



**LAG+USC**

# Memorandum

Date: June 6, 1994

To: David Cundiff, M.D.  
General Medicine  
Cancer Pain Service

From: Carmen M. Scott *Carmen*  
Associate Hospital Administrator

Subject: Medicine Services

**SUBMISSION OF YOUR TIMECARD  
AND HOURS WORKED**

This confirms not only my conversation today with you, but also with Delores, the timekeeper to whom you referred me, Bob Navarro, Human Resources Director, and Dr. David Goldstein.

Based on what both Dr. Goldstein and Bob Navarro stated, I am advising you to fill-out your timecard according to the "on service" hours reflected on your sign-in sheets, as you were instructed by Dr. Goldstein. This corrected timecard must be submitted no later than 12:00 noon June 7, 1994 to your supervisor's office for timely personnel processing.

If you have overtime hours in dispute for this pay period, these should not be reflected on this timecard. Any disputed hours must be resolved through the grievance process. If you prevail in the grievance, then an adjustment will be made to your pay or hours-accrued, whichever is applicable under current personnel policy.

Based on the conversations I have had, your previous grievance decision, in 1993, does not resolve this current matter, and your attempts to use it will only jeopardize you receiving a timely paycheck. Again, I urge you to submit your timecard filling it out the way your supervisor instructed, to prevent any break in pay, and file a grievance for any current time under dispute.

CMS/yv

cc: David Goldstein  
Bob Navarro

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David Cundiff, M.D. received Date

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Given by: Time Date