

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH  
New Hires Under the Grant – Labor Record**

**401.11 Attachment V**

<b>Employee Name</b>	<b>Employee #</b>	<b>Pay Period Ending</b>
<b>Fund/Org Code Assigned to Disaster Event</b>	<b>Regular Work Location</b>	<b>Name of Disaster Event</b>
<b>Payroll Title</b>	<b>Item #</b>	<b>FLSA Exempt</b> (circle one) <b>Yes or No</b>
<b>Location of Service</b>	<b>Daytime Phone</b>	<b>Evening Phone</b>
<b>Type of Duty (check one):</b> <input type="checkbox"/> <b>Treatment</b> <input type="checkbox"/> <b>Administrative</b> <input type="checkbox"/> <b>Clerical</b>		
<b>Check your normal work schedule:</b> <input type="checkbox"/> <b>5/40</b> <input type="checkbox"/> <b>4/40</b> <input type="checkbox"/> <b>9/80</b> <input type="checkbox"/> <b>Irregular</b>		<b>What is your regular day off (RDO)?</b>

**Describe Duties Briefly:**

	Day	Mon		Tues		Wed		Thurs		Fri		Sat.		Sun		Total Hours		
		①CC	②PA	CC	PA	CC	PA	CC	PA	CC	PA	CC	PA	CC	PA			
Week _____ thru _____	③ Disaster																	
	④ Overtime																	
Week _____ thru _____																		
	Disaster																	
	Overtime																	
Week _____ thru _____																		
	Disaster																	
	Overtime																	

I certify, to the best of my knowledge and belief, under penalty of perjury, that this report is correct and complete; all labor services provided are authorized.

Total Hours			
Hourly Rate			
Benefit Rate			
<b>TOTAL PAY</b>			

<b>Employee Signature</b>	<b>Supervisor Signature</b>	<b>Date</b>
Barbara Cienfuegos, Disaster Coordinator		
<b>Date</b>		

- ① Crisis Counseling Services – All clinical, clerical & administrative services that support any disaster mental health response. If you provided clinical work, then you must attach the disaster clinical “back-up” documentation to this labor record.
- ② Public Assistance – Hours spent following a disaster where you have to clean up your office. (i.e., following an earthquake, picking the books up off the floor, minor disaster clean up). This is not mental health work.
- ③ Disaster – During normal work, hours spent on disaster activities.
- ④ Overtime – Hours worked on disaster overtime.

<b>M.T.S Office Use Only</b>
<b>Vendor #</b>
<b>Cost Center</b>