



# *Loma Linda University Health*

## **Tips for completing the Mandatory SCAQMD Survey**

- When completing the survey online each day of the survey week must be completed and a start time must be entered.
- If an employee is off during survey week for vacation they will select option “AA-Vacation” from the drop down list. A start time must be entered. The employee can input their normal start time.
- The same process applies if employee is sick except they will chose option “BB-Sick from the drop down list. A start time must be entered. The employee can input their normal start time.
- If an employee is off for any other reason they will select “CC regular day off, Jury Duty, LOA, etc.” from the drop down list and provide their normal start time.
- If an employee works from home the correct protocol would be for them to complete the survey and select option “F-Telecommuting” this provides the organization huge AVR credit.
- If an employee works three 12 hour days they will select option “X-3/36 work week days off (2 days off)” for their days off, **not option “CC”** The same applies for employees that work four 10 hour days except they will use option “Y-4/40 work week day off (1day off) **not option “CC”**. Reporting your days off correctly when you work a compressed work week also provides the organization with huge AVR credit!
- Complete the survey for Monday – Friday only, SCAQMD does not require your commute mode to work for Saturday or Sunday.
- **RESIDENTS! WE NEED YOU TO COMPLETE THIS SURVEY!! If you work overnight it is vital that you report your commute mode as follows: Example: Drove alone to work on Monday left Wednesday and were off Thursday and Friday. If you drove alone to work on Monday you would select option “H Drove alone”; Tuesday you would select option “G-Non-commuting; Wednesday option “G-Non-commuting and option “CC Regular Day off for Thursday and Friday. Your start time for all five days would be entered the same as the time you input for Monday.**

## **FAQ's**

1. I work from home; do I need to complete the survey? *YES! Working from home is classified as “Telecommuting” and is an essential part to a successful survey.*

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2. I do not participate in Rideshare; do I have to complete the survey? *YES! This survey is mandated by the State of California and requires all employees to complete the survey whether or not they participate in a Rideshare program.*
3. I work part-time: do I need to complete the survey? *YES! Part-time workers are required to complete the survey.*
4. I am a contract employee do I need to complete the survey? *No, if you are contracted with an outside agency such as Apple One or Registry. You do not need to complete this survey. If in doubt read your ID number on your Loma Linda employee badge (if you have one and if your ID# number is your birthdate and first initial of your last name you do not complete the survey)*
5. I have tried to complete the survey but am unable because it is demanding a start time on my days off what do I do? *Enter a start time. Preferably the same time as your normal start time on the days you did work.*
6. I do not have computer access what do I do? *Contact our office we can either send you a paper survey form or take your survey over the phone.*

