren, sister, brother, mother-in-law, father-in-law, grandparents, and grandchildren.

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

Family Medical Leave Act (FMLA) and Family Rights Act (FRA) (HUMC Policy #222)

Policy

The Federal Family Medical Leave Act (FMLA) and California Family Rights Act (FRA) policy has been established to assist eligible employees to understand their rights when requesting an unpaid leave of up to twelve (12) weeks per year for the birth or adoption of a child, to stay home to care for a seriously ill family member, or to remain off work because of an illness affecting the employee.

Affected employees are guaranteed a return to the same or equivalent job at the end of the leave and continuation of their health and dental coverage during the leave. They are also guaranteed certain rights regarding the giving of notice and the provision of medical verification where illness is the basis for the leave.

Key Provisions:

Eligible Employees

Any employee who has twelve (12) months of employment with the County and 1,250 hours of work during the twelve (12) months preceding the request for leave.

Reason for Leave

Both acts permit leave because of the following events:

- The birth and/or care of a newborn child;
- The placement of a child with the employee for adoption or foster care;
- The care for a child, spouse, or parent with a serious health condition; or
- An employee's own serious health condition which prevents the performance of his/her job

Note: Disability due to pregnancy is considered a serious health condition under the FMLA, but not under the FRA. However, there is a separate California state law, Government code Section 12945, subdivision (b) (2), that provides unpaid pregnancy disability leave up to four (4) months, depending on actual medically documented period of disability.

Maximum Leave

Twelve (12) weeks per year. A "year" for this purpose is the twelve (12) month period starting with the first day of the FMLA/FRA leave. Leave may be taken on intermittent or part-time basis.

Note: Up to 16 additional weeks is permitted under the separate California pregnancy disability law. See above note.

Medical Certification

Both FMLA and FRA require the employee to submit medical certification:

- To care for a family member or;
- The employee's own serious medical condition and that the employee is unable to perform the functions of the position.

Under FMLA and FRA, the certification must contain the following: date on which the serious health condition commenced; probable duration of the condition; appropriate medical facts with the knowledge of the health care provider regarding the condition; statement that the employee is needed to care for the family member and an estimate of the amount of time needed. If the leave is for the employee's own health problem, their certification must contain a statement that the employee is unable to perform the functions of the job. If leave is for

intermittent treatment, certification must state the dates of the treatment and duration. Please refer to “Certification of Physician or Practitioner” located at: <http://harborintranet:8082/PDF/PolicyAndProcedure/222.pdf> - page 6.

Under the FMLA and/or FRA, the employer can challenge the certification if it has reason to doubt the validity of the certification. Thus, the county may require that the employee obtain, at the County’s expense, a second or even third opinion from the County approved health care practitioner regarding any of the information contained in the original certification.

Employee Notice of Desire to Take Leave

Both Acts require the employee to provide the employer at least thirty (30) days notice of foreseeable event of the date the family care leave will commence and the estimated duration of the leave. If the need for the leave is based on foreseeable planned medical treatment of a family member, the employee shall attempt to schedule the treatment so as not to disrupt the county’s operations, in concurrence with the health care provider of the family member involved.

Return to Work

An employee who returns to work must be returned to the same or an equivalent position with the same benefits, salary, and other terms and conditions of employment.

Substitution of Paid Leave

FMLA/FRA leave is unpaid leave, but the employee may elect to use accrued paid leave to cover part of all of the twelve (12) week period. The use of paid leave is subject to all of the same conditions (e.g., medical certification for sick leave, managers/supervisors approval for vacation, compensatory time, etc.) That normally applies to the use of such time.

Benefit Continuation

If a family leave absence is covered with paid leave, cafeteria plan (CHOICES, OPTIONS and FLEX/MEGAFLEX) contributions and other benefit coverage will continue uninterrupted just as it would with paid leave taken for any other purpose.

For employees who take unpaid leave, the County must make contributions toward health leave and dental coverage while the employee is out. The employee must also make payments toward this coverage to the same extent such payments would otherwise be required if the employee were not on family leave.

Posting Requirements

A requirement of FMLA is that a notice be posted prominently where it can be readily seen by employees and applicants. Therefore, the notice titled, “Your Rights Under the Family and Medical Leave Act of 1993” located on Page 8 at <http://harborintranet:8082/PDF/PolicyAndProcedure/222.pdf> is permanently posted on the Human Resources bulletin boards used for posting of job announcement in the first floor east hallway of Unit I and on the bulletin boards in the Human Resources Office, Building L- 3.

Restoration of Reinstatement

Both Acts require the employer to reinstate an employee who takes leave either to the position he/she held before going on leave or to an “equivalent” position, with equivalent employment benefits, pay, and other terms and conditions of employment.

Records

Records relating to compliance will be maintained by the Human Resources Department.

Procedure

Whenever an employee requests a FMLA/FRA leave of absence, s/he must complete and submit:

- “Request for Leave of Absence” HH611 form located at <http://harborintranet:8082/PDF/PolicyAndProcedure/222.pdf> (Page 4) stating “FMLA/FRA” in the “Reason for Request”
- “Request for Family Medical Leave Act (FMLW) Family Rights Act (FRA Leave of Absence located at <http://harborintranet:8082/PDF/PolicyAndProcedure/222.pdf> (Page 5)
- “Certification of Physician or Practitioner” (if appropriate), located at <http://harborintranet:8082/PDF/PolicyAndProcedure/222.pdf> (Page 6). This medical certification must be attached to “Request for Leave of Absence” HH 611 form when the employee requests FMLA/FRA to care for a family member or his/her own serious medical condition.
- The employee must be provided with a copy of “Your Rights Under the Family and Medical Leave Act of 1993” located at <http://harborintranet:8082/PDF/PolicyAndProcedure/222.pdf> (Page 8).
- If an employee requests FMLA/FRA, the supervisor/manager must contact the personnel technician in Human Resources Administration (ext. 3231). The personnel technician will provide advice and counsel in meeting FMLA/FRA requirements. If appropriate, a letter will be sent to the employee advising him/her of FMLA/FRA rights and responsibilities. Additionally, Human Resources Administration will maintain centralized records regarding FMLA/FRA compliance.
- Human Resources Administration, Building L3 (ext. 3241) will provide copies of the above documents upon request.

Grievance Procedure (HUMC Policy # 207) See also Section III. E. 4. and GME Policy 200-050385-028. Grievance Procedures, Due Process, and Disciplinary Action, Including Dismissal.

Procedure

To establish a standardized procedure for processing and tracking formal employee grievances.

Policy

It is the desire of the Harbor-UCLA Medical Center to create a positive environment of cooperation and support between employees and management and to address all employee concerns where possible before the grievance mechanism is called upon by the employee. When a grievance is filed formally, however, the grievance is to be resolved promptly and equitably, without discrimination, coercion, restraint, or reprisal against the employee.

General employee relations procedures for employees represented by bargaining units are included in all Memoranda of Understanding (MOU's). Managers and supervisors are encouraged to consult and follow the appropriate MOU when handling a grievance submitted by a represented employee.

Grievances submitted by non-represented employees will be reviewed with the same concern and expedition as grievances submitted by represented employees.

Procedure

Grievances will be heard, at the first level by the immediate supervisor; at the second level by the Department Head and at the third level by the Chief Executive Officer, the Chief Operations Officer or designee. Managers designated as Hearing Officers will review pertinent documentation and consult with Human Resources Administration as part of the decision-making process.

First-Level Hearing: Employees will submit, in writing, a grievance to his/her immediate supervisor. The immediate supervisor is to provide a copy of the grievance to Human Resources Administration as soon as possible. The supervisor may respond to the first level grievance in writing or the supervisor may hear the grievance by scheduling a meeting with the employee. If a meeting is held, the employee has the right to representation and the supervisor may include a representative from Human Resources Administration. The supervisor's response will be written on the original grievance form, the form returned to the employee within the time frame outlined in the appropriate MOU and a copy sent to Human Resources Administration. If the grievance is not resolved at the first level, the employee may submit the grievance to the second level.

Second-Level Hearing: If the employee elects to advance the grievance to the second level, he/she will submit the written grievance to the Department Head. The Department Head will provide a copy of the grievance to Human Resources Administration as soon as possible, schedule the second level grievance meeting and serve as the Hearing Officer at the grievance meeting. The employee has the right to representation, and the Department Head may include a representative from Human Resources Administration. The Department Head will enter a written response on the original grievance form, return the grievance to the employee within the time frames outlined in the appropriate MOU, and send a copy of the completed form to Human Resources Administration. If the grievance is not resolved at the second level, the employee may submit the grievance to the third level.

Third-Level Hearing: If the employee elects to advance the grievance to the third level, he/she will submit the grievance to Human Resources Administration.

Human Resources Administration and Hospital Administration will coordinate the assignment of the grievance to an Administrative Hearing Officer and scheduling of the third level grievance hearing.

The Administrative Hearing Officer will chair the meeting attended by the employee and a representative from Human Resources Administration. The employee has the right to a representative at the hearing.

The administrative Hearing Officer's written response will be returned to the employee within the time frames outlined in the appropriate MOU. If the grievance is not resolved, the employee has the right to advance the grievance for arbitration to the Employee Relations Commission (represented employees) or Superior Court (non-represented employees). Consult with Human Resources Administration for instruction regarding grievances that are advanced beyond step 3 of the grievance process.

Hospital I.D. Badge (HUMC Policy #201)

Policy

To assure proper identification, all hospital staff (i.e. employees, temporary housestaff, medical students, attending physicians, and Volunteers) must have and wear a photo identification badge while on the grounds of the Harbor-UCLA Medical Center. All such badges will be equipped with a programmable magnetic strip and bar coded for identification and improved security.

Procedure

General Procedures

- All hospital staff (i.e., County and non-County) will be provided a horizontally-designed photo identification badge containing the Medical Center's mission and vision statements as well as its logo and the County seal. Where applicable, expiration dates will be assigned. This badge must be worn at all times while on duty.
- The badge shall bear the individual's first and last name and vocational classification. No portion of the

name (first or last), photo, or vocational classification may be obscured.

- The badge is to be worn on the outermost garment at chest level or above, “face-side” out, so the employee’s face and name are visible.
- Selected Nursing staff on 7 West, 7 East L&D and Level II Nursery will be issued pink badges which designate them as authorized to remove infants from the mother’s room or nursery.
- As part of the security program, hospital staff are requested to approach and question anyone in a work area who is not wearing an identification badge. If the unidentified person does not give a satisfactory response, the hospital staff member should contact the area supervisor. It will be the responsibility of supervisor and the County Police, if contacted, to ensure that persons who cannot properly identify themselves and their business be referred away from the hospital.
- Upon entry to the hospital, the County Police post-position supported by magnetometers or metal detectors are to be used to screen anyone without a visible identification badge.

Identification Badge Replacement Procedures

- It is the individual’s responsibility to report any lost or stolen identification badge within five business days to the law enforcement agency having jurisdiction where the loss or theft occurred.
- Each individual will be required to pay for the replacement cost of his/her identification badge if it is not returned, lost, damaged, or destroyed due to personal negligence.
- Each individual must sign an affidavit attesting to the fact that the identification badge was lost or stolen.
- Therefore, prior to the issuance of a duplicate identification badge, the individual must sign an affidavit and provide Human Resources with a copy of the police report along with the replacement cost of the identification badge.
- A copy of the affidavit along with the copy of the police report will be filed in the individual’s official personnel/agency file.
- The replacement fee for a lost or stolen identification badge is as follows:
 - 1st badge replacement: \$25
 - 2nd badge replacement: \$50
 - All subsequent replacements: \$100
- The medical center’s Human Resources unit shall report the loss or theft of the identification badge to the Office of Security Management via a Security Incident Report within 24 hours of notification of the lost or stolen identification badge.
- Under no circumstances can these procedures be waived.

Transfer to Other County Departments

- When an individual transfers to another facility or leaves the department, it is his/her responsibility to return his/her badge to his/her supervisor. If the badge is not returned, Human Resources will not process the transfer documents until such time as the identification badge is returned or a copy of the police report along with an affidavit is submitted.
- If the identification badge has been lost or stolen, Human Resources shall report this to the Office of Security Management via a Security Incident Report within 24 hours.

Terminations

- When an individual terminates County service, it is his/her responsibility to return his/her badge to his/her supervisor. If the badge is not returned, the individual must submit a copy of the police report along with the affidavit. If an employee does not submit either the badge or the copy of the police report and affidavit, the payment of his/her accrued benefits will be withheld up to three months.
- If an employee states that he/she has the identification badge, but refuses to return it, the payment of his/her accrued benefits will not be issued till such time as the identification badge is returned.

- Human Resources is responsible for reporting the non-return of the identification card to the Office of Security Management via a Security Incident Report, within 24 hours of being notified the identification badge has not been returned.

Non-compliance

Failure to comply with the provisions of this policy will result in disciplinary action in accordance with the Employee Evaluation and Discipline Guidelines.

Leave for Follow-up Medical Treatment of Work-Related Injuries (DHS Policy #642)

Purpose

To govern the use and authorization of leave with pay to obtain follow-up medical treatment for work-related injuries.

Policy

Leave with pay to obtain follow-up medical treatment for any industrial injury/illness may be authorized only at such time that the Third Party Administrator (TPA) has accepted the claim for benefits and made notification to the Claimant and the Return-To-Work Coordinator (RTWC). Industrial injury follow-up (IF) time may be approved in instances where the TPA has delayed a claim prior to determining compensability and has scheduled the Claimant for a medical appointment. Leave with pay will be granted for short periods of time and must meet the guidelines defined below.

Guidelines

Appointments are to be scheduled either at the beginning or the end of the work shift. Appointments made outside of regular working hours are not compensable. No overtime may be claimed for appointments outside of regular working hours. Appointments may be scheduled by the employee, supervisor, RTWC or the TPA. Written notification of appointments shall be made in advance to the supervisor. A copy shall be provided to the RTWC.

The supervisor contacts the RTWC for authorization to code the timecard as "IF" for industrial injury follow-up.

Employees must have reported for their regular work schedule and have provided a proper medical certification documenting the need for continuing treatment. Employees are required to submit a proper medical certification, including time in and time out, for each IF visit.

A maximum of four hours paid leave (including transportation time, scheduled appointments or therapy visits) shall be authorized at the discretion of the RTWC. Any more than four hours of treatment given in the same day shall only be approved by the RTWC.

Leave with pay shall be coded on the time card as "IF" for industrial injury follow-up. Total IF time may not exceed eight hours in any one work week without prior approval of the RTWC.

Additional time taken beyond the above guidelines shall be coded as sick time.

"IF" time shall not be authorized for any employee whose condition has been deemed permanent and stationary by the treating physician, - OR- if a claim is beyond one year from the date of injury, whichever comes first.

Leave of Absence for Personal Reasons (DHS Policy # 756)

Purpose

To provide guidelines for leaves of absence and emergency leaves for personal reasons.

Policy

To the extent possible, a leave of absence for personal reasons shall be requested at least 30 days in advance for approval by management. Granting of such leave is discretionary, based on the needs and responsibilities of the Department, the interests of the public, and the needs of the employee. In cases of emergency, where it is not possible to obtain prior approval, management should be immediately notified and verification of circumstances should be provided to management within 15 calendar days.

Employees who are victims of domestic violence or sexual assault may be allowed to take a leave of absence for legal issues, medical assistance (physical or mental), safety planning, and/or relocation for him/herself or a child. Employees who are victims of a crime (as defined in Sections 667.5 and 1192.7 of the California Penal Code and Section 230.2 of the California Labor Code) or who have an immediate family member or registered domestic partner who is a victim of a crime, as defined above, are allowed to take a leave of absence for legal proceedings related to that crime. Such employees must follow the above guidelines and provide appropriate documentation. Employees may use vacation, personal, unpaid or compensatory time to cover the leave. Leave for medical reasons may be covered by sick leave or in accordance with Family and Medical Leave Act (FMLA) guidelines.

All information pertaining to leave of absence of an employee covered under this policy is confidential. Section 230 of the California Labor Code prohibits employers from discharging, discriminating, or retaliating against an employee who is a victim of domestic violence or sexual assault for taking a leave of absence and requires employers to reinstate such an employee upon his/her return. Section 230.2 of the California Labor Code prohibits employers from discharging, discriminating, or retaliating against an employee who takes a leave of absence to attend legal proceedings resulting from a crime against the employee, his/her immediate family or registered domestic partner.

Definitions

Immediate Family means spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather. Registered Domestic Partner - Pursuant to L.A. County Code Section 2.210.010, a domestic partnership refers to a relationship between two adults of the same or different sexes which is characterized by mutual interdependence and an abiding concern for each other's well-being. Domestic partners generally share a common household and share financial responsibility for their joint household expenses. They frequently own property together and often authorize each other to act on each other's behalf in emergency circumstances.

For purposes of this policy, domestic partnerships must be registered with the L.A. County Register-Recorder/County Clerk's office.

Criminal Records Background Check/Fingerprinting Policy (DHS Policy #703.1)

Purpose

To ensure that candidates selected for hire, promotion or transfer from another department and non-County workforce members do not have a criminal record that may conflict with the duties assigned and/or a criminal conviction that might pose a potential threat to the Department of Health Services (DHS) or the public in performance of duties.

Scope

The provisions of this policy and procedure must be applied to all potential workforce members; this includes employees, contract staff, affiliates, volunteers, trainees, and any other persons who may perform work under the control of DHS, whether or not they receive compensation from the County.

The following statements apply to contract staff, vendors and maintenance crews (e.g., landscapers): The provisions of this policy apply to persons who provide direct patient care, who work in or near patient care areas, or in safety/security sensitive areas (e.g., pharmacy, medical records, nuclear medicine) within a hospital or facility. Persons who perform work external to a hospital or facility will not be fingerprinted, but must still meet all other standards in accordance with terms of the contract/formal agreement and other applicable County/DHS policies.

Policy

DHS acknowledges that patients have the right to be free from mental, physical, sexual, and verbal abuse, neglect harassment, exploitation and the reporting thereof without fear or retaliation. Additionally, the intent of this policy and procedure is to safeguard those patient rights by conducting criminal background checks on all potential workforce members, including those transferred or promoted to sensitive positions, as defined below.

All candidates selected for hire, promotion to a sensitive position or transfer from another department and non-County workforce members will participate in a criminal background check. The criminal background check will include fingerprinting and Live Scan (CADOJ) and/or the FBI, as applicable. State and federal licensing and administrative agencies may also be contacted. All information resulting from the criminal background check or from an employment application/information sheet will be reviewed for conduct incompatible with County employment. Any such conduct will be evaluated based on the nature of the conviction, job nexus, and amount of time elapsed since the conviction.

In accordance with Civil Service Rule 6.04, the Department may refuse to accept an application for a position if the candidate has been convicted of a crime or who is guilty of conduct incompatible with County employment/assignment, whether or not it amounts to a crime. The conviction may not be disqualifying if it is determined that there were mitigating circumstances or that the conviction is not related to the position and poses no threat to the County or public. Prospective employees with criminal convictions may still be accepted and placed in a position for which they qualify and in which their previous conviction does not pose a risk.

Prospective workforce members who do not answer questions related to conviction information will be rejected.

Any current workforce member charged with a crime (including traffic violations, if position requires driving on County business) shall report being charged with such crime to DHS Human Resources within 72 hours of becoming aware of the charge. A current workforce member convicted of a crime (including a traffic violation, if position requires driving on County business) shall report the conviction to DHS Human Resources (HR) Performance Management Unit (PMU) within 24 hours of the conviction. Failure to report may result in disciplinary action, including discharge or termination from assignment. DHS HR PMU will review the charges/conviction to determine if a job nexus exists. All information reported to DHS Human Resources will only be released on a “need-to-know” basis as required to determine a job nexus.

Definition

For the purposes of this policy, all positions within the Department of Health Services are considered “sensitive.” Sensitive positions are positions that involve duties that may pose a threat or risk to the County or to the public when performed by workforce members who have a criminal history incompatible with those duties, whether those workforce members are paid or not paid by the County. Such duties may include, but are not limited to:

- Positions that involve the care, oversight, or protection of persons through direct contact with such persons;

- Positions having direct or indirect access to funds or negotiable instruments;
- Positions that require state and/or professional licensing; Positions that involve public safety and/or law enforcement;
- Positions that have access to or are in charge of drugs or narcotics; Positions that involve access to confidential and/or classified information, including criminal conviction information;
- Positions that involve the care, oversight or protection of County, public, or private property; and
- Positions that are subject to provisions related to homeland security

DHS/GME Policy for Accommodation of Housestaff with Disabilities

Preamble

The ACGME mandates that the Sponsoring Institution must have a written policy regarding accommodation, which would apply to residents with disabilities. (IR II.D.4.n). The Department of Health Services (DHS) does not discriminate on the basis of disability in employment or in admission and access to its services, programs or activities. The policy applies equally to all Harbor-UCLA housestaff who are employed and have access to the clinics, hospital or administrative offices.

Definition

To be covered by the Americans with Disabilities Act (ADA) provisions, an individual is considered to have a “disability” if that individual meets at least one of the following criteria:

- Have a physical or mental impairment which substantially limits on or more major life activity (e.g., caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.)
- Have a record of such an impairment; or be regarded as having such an impairment.

Title I of ADA – Employment

The ADA protects qualified persons with disabilities from discrimination in hiring and promotion, pay, job training, benefits, referral, and other aspects of employment. A “qualified” individual with a disability is an individual with a disability who meets the skill, experience, education, and other job- related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job.

Policy

The DHS and GMEC will provide reasonable accommodations that do not impose undue hardship. Based upon request, reasonable accommodations will be provided for qualified individuals to enable them to perform the essential functions of the job. These might include removing architectural barriers, adjusting a work schedule, and making changes to equipment.

Housestaff with work restrictions may request a reasonable accommodation under the Americans with Disabilities Act. The employee may complete the DHS “Voluntary Request for Reasonable Accommodation” form (attached) and submit it to the Return-to-Work (RTW) Coordinator. Completion of this form is not mandatory. The request does not necessarily mean that the housestaff member qualifies for ADA; it simply initiates the review process and assists the process by recording information.

If a member of the housestaff is no longer eligible to hold a position requiring a license, certificate, registration, or permit while on approved Family Medical Leave (FMLA), the housestaff member will be given a reasonable opportunity to obtain or renew his/her license, certificate, registration, or permit upon his/her return to work,

granted that this does not conflict with applicable laws (County, State, and Federal) pertaining to postgraduate physician trainees who are currently training at Harbor-UCLA.

Procedure

Information Complaint Procedures

Pursuant to the ADA, the Department has adopted an informal complaint procedure to investigate and resolve general public and employee complaints which allege that the Department has not complied with the ADA. This procedure provides a mechanism for informal resolution of complaints at the local level. Individuals retain the right to file a complaint directly with the appropriate federal enforcement agency and or to file a grievance under established labor relations agreements. For full description of this procedure contact the facility ADA Coordinator and request the Americans with Disabilities Act-Information Complaint Procedure.

Any individual who believes he/she has been discriminated against because of disability, may contract the designated facility ADA Coordinator for information and assistance regarding the process for filing an informal complaint.

Requests for Reasonable Accommodation

Member of the general public or employees that have a disability that is covered under the ADA are entitled to request reasonable accommodation(s) that do not pose an undue hardship to the Department. Reasonable accommodations may be requested for the following purposes:

- To complete the admission process for programs, services, activities or events.
- To participate in programs, services, activities or events. To complete the employment application process.
- To perform essential job functions.
- To have the same benefits and privileges as non-disabled employees.
- To obtain evacuation assistance in a time of emergency.

Individuals who require reasonable accommodations such as readers or sign language interpreters are required to give advance notice when making a request. For information on reasonable accommodations, contact the facility ADA Coordinator.

For Title I – Employment issues, contact the ADA Coordinator at (213)240-7951;

For Title II – Access issues, contact the ADA Compliance Officer at (213)240-8129; or The Office of Affirmative Action Compliance at (213)974-1275 (voice) or (213)974-0911 (TDD)