



LAC+USC

# Memorandum

Date: May 26, 1994

To: David Cundiff, M.D., Physician Specialist  
Internal Medicine

From: Robert <sup>Bale</sup> Navarro, Director  
Office of Human Resources

Subject: PHYSICIAN SIGN-IN/SIGN-OUT PROCEDURES

Mr. Edward L. Martinez, Executive Director, has asked me to respond to your memo of May 17, 1994 regarding your department's sign-in/sign-out procedures.

All USC employees must comply with USC policy and procedures. As such, we do not impose County regulation on USC employees. The County, however, requires that County supervisors must establish a mechanism for ensuring that their subordinates are working their full eight (8) hours. Supervisors can implement any mechanism they feel is appropriate, as long as the mechanism does not violate any employee rights.

In your situation, your supervisor has instituted the sign-in/sign-out procedure. It is my understanding that all County employees in General Medicine are required to sign-in/sign-out. Therefore, the sign-in/sign-out is within the guidelines of the Departmental policy and you are required to observe the procedure.

RN:emv

cc: Robert C. Gates  
Walter L. Gray  
Edward L. Martinez  
Sol Bernstein, MD  
Patric Mayers, LLD