

**MEMORANDUM OF UNDERSTANDING NO. 10
FOR JOINT SUBMISSION TO THE CITY COUNCIL
REGARDING THE
PROFESSIONAL MEDICAL SERVICES UNIT**

**THIS MEMORANDUM OF UNDERSTANDING
made and entered into this 5th day of August, 2019.**

BY AND BETWEEN THE

CITY OF LOS ANGELES

AND THE

**ALL CITY EMPLOYEES ASSOCIATION LOCAL 2006,
AFSCME, COUNCIL 36, AFL-CIO**

July 1, 2018 through June 30, 2021

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SECTION 1.0 GENERAL PROVISIONS

ARTICLE 1.1 RECOGNITION

Pursuant to the provisions of the Employee Relations Ordinance (ERO) of the City of Los Angeles (City) and applicable State law, the American Federation of State, County, and Municipal Employees (AFSCME) Council 36, All City Employees Association (ACEA), Local 2006, AFL-CIO, was certified on June 5, 1975, by the Employee Relations Board (ERB) as the majority representative of City employees in the Professional Medical Services Unit (Unit). Accordingly, Management hereby recognizes AFSCME Council 36, ACEA, Local 2006, AFL-CIO (Union), as the exclusive representative of the employees in this Unit, subject to the right of each Unit employee to represent himself/herself.

The term "employee" or "employees" as used in this MOU shall refer only to employees in the classifications listed in the Appendices in this MOU, as well as such classes that may be added hereafter to the Unit by the ERB.

ARTICLE 1.2 IMPLEMENTATION OF MEMORANDUM OF UNDERSTANDING

This MOU constitutes a joint recommendation of Management and the Union. It shall not be binding in whole or in part on the parties listed below unless and until:

- A. The Union has notified the CAO in writing that it has approved this MOU in its entirety, and
- B. The City Council has approved this MOU in its entirety.

Where resolutions, ordinances or amendments to applicable codes are required, those Articles of this MOU which require such resolutions, ordinances or amendments will become operative on the effective date of the resolution, ordinance or amendment unless otherwise specified.

ARTICLE 1.3 PARTIES TO MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into on August 5, 2019, by the City Administrative Officer (CAO), as authorized Management representative of the City Council, and the authorized management representatives of the Departments of Aging, Animal Services, Fire, Personnel, Police, Zoo, (hereinafter referred to as "Management") and authorized representatives of the ACEA, Local 2006, AFSCME, as the exclusive recognized employee organization for the Professional Medical Services Unit.

ARTICLE 1.4 CALENDAR FOR SUCCESSOR MEMORANDUM OF UNDERSTANDING

In the event the Union or Management desires a successor MOU, said party shall serve upon the other between April 1, 2021 and April 30, 2021, its written proposals for such

successor MOU. Meet and confer sessions shall begin no later than thirty (30) calendar days following submittal of the proposals.

ARTICLE 1.5 CITY-UNION RELATIONSHIP

A. Continuity of Service to the Public

The City of Los Angeles is engaged in public services requiring continuous operations that are necessary to maintain the health and safety of all citizens. The obligation to maintain these public services is imposed both upon the City and the Union during the term of this MOU and the certification of the Union as the exclusive representative of the employees in this representation unit.

B. Mutual Pledge of Accord

Inherent in the relationship between the City and its employees is the obligation of the City to deal justly and fairly with its employees and of the employees to cooperate with their fellow employees and the City in the performance of their public service obligation.

It is the purpose of this MOU to promote and ensure harmonious relations, cooperation and understanding between the City and the employees represented by the Union and to establish and maintain proper standards of wages, hours and other terms or conditions of employment.

C. No Strike - No Lockout

In consideration of the mutual desire of the parties to promote and ensure harmonious relations and in consideration of the Mutual Pledge of Accord, the City agrees that there shall be no lockout or the equivalent of members of the Union, and the Union and its members agree that there shall be no strike or other concerted action resulting in the withholding of service by the members during the term of this MOU. Should such a strike or concerted action by Union members occur, the Union shall immediately instruct its members to return to work. It is mutually understood and agreed that the City has the absolute right to impose discipline and, in that regard, shall have the right to take disciplinary action, including discharge, against any employee who participates in any manner in any strike or slowdown, withholding of services, picketing in support of a strike, or other concerted action. The curtailing of operations by the City in whole or part for operational or economic reasons shall not be construed as a lockout.

The provisions of this Paragraph C shall not detract in any way from any restrictions imposed by law on strikes and other types of work stoppages by public employees.

ARTICLE 1.6 FULL UNDERSTANDING

- A. This MOU sets forth the full and entire understanding of the parties regarding the matters set forth in this MOU, and any other prior or existing understandings or agreements regarding any such matters by the parties, whether formal or informal, are hereby superseded or terminated in their entirety.
- B. Except as specifically provided for in this MOU, the parties to this MOU, voluntarily and unqualifiedly waive their respective rights to meet and confer in good faith during the term of this MOU, with respect to any subject or matter covered in this MOU, or with respect to any other matters within the scope of the meet and confer in good faith process. However, this Article shall not be deemed to preclude mutually agreed upon meet and confer in good faith sessions for the purpose of altering, waiving, modifying, or amending this MOU.
- C. The parties mutually agree that this MOU may not be opened at any time during its term for any reason, except as specifically provided for in this MOU or by mutual consent of the parties hereto.

Notwithstanding the foregoing:

- D. No alteration, variation, waiver, modification, or amendment of any of the Articles, terms, or provisions requiring City Council approval contained in this MOU shall in any manner be binding upon Union or Management unless and until jointly recommended in writing to the City Council, approved, and implemented in accordance with Article 1.2 (Implementation of MOU) of this MOU.
- E. The waiver of any breach, term, or condition of this MOU by any party to this MOU shall not constitute a precedent in the future enforcement of all its Articles, terms, and provisions.

ARTICLE 1.7 NON-DISCRIMINATION

The parties mutually reaffirm their respective policies of non-discrimination in the treatment of any employee on the basis of age (40 and above), ancestry, color, disability (physical and mental, including HIV and AIDS), gender identity and/or expression, genetic information, LGBTQ identity, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national or ethnic origin, race, religion or creed (includes religious dress and grooming practices), sex or gender (includes pregnancy, childbirth, breastfeeding, and/or related medical conditions), sexual orientation, political activities or political affiliation, or any other characteristic protected under applicable federal, state or local laws.

In accordance with the City’s non-discrimination policy, no employee shall be interfered with, intimidated, restrained, coerced, or discriminated against because of union activity

and/or the exercise of the employee's rights granted pursuant to Section 4.857 of the Employee Relations Ordinance.

ARTICLE 1.8 OBLIGATION TO SUPPORT

Prior to the implementation of this MOU and during the period of time it is being considered by the Mayor, City Council, City Council Committees, and the heads of those departments, offices or bureaus, represented in this MOU for action, neither the Union nor Management, nor their authorized representatives, will appear before the Mayor, City Council, City Council Committees, or said department, office or bureau heads, nor meet with the Mayor, members of the City Council or said department, office or bureau heads individually to advocate any addition, deletion, or other change to the terms and conditions of this MOU. However, this Article shall not preclude the parties to this MOU from appearing before the Mayor, City Council, City Council Committees or department, office or bureau heads nor meeting with individual members of the City Council, or department, office or bureau heads to advocate the adoption and approval of this MOU.

ARTICLE 1.9 PROVISIONS OF LAW AND SEPARABILITY

It is understood and agreed that this MOU is subject to all applicable Federal and State laws, City ordinances and regulations, the Charter of the City of Los Angeles, and any lawful rules and regulations enacted by the City's Civil Service Commission, Employee Relations Board, or similar independent commissions of the City. If any part or provision of this MOU is in conflict or inconsistent with such applicable provisions of Federal, State, or local law or regulations, or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such part or provision shall be suspended and superseded by such applicable law or regulations and the remainder of this MOU shall not be affected thereby: the parties agree to negotiate promptly a replacement for such part or provision.

The parties understand that some employees covered by this MOU may also be covered by the Fair Labor Standards Act of 1938, as amended, 29 U.S.C. Section 201 et seq. (FLSA). To the extent that any provision herein conflicts with the FLSA, employees covered by the FLSA shall receive benefits required thereunder and any additional benefits set forth herein if compatible with the FLSA.

SECTION 2.0 UNION SECURITY

ARTICLE 2.1 ACTIONS BY EMPLOYEE RELATIONS BOARD

If any action(s) by the Employee Relations Board prior to the expiration of this MOU result in any significant changes to the composition of this representational unit, the parties to this MOU will meet as soon as possible thereafter to consider any revisions or amendments thereto that may be required.

ARTICLE 2.2 AMENDMENT OF MOU TO INCLUDE NEW CLASSES

Effective upon the vote by the ERB to accrete a class or bargaining unit into the Coalition of Los Angeles City Unions (Coalition), the salary range(s) of the newly accreted class/unit shall be adjusted to the salary range consistent with the step structure provided for in the relevant Coalition MOU and all other applicable benefits and provisions of the MOU shall be provided to members of the newly accreted class/unit as contained in the relevant Coalition MOU for all other represented members.

ARTICLE 2.3 BULLETIN BOARDS

Section I

Management will provide bulletin boards or space at locations reasonably accessible to Union members, which may be used by the Union for the following purposes:

- A. Notices of Union meetings.
- B. Notices of Union elections and their results.
- C. Notices of Union recreation and social events.
- D. Notice of official Union business.
- E. Any other communication which has received the prior approval of the head of the department, office or bureau, or the employee's designated representative.
- F. Each department, office or bureau will provide the Union with a list of all bulletin board locations.

Section II

All notices or other communications shall be identified with an official Union stamp and the Union shall place a removal date on all notices and other communications. All notices and other communications shall be submitted to the designated management representative prior to posting. Posting will occur within 24 hours of submission.

ARTICLE 2.4 CONTRACTING OF UNIT WORK

The parties agree that during the term of this MOU the following terms and conditions shall apply to the contracting of unit work:

- A. No bargaining unit employee shall be laid off, demoted or suffer loss of pay or benefits as a result of the contracting of unit work.
- B. If any employee subject to the provisions herein is displaced as a result of contracting, he/she shall be retained in a position within a classification represented by AFSCME, Local 2006.

- C. Notwithstanding any provision of this MOU to the contrary and excluding the provisions of paragraph 6 below, the provisions of this article shall be subject to advisory arbitration only.
- D. In lieu of the meet-and-confer process prescribed by the Employee Relations Ordinance (ERO), the parties agree to meet and discuss, in accordance with the provisions outlined below, all contracts to perform unit work except for contracts required by bona fide emergencies.
- E. The parties agree that the following expedited procedure shall replace the impasse resolution provisions of the ERO for disputes arising out of the meet-and-discuss process specified above:
 - 1. The City shall provide timely notice, through the existing "clearinghouse" procedure, of proposed contracts to perform unit work. In addition, the City shall provide the union a list of individuals responsible for coordinating contracting information in each department.
 - 2. The Union may request to meet and discuss such proposed contracts within fifteen (15) calendar days of the Charter 1022 notification. Failure by the union to request such meeting(s) within the prescribed fifteen (15) shall constitute a waiver of the union's right to continue this process.
 - 3. Meeting(s), if requested, shall begin within five (5) working days following notice to the City by the Union of its desire to discuss the proposed contract(s).
 - 4. If the parties cannot reach agreement through the meet-and-discuss process, the Union may request expedited advisory arbitration within five (5) working days following the last meet-and-discuss session. Failure by the Union to request arbitration within the specified five days shall constitute a waiver of the Union's right to continue in this process. The parties will attempt to establish a mutually agreeable, expedited process for selecting arbitrators. Absent any such agreement, arbitrators will be selected in accordance with Rules 11.03 and 11.04 of the Employee Relations Board.
 - 5. The parties agree that for contracts with a value of less than \$1 million, the hearing and issuance of the advisory decision by the arbitrator shall be concluded within 30 calendar days following request for arbitration and within 90 calendar days for contracts of \$1 million or more.
 - 6. The arbitrator's advisory decision and recommendation shall be transmitted to the appropriate determining body simultaneously with the proposed contract.

7. The time limits in this process may be extended only by the mutual, written agreement of the parties.
 8. The expedited arbitration process herein shall be informal. Court reporters shall not be used; rules of evidence shall be informal; the production of witnesses and documentary evidence shall be at the discretion of each party; the arbitrator's notes, exhibits (if any), and the written advisory decision and recommendation shall constitute the record of the proceedings; post hearing briefs shall not be required or submitted.
 9. Arbitration fees shall be shared equally by the Union and the City.
- F. Disputes over the practical consequences of the contracting of unit work, other than those occurring under paragraphs 4 and 5 above, shall be resolved in accordance with the provisions of the Grievance Procedure, Article 3.1, of the MOU, and shall not delay the implementation of the contract if all other provisions of this article have been met.
- The parties agree that the review of "practical consequence" grievances shall begin with the first formal level of review of the grievance procedure and that said grievances shall be subject to advisory arbitration, except as provided in the Arbitration step (Step 6) of the Grievance Procedure. Effective January 1, 2008, Arbitration is Step 4 of the Grievance Procedure.
- G. The parties agree that, effective December 13, 2015, the Union may file a grievance regarding the Charter 1022 notification.
1. A grievance challenging the 1022 notification shall be filed within fifteen (15) calendar days of the Union's knowledge of the alleged deficient notification.
 2. The grievance will be submitted to an expedited informal arbitration process. The arbitration shall be conducted within thirty (30) days of filing of the Union's grievance. The arbitration fees shall be shared equally between the Union and the City.
 3. The arbitrator shall determine if the City has violated the 1022 notification procedures. The arbitrator's remedy shall be limited to ordering the City to reissue the 1022 notification. In no event will the arbitrator have the authority to void a Council-approved contract. The arbitrator's decision is binding on the parties.

ARTICLE 2.5 EMPLOYEE RELATIONS

Meetings at reasonable intervals will be scheduled at the request of a designated Union representative (paid Union staff representative or Local president) or the Management

representative of a department, office, or bureau, for the purpose of informally discussing employer-employee relations problems.

The Union shall give to all heads of departments, offices or bureaus represented herein and the CAO a written list of its paid Union staff representatives and executive board members, which list shall be kept current by the Union.

ARTICLE 2.6 LEGISLATIVE CHECK-OFF

During the term of this MOU, a payroll deduction will be continued by the Union for the purpose of allowing employees in this Unit to contribute towards the Union's federal election activities.

Said contributions shall be deducted by the Controller from twenty-four (24) biweekly payroll checks of each employee in this Unit who voluntarily consents to said contribution by submitting a payroll deduction card signed by the individual employee. Remittance of the amount of said deductions shall be sent to the Union by the Controller within thirty (30) working days after the conclusion of the month in which said deductions were deducted.

Contributions shall be made payable as directed by the Union to the Political Action Committee, P.E.O.P.L.E., of the Union.

A fee of nine cents (\$.09) per deduction shall be assessed by the Controller for the processing of each payroll deduction taken. The Controller will deduct the aggregate amount of said fees on a biweekly basis.

It is agreed that neither any employee nor the Union shall have any claim against the City for any deductions made or not made, as the case may be, unless a claim of error is made in writing to the Controller within thirty (30) calendar days after the date such deductions were or should have been made.

ARTICLE 2.7 PAYROLL DEDUCTIONS AND DUES

A. DUES

1. Payroll deductions as may be properly requested and lawfully permitted will be deducted from each employee's pay check by the Controller biweekly, in twenty-four (24) increments annually from the salary of each employee in the unit where the Union has provided in writing to the Controller a list or individual notice of those individuals from whom union-related deduction(s) should be lawfully taken. This list or notice shall constitute Union certification that the Union has and will maintain an authorization signed by the individual employee or employees from whose salary or wages the deductions are to be taken. Any amendment may be made by the Union in a complete list or individually.

Said payroll deductions shall not be assessed in any biweekly pay period in which the affected employee is not compensated for a minimum of twenty (20) hours.

Such amounts shall be determined by the Union and implemented by Management in the first payroll period which starts thirty (30) calendar days after written notice of the new amount from the Union is received by the Controller.

Employees who are members of the Union who previously elected to make union membership deductions prior to (1) starting an unpaid leave of absence, or (2) otherwise going on inactive status due to lack of scheduled hours, shall be reinstated as Union members with the automatic voluntary dues deduction immediately upon their return to work.

2. Notwithstanding any provisions of LAAC Section 4.203 to the contrary, during the term of this MOU, payroll deductions requested by employees in this Unit for the purpose of becoming a member and/or to obtain benefits offered by any qualified organization other than the Union will not be accepted by the Controller. For the purpose of this provision, qualified organization means any organization of employees whose responsibility or goal is to represent employees in the City's meet and confer process.
3. Any employees in this Unit who have authorized Union dues deductions with the Union on the effective date of this MOU or at any time subsequent to the effective date of this MOU shall continue to have such dues deductions made by the City during the term of this MOU as authorized by California Government Code Sections 1157.12 and 1159 (a) and (b).

The City shall direct employee requests to cancel or change payroll dues deductions to the Union. Deductions may be revoked or cancelled only pursuant to the terms of an employee's signed written authorization to deduct dues. The Union shall not be required by the City to provide a copy of any individual employee authorization for a dues deduction unless a dispute arises about the existence or terms of the individual employee's authorization. The City shall rely on the information provided by the Union, pursuant to Government Code Section 1157.12, in deducting dues, and the Union shall indemnify the City for any claims made by individual employees for deductions made in reliance on certification received from the Union that the Union has and will maintain a signed authorization from each individual employee. Employees with any questions relating to union membership dues shall direct those questions to the Union.

B. MANAGEMENT RESPONSIBILITIES

1. Remittance of the aggregate amount of all dues and other proper deductions made from the salaries of employees hereunder shall be made to the Union by the Controller within thirty (30) working days after the conclusion of the month in which said dues, and/or deductions were deducted.

A fee of nine cents (\$.09) per deduction shall be assessed by the Controller for the processing of each payroll deduction taken. The Controller will deduct the aggregate amount of said fees on a biweekly basis.

2. The Controller shall also apply this provision to every permanent employee who, following the operative date of this Article, becomes a member of this Unit, within sixty (60) calendar days of such reassignment or transfer.
3. Management will provide the Union with the Unit Membership List Article of this MOU.
4. The Controller shall notify the Union within sixty (60) calendar days of any employee who, because of a change in employment status, is no longer a member of the Unit or subject to the provisions of this Article.

C. UNION RESPONSIBILITIES

Except for claims resulting from errors caused by defective City equipment, the Union agrees to indemnify and hold harmless the City for any loss or damage arising from the operation of this Article.

D. CALIFORNIA GOVERNMENT CODE SECTION 1159 (a-b)

Existing California Government Code Section 1159 (a-b) states:

“(a) The Controller, a public employer, an employee organization, or any of their employees or agents, shall not be liable for, and shall have a complete defense to, any claims or actions under the law of this state for requiring, deducting, receiving, or retaining agency or fair share fees from public employees, and current or former public employees shall not have standing to pursue these claims or actions, if the fees were permitted at the time under the laws of this state then in force and paid, through payroll deduction or otherwise, prior to June 27, 2018.

“(b) This section shall apply to claims and actions pending on its effective date, as well as to claims and actions filed on or after that date.”

This code section is subject to the Provisions of Law and Separability article of this MOU.

ARTICLE 2.8 SERVICE AND WORKFORCE RESTORATION

- A. The City and Union will mutually designate trainee-level positions and design training programs for targeted entry-level Civil Service classifications.
- B. Trainee-level positions will only be used by mutual agreement of the parties, contingent and specifically conditioned on the City funding Civil Service positions in department budgets.

ARTICLE 2.9 RELEASE TIME

The appointing authority may grant to elected officers or appointed representatives of the Union time off for employee organization representation activities not to exceed 80 hours per year as provided below. No more than one employee in a department shall be allowed concurrent release time under this Article without the consent of the CAO and affected department.

The Union elected officials and representatives may use a bank of 80 hours each fiscal year. The 80-hour cap is for the bargaining unit and not an individual bank of 80 hours for each employee.

On July 1st of each year the Union (Executive Director of the employee's designee) shall provide the CAO with a written list of the Union elected officers and/or appointed representatives. The Union shall notify the CAO in writing of any changes to the list of designated Union officers or representatives.

- A. The employee shall submit a request for release time off from the employee's assigned work days at least seven (7) calendar days prior to the effective release date, specifying the starting and ending dates of release. The affected department will waive this requirement when the need for release time could not be anticipated seven (7) calendar days in advance and the employee's absence does not create an operational problem.
- B. The employee shall be paid the employee's current salary by the City while the employee is performing these duties for the Union.
- C. Employee shall retain all of their existing benefits, including, but not limited to medical, dental, deferred compensation plan, retirement benefits and seniority accrual in their civil service class.
- D. The Union shall reimburse the City for all salary and benefits costs incurred as a result of release time, including but not limited to, vacation, sick leave, compensated time off, retirement, short-term disability, life insurance, medical, dental and workers' compensation. The benefits cost shall be based on the benefits rates established by the CAO as contained in the City Budget in effect during the period of release time, and the cost of other benefits approved by the

Joint Labor Management Benefits Committee that become effective during this period.

- E. Payment of any overtime worked while on release time shall be the responsibility of the Union.
- F. The Union shall make quarterly payments to the Controller of all reimbursable costs identified in Section D above or in a manner prescribed by the CAO.
- G. Employees on release time pursuant to this article shall code such time on their timesheets as UT (Union time off) and indicate the amount of time used. The Union (Executive Director or the employee's designee) may be required to certify the employee's time spent pursuant to this article.
- H. Injuries incurred while on Union release time shall not qualify for IOD or workers' compensation benefits.
- I. The employee must have passed probation in the employee's current class to be eligible for release time.
- J. The Union shall indemnify, defend and hold the City and its officers and employees harmless against any and all claims, suits, demands or other forms of liability that might arise out of or result from any action taken by an employee in the service of the Union.
- K. The CAO shall maintain a list of employees who have been approved for release time and the approved duration.

ARTICLE 2.10 UNIT MEMBERSHIP LIST

- A. The City shall provide the Union with a list of Unit employees in alphabetical order with the following information in compliance with State law for each employee on said list:
 - 1. Name
 - 2. Employee Identification Number
 - 3. Original Hire Date
 - 4. Bargaining Unit
 - 5. Class Title
 - 6. Class Code
 - 7. Membership Status
 - 8. Employing Department Title
 - 9. Work Location (by department, office, or bureau, as well as division if such information is readily available and department legend)
 - 10. Pay Rate (annual and biweekly)
 - 11. Work Phone Number on file

12. Home Phone Number on file
 13. Personal Cellular Phone Number on file
 14. Personal Email Address on file
 15. Home Address on file
- B. For new employees or those newly entering or re-entering Union representation, the City shall provide the aforementioned information within a minimum of 30 calendar days of the date of the employee's hire or by the first pay period of the month following the employee's hire, whichever is later.
- C. For existing employees, the City shall provide the above information to the Union a minimum of every 30 calendar days.
- D. All information shall be provided to the Union electronically. The means of provision and the substance of the requisite information may be changed by mutual agreement.
- E. The Union agrees to indemnify and hold the City harmless from any liabilities of any nature that may arise as a result of the application of the provisions of this Article.
- F. Initially the City shall provide department legends that identify the known work locations by department, office, or bureau, as well as division code(s). Thereafter, it is understood that Departments will either adjust their legends to provide distinct division codes for each work location or provide some other distinct work location information in a simplified manner to the Union. Additional legends will be provided only as updated. Furthermore, the CAO will work with the Controller to provide this information with current electronic payroll reporting.

ARTICLE 2.11 USE OF CITY FACILITIES

The Union may use City facilities, on prior approval, for the purpose of holding meetings to the extent that such facilities can be made available, and to the extent that the use of a facility will not interfere with departmental operations. Participating employees will attend said meetings on their own time.

If the use of a facility requires a fee for rental or special setup, security, and/or cleanup service, the Union will provide or assume the cost for such service(s) or facility.

ARTICLE 2.12 WORK ACCESS

A paid Union Staff Representative and the Local president shall have access to the facilities of the departments, offices or bureaus represented herein during working hours for the purpose of assisting employees covered under this MOU, in the adjusting of grievances when Union assistance is requested by the grievant(s), or investigating matters arising out of the application of the provisions of this MOU. Said representative

shall request authorization for such visit by contacting the designated Management representative of the head of the department, office or bureau. In the event immediate access cannot be authorized, the designated Management representative shall inform the Union representative as to the earliest time when access can be granted.

Union shall give to all heads of departments, offices or bureaus represented herein and the CAO a written list of its Union Staff Representatives, Local Union Officers, Executive Board Members and Local Union Grievance Representatives which list shall be kept current by Union.

This Article shall not be construed as a limitation on the power of the head of a department, office or bureau to restrict access to areas designated as security or confidential.

SECTION 3.0 GRIEVANCE

ARTICLE 3.1 GRIEVANCE PROCEDURE

STATEMENT OF INTENT

Management and the Union have a mutual interest in resolving workplace issues appropriately, expeditiously and at the lowest level possible. In recognition of this mutual interest, the parties acknowledge that the grievance process is not a replacement for daily communication between the employee and the supervisor, nor is it inherently an adversarial process. Rather, it is a process to mutually resolve workplace issues to the maximum extent possible within the organization.

DEFINITION

A grievance is defined as a dispute concerning the interpretation or application of this written MOU, or departmental rules and regulations governing personnel practices, or working conditions applicable to employees covered by this MOU. The parties agree that the following shall not be subject to the grievance procedure:

1. An impasse in meeting and conferring upon the terms of a proposed MOU.
2. Any matter for which an administrative remedy is provided before the Civil Service Commission.
3. Any issue that the parties agree to refer to another administrative resolution process.

GENERAL PROVISIONS

A. BINDING ELECTION OF PROCEDURE

Where a matter within the scope of this grievance procedure is alleged to be both a grievance and an unfair labor practice under the jurisdiction of the Employee

Relations Board, the employee must elect to pursue the matter under either the grievance procedure herein provided, or by action before the Employee Relations Board. The employee's election of either procedure shall constitute a binding election of the procedure chosen and a waiver of the alternate procedure.

B. GRIEVANCE PROCESS RIGHTS

No grievant shall lose his/her right to process his/her grievance because of Management-imposed limitations in scheduling meetings.

C. TIME, TIME LIMITS AND WAIVERS

"Business days" shall be defined as Monday through Friday, exclusive of City Holidays, as defined in Article 5.8 of this MOU.

The time limits between steps of the grievance procedure provided herein may be extended by mutual agreement, not to exceed sixty (60) business days. In addition, the grievant and Management may jointly waive one level of review from this grievance procedure.

D. MEDIATION

At any step following the Informal Discussion in the grievance process, the Union or Management may request mediation, by letter to the department's personnel officer or designated Union representative. Within 10 business days of receipt of a request for mediation, the receiving party shall either return the request without action or request that the Employee Relations Board appoint a mediator. The Employee Relations Board shall attempt to obtain the services of a mediator from the State Mediation and Conciliation Service. If a State mediator is unavailable, Union and Management may jointly agree to a mediator selected by the Executive Director of the Employee Relations Board. The fees of such mediator shall be shared equally by Union and Management.

The primary effort of the mediator shall be to assist the parties in settling the grievance in a mutually satisfactory fashion. The mediation procedure shall be informal, i.e., court reporters shall not be allowed, the rules of evidence shall not apply, and no formal record shall be made. The mediator shall determine whether witnesses are necessary in the conduct of the proceedings.

If settlement is not possible, the mediator may be requested to provide the parties with an immediate oral opinion as to how the grievance would be decided if it went to arbitration. Such opinion shall be advisory only. Upon mutual agreement of the parties, the mediator may be requested to furnish such opinion in writing, along with a brief statement of the reasons for the opinion. Such opinion shall not be used during any subsequent arbitration.

Notwithstanding the above, and Section 4.865 of the Employee Relations Ordinance, the parties may mutually agree to accept the opinion of the mediator as binding.

If mediation does not resolve the issue, the grievant has ten (10) business days to file an appeal to the next level in the procedure.

E. EXPEDITED ISSUES

To resolve issues at the appropriate level, the following issues will be automatically waived to the General Manager level of the grievance process.

- Suspensions without pay
- Allegations of failure to accommodate medical restrictions
- Allegations of retaliation
- Whistleblower complaints

Additional issues may be waived to the General Manager level upon mutual agreement of the union and management.

GRIEVANCE PROCESS

STEP 1 – ISSUE IDENTIFICATION AND INFORMAL DISCUSSION

The employee shall discuss the issue with the immediate supervisor on an informal basis to identify and attempt resolution of the employee's issue within ten (10) business days following the day the issue arose. The employee shall have the affirmative responsibility to inform the supervisor that the issue is being raised pursuant to this grievance procedure.

The immediate supervisor shall meet with the employee, secure clarification of the issue, consider the employee's proposed solution, and discuss possible alternative solutions and/or other administrative remedies. The immediate supervisor shall inform the department's personnel office, and the personnel director shall inform the union of the grievance. The immediate supervisor shall respond verbally within ten (10) business days following the meeting with the employee. Failure of the supervisor to respond within the time limit shall entitle the employee to process the issue to the next step.

STEP 2

If the issue is not resolved at Step 1, or jointly referred to another administrative procedure for resolution, the employee may, within ten (10) business days of receiving the response from the immediate supervisor, serve a grievance initiation form with the immediate supervisor (or another member of management if the immediate supervisor is not available within the ten day filing period), who will accept it on behalf of management and

immediately forward it to the next level manager above the immediate supervisor who is not in the same bargaining unit as the employee.

The manager, or appropriate designee, shall meet with the employee within ten (10) business days of the date of service of the grievance form at this Step to discuss the facts and solicit information on possible solutions or other appropriate administrative procedures. The manager will provide a written response to the employee within ten (10) business days of meeting with the employee. Failure of management to respond within the time limit shall entitle the grievant to process the grievance to the next step.

STEP 3

If the grievance is not resolved at Step 2, the employee may serve a written appeal to the General Manager, or designee, within ten (10) business days following (a) receipt of the written response at Step 2, or (b) the last day of the response period provided for in Step 2. The General Manager or designee shall meet with the employee within ten (10) business days of the date of service of the appeal, discuss the facts, and solicit information on possible alternative solutions. A written response will be provided to the employee within twenty (20) business days from the date of meeting with the employee.

Los Angeles Police Department only:

If the grievance is not resolved at Step 2, or the Chief of Police, or designee, fails to respond within the time limit, the grievant may process the grievance to the next level. The employee may serve written notice of the grievance to the Police Commission, or designee, within ten (10) business days following (a) receipt of the written response at Step 3, or (b) the last day of the response period provided for in Step 3. Failure of the grievant to serve such notice shall constitute a waiver of the grievance. The grievance shall be heard by the Commission, or designee, within ten (10) business days of the receipt of the appeal, and a written decision shall be rendered within thirty (30) business days from the date of meeting with the employee.

STEP 4 - ARBITRATION

If the written response at Step 3, or mediation, does not settle the grievance, or management fails to provide a written response within 20 business days of the Step 3 meeting, the Union may elect to serve a written request for arbitration with the Employee Relations Board. A copy of this notice shall be served upon the department's personnel officer. The request for arbitration must be filed with the Employee Relations Board within twenty (20) business days following (a) the date of service of the written response of the General Manager/Commission or the designee, or (b) the last day of the response period provided for in Step 3. Failure of the Union to serve a written request for arbitration with the Employee Relations Board within said period shall constitute a waiver of the grievance.

If such written notice is served, the parties shall jointly select an arbitrator from a list of seven arbitrators furnished by the Employee Relations Board, within ten (10) business days following receipt of said list. Failure of the Union to notify the Employee Relations Board of the selected arbitrator within sixty (60) business days of receipt of said list shall constitute a waiver of the grievance.

- A. Arbitration of a grievance hereunder shall be limited to the formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. The proceedings shall be conducted in accordance with applicable rules and procedures adopted or specified by the Employee Relations Board, unless the parties hereto agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties involved, it being mutually understood that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred by the parties during such arbitration, will be the responsibility of the individual party incurring same.
- B. The decision of an arbitrator resulting from any arbitration of a grievance hereunder shall be binding upon the parties concerned.
- C. The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this Memorandum of Understanding.

PROCEDURE FOR GRIEVANCES AFFECTING A GROUP OF EMPLOYEES

The Union may elect to file a grievance on behalf of two or more employees. The facts and issues of the grievance must be the same. In cases where the issues identified in the grievance affect more employees than are identified as grievants, the parties agree that the remedy may be applied to those employees upon their consent, if needed.

PROCEDURE:

STEP 1

The Union shall file the grievance in writing with the General Manager, or designee, of the affected department within twenty (20) business days following the day the issue arose. To the extent possible, the filing shall include the issue of the grievance, proposed solution(s), the names of the employees impacted by the issue, and the specific facts pertaining to each grievant. All employees participating in the grievance must waive their respective rights to file an individual grievance on the same issue by completing an individual grievance waiver form prior to the meeting with the General Manager.

The General Manager, or designee, shall provide written notification to the Employee Relations Division of the City Administrative Officer of the receipt of the grievance. The General Manager, or designee, shall meet with the Union within twenty (20) business

days of receipt of the grievance to review the facts, solicit information on the proposed solution(s), or consider other appropriate administrative procedures. The General Manager, or designee, may include department managers who have knowledge of the grievance issues and/or representatives from the CAO's Employee Relations Division in the meeting with the union. The General Manager, or designee, shall prepare a written response within twenty (20) business days of the meeting.

Los Angeles Police Department only:

If the grievance is not resolved at Step 1, or the Chief of Police, or designee, fails to respond within the time limit, the union may process the grievance to the next level. The union may serve written notice of the grievance to the Police Commission, or designee, within ten (10) business days following (a) receipt of the written response at Step 1, or (b) the last day of the response period provided for in Step 1. Failure of the union to serve such notice shall constitute a waiver of the grievance. The grievance shall be heard by the Commission, or designee, within ten (10) business days of the receipt of the appeal, and a written decision shall be rendered within 30 business days from the date of meeting with the union.

STEP 2

If the grievance is not settled at Step 1 in the Police Department, the Union may file for arbitration pursuant to the procedure in Step 4 – Arbitration, above.

ARTICLE 3.2 GRIEVANCE REPRESENTATION

- A. The Union may designate a reasonable number of Union Stewards who must be members of the Union, and shall provide all departments, offices or bureaus with a written list of employees who have been so designated, and revised lists within thirty (30) calendar days of any changes in said designations. A steward, if so requested, may represent said grievant in the presenting of grievances at all levels of the grievance procedure. A steward may represent an employee in pre-disciplinary hearings (Skelly) or pre-disciplinary interviews where there is a reasonable expectation that disciplinary action will follow.

An employee and the employee's steward may have a reasonable amount of paid time off for this purpose. However, a steward will receive paid time off only if the employee is the representative of record; is a member of the same Union as the employee; is employed by the same department, office or bureau as the employee; and, is employed within a reasonable distance from the work location of the employee.

If a steward must leave the employee's work location to represent a grievant, the employee shall first obtain permission from the employee's supervisor on a form provided for such purpose. Permission to leave will be granted unless such absence would cause an undue interruption of work. If such permission cannot be

granted promptly, the Union representative will be informed when time can be made available. Such time will not be more than forty-eight (48) hours after the time of the steward's request, excluding scheduled days off and/or legal holidays, unless otherwise mutually agreed to. Denial of permission to leave at the time requested will automatically constitute an extension of time limits provided in the grievance procedure herein, equal to the amount of the delay.

Before leaving the employee's work location, the steward shall call the requesting employee's supervisor to determine when the employee can be made available. Upon arrival, the steward will report to the employee's supervisor who will make arrangements for the meeting requested.

Time spent on grievances or the pre-disciplinary representation activities described above, outside of working hours of the employee or the employee's representative shall not be counted as work time for any purpose. Whenever these activities occur during the working hours of the employee and/or the employee's steward, only that amount of time necessary to bring about a prompt disposition of the grievance will be allowed. City time, as herein provided, is limited to the actual representation of employees and does not include time for investigation, preparation, or any other preliminary matter.

- B. In order to facilitate the expeditious resolution of workplace disputes at the lowest possible level, the parties agree to establish a joint Labor-Management training program for stewards and front-line supervisors.

No later than September 30, 2019, or another date mutually agreed upon by the parties, the Union and City representatives will have established a curriculum and training program that will provide skills for both stewards and front-line supervisors in the processing and resolution of grievances and other workplace issues in a cooperative, problem-solving manner. Upon completion of the program, both union stewards and front-line supervisors will be certified. Stewards certified through this training shall be authorized to spend up to two (2) hours of City time to investigate each dispute raised under the Grievance Procedure of this MOU.

As is practicable, grievances will be heard by certified supervisors.

SECTION 4.0 COMPENSATION

ARTICLE 4.1 ACTING ASSIGNMENT PAY

Section I – Higher Level Assignment

A higher level assignment is the temporary reassignment of an employee to a position that involves higher level responsibilities or duties in the same class. Such assignment is intended to be temporary in nature and is intended to address an immediate staffing need, usually arising from a position vacancy or the temporary absence of an employee.

An employee temporarily assigned higher level duties shall continue to receive the rate of pay for the employee's regular classification and pay grade, unless or until the employee has been appointed to a higher classification or pay grade. In the event that said assignment exceeds twenty (20) consecutive calendar days, Management shall initiate the necessary action to fill the position at the proper level.

Section II – Acting Pay

Effective July 1, 2105, time served in the following higher level assignments shall be credited as qualifying experience for promotional purposes.

1. Absence at Higher Level Position

Whenever Management assigns an employee to perform the duties of a higher level position (in a class for which the duties and responsibilities of the current class would provide qualifying experience for the higher level class*) due to the temporary absence of the higher level incumbent, such employee shall become eligible for additional compensation upon completion of a qualifying period of ten (10) consecutive working days in such assignment at his/her regular rate of compensation. Management shall not divide or alternate the assignment of higher level duties during the qualifying period. Such additional compensation shall begin on the 11th consecutive working day in such assignment. For employees assigned to a modified work schedule, such as 9/80 or 4/10, compensation shall begin on the next day following the completion of 80 consecutive hours of assignment. Additional compensation is non-pensionable.

Approved leave time off taken during a qualifying period shall extend the 10-day (or 80 hour) qualifying period by the length of absence. All other absences shall constitute a disqualifying break in the qualifying period requirement, necessitating the initiation and completion of a new qualifying period.

Each subsequent acting assignment following the employee's return to his/her regular assignment shall not require completion of a new qualifying period.

2. Vacant Higher Level Position

Whenever Management assigns an employee on a temporary basis to perform the duties of a vacant higher level position (in a class for which the duties and responsibilities of the current class would provide qualifying experience for the higher level class*), such employee shall become eligible for additional compensation on the first day of said assignment. Additional compensation is non-pensionable.

3. Status Review

Acting pay is not intended as compensation for a long-term out-of-class assignment, and, effective December 13, 2015, shall not extend past one (1) year. When an employee has filled an acting assignment for a period of three (3) months, Management will review the status of the vacancy to determine when the vacancy can be filled through appropriate measures. Upon request, Management will review the acting assignment with the employee. At that time, the employee may request to be removed from the acting assignment.

Section III - Waivers and Exceptions

- A. Nothing in this Article shall be construed as limiting Management's authority to make temporary higher level assignments of qualified personnel during emergencies or unusual operating conditions. However, such assignments shall not be extended beyond the period of emergency or unusual operating conditions.
- B. Whenever an employee performs duties outside of the normal duties of the employee's position for the purpose of training or providing experience, written confirmation of such performance will be placed in the employee's personnel file upon request by the employee. Management shall designate a knowledgeable person to supervise said training or experience.

ARTICLE 4.2 BILINGUAL DIFFERENTIAL

Management's present practices with regard to premium pay for employees required to use a language other than English will be continued during the term of this MOU. Such practices of additional compensation for employees required to use a language other than English shall be in accordance with Section 4.84 of the LAAC.

Such compensation shall be retroactive to the employee's first day in a bilingual position. However, such compensation shall not be paid unless the employee has been properly certified in accordance with the provisions of Section 4.84 of the LAAC. Additional compensation is pensionable when regularly assigned and non-pensionable when assigned on a daily basis.

ARTICLE 4.3 CIVIC DUTY

Whenever an employee is served with a subpoena by a court of competent jurisdiction which compels the employee's presence as a witness during the employee's normal working period, unless the employee is a party to litigation or an expert witness, such employee shall be granted time off with pay in the amount of the difference between the employee's regular earnings and any amount the employee receives for such appearance. This Article is not applicable to appearances for which the employee receives compensation in excess of the employee's regular earnings. A court of competent jurisdiction is defined as a court within the County in which the employee

resides, or if outside the county of residence, the place of appearance must be within 150 miles of the employee's residence.

ARTICLE 4.4 COURT TIME

The provisions of this Article shall apply to an employee who is a Unit member, except employees in the classifications of Fire Psychologist, Occupational Psychologist, Physician, Police Psychologist, Veterinarian, and Zoo Veterinarian.

Court Appearance

Whenever an eligible employee as specified above is required to appear in court or at a deposition during hours outside of the employee's assigned work schedule because of duties arising out of City employment, the employee shall receive a minimum of three (3) hours of overtime compensation up to a maximum number of hours actually spent in court or the deposition, not to exceed eight (8) hours.

Court On-Call

Whenever an employee, except those in the classifications specified above, is placed on-call during hours outside of the employee's assigned work schedule and is not required to report to court the employee shall receive one (1) hour of overtime compensation regardless of the number of hours actually spent on-call per subpoena. Callback provisions are not applicable to court time.

Notwithstanding any other provision of this MOU, pay for court or deposition time as provided under this Article shall be the sole compensation provided to the employees specified above. Employees shall not receive both overtime pay as provided under Article 4.8 Overtime and court time pay, as provided under this Article for the same hours.

ARTICLE 4.5 JURY SERVICE

Management's present practices of payment of salary during jury service will be continued during the term of this MOU. Such practice of payment shall be in accordance with Section 4.111 of the LAAC.

An employee duly summoned to attend any court of competent jurisdiction for the purpose of performing jury service shall, for those days during which jury service is actually performed and those days necessary to qualify for jury service, receive the employee's regular salary. The absence of any employee for the purpose of performing jury service shall be deemed to be an authorized absence with pay within the meaning of Section 4.75 of the LAAC. The absence of an intermittent employee for the purpose of performing jury service shall be deemed to be an authorized absence without pay.

During the time the employee is actually reporting for jury service, the head of the department, office, or bureau, or the employee's designee will convert the employee's

usual shift to a regular five-day, Monday through Friday day shift. However, employees may choose to remain on an alternative work schedule (9/80, 4/10, or 3/12) or on an off-watch schedule during jury service with the understanding that jury service on a regularly scheduled day off (RDO) will not be compensated. Employees must report for work on any day of the employee's converted shift that the employee is not required by the court to perform jury service.

Compensation for mileage paid by the courts for jury service shall be retained by the employee.

Employees performing jury service on a designated City holiday shall be compensated for the designated City holiday; additional time off for that holiday shall not be provided.

ARTICLE 4.6 MILEAGE

Each employee who is authorized to use his/her own vehicle, pursuant to Division 4, Chapter 5, Article 2 of the LAAC, in the performance of his/her duties shall be reimbursed for transportation expenses at the rate of fifty-seven and one-half cents (57.5¢) (effective January 1, 2015) per mile for all miles traveled in any biweekly period, in addition to any and all salaries and other compensation otherwise provided for by law.

During the term of this MOU, the cents per mile reimbursement shall be adjusted to an amount equal to the annual standard car mileage allowance as determined by the Internal Revenue Service. The CAO shall certify to the Controller appropriate changes, if required, to become effective the beginning of the pay period in which January 1 falls, or on such other date as the IRS may determine.

ARTICLE 4.7 ON-CALL PAY – PERSONNEL DEPARTMENT RELIEF NURSE

- A. Any Personnel Department, as-needed employee in the class of Relief Nurse, Class Code 2321, who is assigned to work in the City Jail System and placed on-call by Management or designee, shall receive additional compensation at the rate of \$50.00 per hour for a maximum of \$100.00.
- B. Whenever the above-listed employee is contacted by Management or designee to report for duty personally, the employee shall receive compensation at the rate of the employee's prescribed salary in addition to a \$50.00 flat-rate compensation for on-call status that day.
- C. Any employee required to report to work for the same day shall not be eligible to receive On-Call Pay under Section A of this Article for that day.

ARTICLE 4.8 OVERTIME

All employees in this Unit qualify for exemption under the Fair Labor Standards Act overtime provisions and shall be treated as exempt employees as defined by the Fair

Labor Standards Act. This Article outlines the assignment of MOU overtime and the rates and methods for such overtime compensation.

Section I Assignment of Overtime

Management will attempt to assign overtime work as equitably as possible among all qualified employees in the same classification, in the same unit and work location. However, Management may consider special skills required to perform particular work. The parties understand that, except in cases of acute medical emergency or when required to adhere to existing Department rules or regulations, no employee shall work overtime without prior approval from his or her supervisor. Unofficial overtime, "white time," is absolutely prohibited. Failure to secure prior approval to work overtime may result in discipline. All hours worked by employees covered under Section II A and C shall be recorded on their time sheets.

Section II Rates and Methods of Compensation

A. General

All employees in this Unit, except Physicians, Occupational Psychologists, Police Psychologists, Fire Psychologists, Veterinarians, and Zoo Veterinarians shall be compensated for overtime for all hours worked in excess of 80 hours in a pay period including all absences with pay authorized by law. Compensation for these employees shall be in time off at the rate of one and one-half (1½) the employees' regular rate of pay. The form of compensation shall be at the discretion of Management. These employees shall be subject to deductions from salary or any leave banks for any absence from work for less than a full workday.

B. Occupational Psychologists, Police Psychologists, Fire Psychologists, Veterinarians, Zoo Veterinarians, and Physicians not assigned to the City Jails

Employees who are employed in the classifications and pay grades of Occupational Psychologist, Police Psychologist, Fire Psychologist, Veterinarian, Zoo Veterinarian, and Physician not assigned to City Jails shall not receive overtime compensation and shall be paid a predetermined salary for each biweekly pay period. These employees shall not be subject to any deductions from salary or any leave banks for any absence from work for less than a full workday.

C. Physicians and Nurses Assigned to City Jails

1. Physicians

- a. Any person in the class of Physician I, Code 0651, when regularly assigned to work in City Jails, shall be paid a predetermined salary for each biweekly pay period, and shall not receive paid overtime compensation but may accrue compensatory time off (CTO) in the

manner described below. These employees shall not be subject to any deductions from salary or any leave banks for any absence from work for less than a full workday except for the current practice regarding deductions from salary and leave banks for absences from work resulting from personal illness, family illness and paid holidays.

- b. Whenever a physician is required to work an additional shift at the jails in addition to the employee's regular work schedule including all absences with pay authorized by law such excess hours shall be recorded at the rate of one hour for each full hour worked. The record thereof maintained in the Personnel Department provided that no period of less than one hour shall be accrued and recorded on any particular day. No additional compensation for excess hours worked shall be authorized for physicians assigned to the jails except as provided in this paragraph.
 - c. Notwithstanding the above, the number of hours which may be accrued for any employee during the calendar year shall be limited to 200 hours at any given time during the calendar year.
 - d. Any balance of accrued but unused hours, up to the amount of 200 hours, remaining at the end of a calendar year will be carried over to the next calendar year. However, any hours in excess of 200 remaining unused at the end of a calendar year shall be deemed waived and lost. At no point shall any employee be allowed to keep a balance of more than 200 hours on the books.
 - e. With the consent of management, any employee having excess hours accrued may take compensatory time off in an amount equal to the number of hours so recorded; but in no event shall an employee be permitted to take more than 200 hours of compensatory time off in a calendar year.
 - f. The request for such time off will be promptly approved by Management subject to the operating needs of the Jails if the request is made at least two weeks prior to the requested date. If an emergency prevents the employee from taking such previously approved time off, Management shall reschedule the time off so that it can be taken on some other mutually satisfactory date.
 - g. No employee shall be paid in cash for any accumulated excess hours, either during the period of employment or at the time of separation from City service.
2. Physicians Assigned to Medical Services Division – Any Physician I or II, regularly assigned to the Medical Services Division, Occupational Health

Section, who agrees to work at the City Jails outside of and in addition to his or her regularly scheduled hours of work, shall be allowed to accrue and use compensatory time in the manner described above.

3. Nurses

Employees in the class of Correctional Nurse, Code 2317, shall receive overtime compensation as specified in Section II. A. of this Article.

Section III Compensated Time Off (CTO)

All employees in this Unit except Physicians, Occupational Psychologists, Police Psychologists, Fire Psychologists, Veterinarians, Zoo Veterinarians, and Physicians assigned to the Personnel Department City Jails may, subject to Management's discretion, be permitted to accumulate up to 80 hours of compensatory time off (CTO). On occasion, employees may accumulate CTO in excess of 80 hours for a temporary period of time. If an employee does not schedule and take CTO over 80 hours prior to the end of the fiscal year, Management may require employees to use CTO prior to the end of the fiscal year; require employees to use such time in lieu of vacation or other leave time; provided that an employee will not be subject the loss of vacation accrual or authorize cash payment. In the event sufficient funds are not available to provide cash compensation for all or a portion of the CTO hours in excess of 80, Management may extend the time limit for a period not to exceed one year.

Under no circumstances shall CTO in excess of 240 hours be accumulated.

Section IV Disciplinary Suspensions

Employees in this bargaining unit shall not be subject to disciplinary suspension for periods other than one or more full workweeks (half of the biweekly pay) unless based on violations of a safety rule of major significance. This requirement shall be superseded by the revised Department of Labor FLSA regulations, which took effect on August 23, 2004, pertaining to disciplinary suspensions of FLSA exempt employees. Salaried employees in this unit shall not be subject to disciplinary suspension for period of less than a workweek (seven days; half of the biweekly pay) unless the discipline is based on violations of a safety rule of major significance or misconduct.

Section V Emergencies and Unusual Occurrences

Effective January 1, 2008, notwithstanding LAAC Section 4.116(e), an appointing authority may, with the approval of the Mayor, grant additional compensation to salaried, FLSA-exempt employees in this Unit when an employee(s) is assigned by Management to work additional hours outside of an employee's regular work schedule, in increments of a full day (eight hours), in emergency or unusual situations (e.g. earthquake, flood, sewage spills, emergency construction response, etc.). Compensation for each additional day shall be an amount equivalent to 4.6% of the monthly rate of the

employee's appropriate step rate, as indicated in the appropriate salary appendix of this MOU.

ARTICLE 4.9 SALARIES

The parties to this MOU jointly recommend to the City Council approval of the salaries set forth in the salary Appendices.

The salaries for employees within the Unit as set forth in the Appendices shall become operative as follows:

Appendix A – July 1, 2018

Appendix B – October 28, 2018

Appendix C – July 7, 2019 (Specials and Structural Changes)

Appendix D – January 19, 2020

Appendix E – January 31, 2021

Appendix F – June 20, 2021

Note: The operative dates for Appendices B, C, D, E, and F coincide with the beginning of payroll periods.

A. SALARY STEPS

1. Steps 1 through 3 are separated by one (1) premium level.* Step placement is as follows:
 - a. Employees hired into Targeted Local Hire Program (TLHP) positions shall be hired at Step 1 and shall remain on Step 1 for the duration of 12 months (consists of a 6-month on-the-job training period and a 6-month probationary period). The hourly wages of TLHP positions will begin one (1) premium level below the entry level of the targeted Civil Service classification which will not be below \$15.00 per hour.
 - b. Employees hired into non-TLHP positions shall be hired at Step 2 (or appropriate higher step in accordance with applicable MOU provisions or Section 4.90 (Salary Step Placement on Initial Appointment to City Service) of Chapter 2 of Division 4 of the LAAC).
 - c. Employees shall remain on Steps 2 and 3 for nine (9) months each.
2. Steps 4 through 8 are separated by two (2) premium levels (Step 4 is one (1) premium level above Step 3). Employees shall advance to each subsequent step after 12 months.

3. Steps 9 through 12 are separated by one premium level (Step 9 is one (1) premium level above Step 8). Employees shall advance to each subsequent step after 12 months.

*On the City's salary range tables, each premium level is equal to approximately 2.75%.

B. SALARY ADJUSTMENTS

The following salary adjustments are reflected in Appendices B, D, E, and F and apply to all Unit employees (salary range, flat-rate, fixed-step do not move on a salary range):

1. Effective October 28, 2018, the base hourly wages for all Unit employees shall be increased by 2.9%, as reflected in Appendix B.
2. Effective January 19, 2020, the base hourly wages for all Unit employees shall be increased by 2.75%, as reflected in Appendix D.
3. Effective January 31, 2021, the base hourly wages for all Unit employees shall be increased by 2.0%, as reflected in Appendix E.
4. Effective June 20, 2021, the base hourly wages for all Unit employees shall be increased by 2.0%, as reflected in Appendix F.

C. EXTENSION OF STEP ADVANCEMENT DATE

Uncompensated absences of 16 days (128 hours for employees on a work schedule other than 5/40) or less during the qualifying period and during each subsequent qualifying period shall not extend the step advancement date. The step advancement date shall be extended one (1) working day for each working day absence in excess of 16 days (or one (1) hour for each hour of aggregated uncompensated absence in excess of 128 hours). Employees, who are injured on duty and are compensated in accordance with Division IV of the Labor Code of the State of California and Article 7 (Miscellaneous Provisions) of Division 4 of the LAAC, shall not have their step advancement date changed due to their workers' compensation status.

D. CONSECUTIVE APPOINTMENTS WITHIN A 12-MONTH PERIOD

Consecutive appointments or assignments to positions with the same top step salary rate in the 12 months (2,080 hours) following an appointment or assignment shall be treated as one (1) appointment or assignment for step advancement purposes.

E. APPOINTMENTS TO NEW POSITIONS WITH THE SAME OR LOWER SALARY RANGE

An employee who is appointed or assigned to a new position on the same or lower salary range shall retain the step advancement date established for the former position.

F. INTERMITTENT AND CIVIL SERVICE EXEMPT HALF-TIME EMPLOYEES

Intermittent employees and half-time employees exempted from Civil Service provisions by Charter Section 1001 shall be paid a salary rate corresponding to the entering step in the salary range for the classification in which the employee is employed. Full-time or half-time employees changing to intermittent status in the same Civil Service class shall continue to be paid at the same rate (excluding bonuses) they were last paid while a full- or half-time employee until such time as the entering step in the salary range for the class meets or exceeds the salary for the employee.

G. PROMOTIONAL DIFFERENTIAL

Notwithstanding the rate provided for in Section 4.91 (Salary Step Placement on Assignment to a Different Position in City Service) of Chapter 2 of Division 4 of the LAAC, , employees who receive a promotion shall be moved to the salary step (Step 2 or above) that provides a minimum 5.5% increase over the rate received in the former position.* As provided in Section 4.91 (Salary Step Placement on Assignment to a Different Position in City Service) of Chapter 2 of Division 4 of the LAAC, any regularly assigned bonus or premium compensation amounts shall be included in calculating the step rate for the former position and added to the new salary, if applicable, after determining the appropriate salary step rate for the new position.

*As Salary Step 1 is reserved for agreed upon trainee-level, TLHP classifications, the minimum step available for promotion is Step 2, unless otherwise specified.

ARTICLE 4.10 SHIFT DIFFERENTIAL

Notwithstanding the provisions in Note N in Schedule A of Section 4.61 of the LAAC, any full-time employee, when required to work 50% or more of the employee's time during the employee's regular shift on any one day between the hours of 5:00 p.m. and 8:00 a.m., shall receive for each such day worked salary at the second premium level rate above the appropriate step rate of the employee's salary range. Any part-time employee except Relief Correction Nurses when required to work 50% or more of an eight hour or longer shift on any one day between the hours of 5:00 p.m. and 8:00 a.m., shall receive for each such day worked salary at the second premium level rate above the appropriate step rate of the employee's salary range. The procedure for the payment of adjusted compensation

for work performed under the provisions of this Article shall be in accordance with Sections 4.72, 4.74, and 4.75 of the LAAC.

Additional compensation is pensionable when regularly assigned and non-pensionable when assigned on a daily basis.

ARTICLE 4.11 SIGN LANGUAGE PREMIUM

Any qualified employee covered by the provisions of this MOU who is requested by the hearing impaired assistance center to utilize sign language shall receive compensation equal to 2.75 percent of the employee's salary or wages for each business day the skill is utilized. Such practices of additional compensation shall be in accordance with Section 4.84.1 of the LAAC. Additional compensation is non-pensionable.

ARTICLE 4.12 TRAVEL ALLOWANCE

- A. Notwithstanding Section 4.222 of the LAAC, whenever an employee is required to travel directly between his/her home and place of temporary assignment, as provided in Section 4.221 of the LAAC, he/she shall receive payment at the rate of four dollars (\$4.00) for each day that such travel occurs. The parties agree that all other provisions of Section 4.220 - 4.226 of the LAAC which relate to payment for travel of certain employees from their home to temporary job locations remain unchanged.
- B. Notwithstanding Section 4.222.1 of the LAAC, whenever an employee is required to travel from one job site to another within a work day, the employee shall receive payment at the rate of four dollars (\$4.00) for each day that such travel occurs.
- C. Where an employee qualifies under both Sections A and B above, such employee shall be entitled to receive six dollars (\$6.00) per day.
- D. Where an employee is required to report to court during his/her assigned work schedule because of duties arising out of City employment or required to appear in court during hours outside his/her assigned work schedule in accordance with Article 4.4 of this MOU, he/she shall be compensated as provided above.

SECTION 5.0 BENEFITS

ARTICLE 5.1 BEREAVEMENT LEAVE

Management's present practices with regard to allowances for leave because of family deaths will be continued during the term of this MOU. Such practices of allowances for leave because of family deaths shall be in accordance with Section 4.127.1a-d of the LAAC.

For the purposes of this Article, the definition of an immediate family member, as defined in Section 4.127.1 of the LAAC, shall include the father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, foster children, grandparents, grandchildren, great-grandparents, step-parents, step-children, foster parents, a domestic partner, any relative who resided in the employee's household, a household member (any person residing in the immediate household of the employee at the time of death) and the following relatives of an employee's domestic partner: child, grandchild, mother, father. For purposes of this Article, simultaneous, multiple family deaths will be considered as one occurrence.

Intermittent employees as defined by Article 6.1 of this MOU shall not be entitled to compensated leave because of family deaths.

Any employee claiming a domestic partner for purposes of this Article shall have an approved City Affidavit of Domestic Partnership form or registered State of California Declaration of Domestic Partnership form on file in the Employee Benefits Division, Personnel Department, which identifies that individual as the employee's domestic partner.

In addition to the bereavement leave granted under this Article, upon the approval of the appointing authority, any employee who has accrued unused sick leave at full pay shall be allowed sick leave with full pay not to exceed two working days per occurrence for the purpose of bereavement leave if it is necessary for the employee to travel a minimum of 1,500 miles one-way, as calculated by the Automobile Association of America (AAA). Employees requesting the use of sick leave under this provision shall furnish satisfactory proof to the appointing authority of the distance traveled. Use of sick leave hours for bereavement leave shall not be counted as sick leave in any department Sick Leave Use Monitoring Program.

Members of this Unit shall be entitled to use the bereavement leave granted under this Article (or the sick leave used for purposes of bereavement leave as described in this Article), up until 370 calendar days from the date of the death of the qualifying immediate family member. Bereavement leave dates not used prior to 370 calendar days from the date of said death shall be deemed waived and lost.

ARTICLE 5.2 CIVILIAN MODIFIED FLEXIBLE BENEFITS PROGRAM

During the term of this MOU, the City will provide benefits in accordance with the Civilian Modified Flexible Benefits Program (Flex Program) and any modifications thereto as recommended by the Joint Labor-Management Benefits Committee (JLMBC) and approved by the City Council.

During the term of this MOU, the City agrees that it will not unilaterally impose a reduction in plan design or benefits for any benefit plan applicable to employees covered by this MOU. Nothing in this MOU, however, shall prevent the parties from jointly reaching agreement on plan design or benefits applicable to employees covered by this MOU.

Additionally, nothing in this MOU constitutes a waiver by the Union or the City with respect to making changes to plan design or benefits.

If there are any discrepancies between the benefits described in this Article and the Flex Program approved by the JLMBC, the Flex Program benefits will take precedence.

Section I – Health Plans

The health plans offered and benefits provided by those plans shall be those approved by the City's JLMBC and administered by the Personnel Department in accordance with LAAC Section 4.303.

Effective January 1, 2015, Management agrees to contribute a monthly sum not to exceed the Kaiser family rate (“maximum monthly health care subsidy”) per full-time employee, toward the cost of a City-sponsored health plan for employees who are members of the Los Angeles City Employees’ Retirement System (LACERS). During the term of this MOU, Management's monthly subsidy for full-time employees shall increase by the increase in the Kaiser Permanente family rate. Increases in this monthly health care subsidy shall be effective at the beginning of the pay period in which the Kaiser Permanente yearly premium rate change is implemented.

Management will apply this sum first to the employee's coverage. Any remaining balance will be applied toward the coverage of the employee's dependents under the plan.

Management agrees to contribute for each half-time employee, as defined by Section 4.110 of the LAAC, who become a member of LACERS following July 24, 1989, and for each employee who transfers from full-time to half-time status following July 24, 1989, a monthly subsidy not to exceed the Kaiser employee-only rate, toward the cost of the employee’s Flex Program medical plan.

Any employee who was receiving a full health subsidy as of July 24, 1989, in accordance with this Article, who transfers to half-time status following that date shall continue to be eligible for the full subsidy and shall be subject to any adjustments applied to that subsidy as provided in this Article. This provision shall apply providing that such employee does not have a break in service subsequent to July 24, 1989. Any half-time employee with a break in service after July 24, 1989, shall be subject to the partial subsidy provisions in this Article.

Full-time employees who work temporary reduced schedule under the provisions of Article 5.6 Family and Medical Leave, shall continue to receive the same subsidy as full-time employees and will be subject to any adjustments applied to that subsidy as provided in this Article.

Further, any half-time employee receiving either a full or partial subsidy in accordance with this Article, who subsequent to July 24, 1989, becomes an intermittent employee

shall not be eligible for such subsidy, notwithstanding the employee's status as a member of LACERS.

During the term of this MOU, the JLMBC will review all rate changes and their impact on the Health Plans.

Section II – Dental Plans

The dental plans offered shall be those approved by the City's JLMBC and administered by the Personnel Department in accordance with LAAC Section 4.303.

Management will expend for full-time employees in the classifications listed in this Unit, who are members of LACERS, the monthly sum necessary to cover the cost of employee only coverage under the City-sponsored Dental Plan Program. Coverage for dependents of eligible employees may be obtained in a City-sponsored plan at the employee's expense, provided that such sufficient enrollment is maintained to continue to make such coverage available.

For each half-time employee, as defined by Section 4.110 of the LAAC, who becomes a member of LACERS and for each employee who transfers from full-time to half-time status following July 24, 1989, Management will expend an amount equivalent to one-half of the cost of the employee only coverage of the most expensive plan under the City-sponsored Dental Program. Half-time employees who, prior to July 24, 1989, were receiving the full employee only subsidy shall continue to receive the full employee only subsidy.

During the term of this MOU, the JLMBC will review all rate changes and their impact on the Dental Plans.

Section III – Definition of Dependents

The definition of a dependent for health and dental plan coverage shall include the domestic partner of an employee and the dependents of such domestic partner. Any employee claiming a domestic partner and/or the dependents of such domestic partner for purposes of this Article shall have an approved City Affidavit of Domestic Partnership form or a registered State of California Declaration of Domestic Partnership form on file in the Employee Benefits Division, Personnel Department, which identifies that individual as the employee's domestic partner.

Section IV – General Provisions

An open enrollment period of at least 30 days shall be declared by the Personnel Department each year. During this open period, employees may enroll themselves and, at their option, their dependents in the City-sponsored plan. Employees who fail to enroll during this open period will be ineligible to participate in City-sponsored plan unless another open enrollment period is subsequently declared by the Personnel Department.

The parties mutually understand that the City will expend the above noted funds only for those employees who enroll in these plans and remain on active payroll status with the City, and that the City retains all rights to any unused funds which may be allocated for the purpose of implementing this Article.

Management will retain all duties and responsibilities it has had for the administration of the City's Health and Dental Plans.

Section V – Subsidy During Family and Medical Leave

For employees who are on Family or Medical Leave, under the provisions of Article 17 of this MOU, Management shall continue the City's health and dental plan subsidies for employees who are enrolled in a City health and/or dental plan prior to the beginning of said leave. Employees shall be eligible for such continued subsidies while on a Family or Medical Leave in accordance with Article 5.6 herein. However, for any unpaid portion of Family or Medical Leave, health and/or dental plan subsidies shall be continued for a maximum of nine (9) pay periods, except while an employee is on a Pregnancy Disability Leave absence (up to 4 months), Management shall continue the City's subsidy for her pregnancy health coverage (medical plan subsidy) in compliance with the provisions of SB 299 and AB 592 enacted in 2011.

Section VI – Benefit Protection Plan

For employees who have approved disability claims (excluding those for work-related injuries) under the City's Flex disability insurance carrier, management shall continue the City's medical, dental, and basic life insurance plan subsidies for a maximum of two years or at the close of claim, whichever is less. Employees must have been enrolled in a Flex medical, dental and/or basic life plan prior to the beginning of the disability leave. Coverage in this program will end if the employee retires (service or disability) or leaves City service for any reason.

ARTICLE 5.3 DEPENDENT CARE REIMBURSEMENT ACCOUNT

During the term of this MOU, Management agrees to maintain a Dependent Care Reimbursement Account (DCRA), qualified under Section 129 of the Internal Revenue Code, for employees who are members of LACERS, provided that sufficient enrollment is maintained to continue to make the account available.

Enrollment in the DCRA is at the discretion of each employee. All contributions into the DCRA and related administrative fees shall be paid by employees who are enrolled in the plan.

As a qualified Section 129 plan, the DCRA shall be administered according to the rules and regulations specified for such plans by the Internal Revenue Service.

ARTICLE 5.4 DISABILITY INSURANCE PLAN

During the term of this MOU, Management agrees to maintain a Disability Insurance Plan for active employees who are members of LACERS. The City's JLMBC shall determine the benefits and provider of the plan. Enrollment in the Disability Insurance Plan is at the discretion of each employee. The full cost of the premiums shall be paid by the individual employees who enroll in the plan.

Management shall expend for active employees of this Unit who are members of LACERS the sum necessary to cover the cost of a basic disability insurance plan. Management shall also maintain a Supplemental Disability Insurance Plan, enrollment in which is at the discretion of each employee. The full cost of the Supplemental Disability Insurance Plan premiums shall be paid by the individual employees who enroll in the plan.

ARTICLE 5.5 EMPLOYEE ASSISTANCE PROGRAM

Management will expend for employees who are members of the Los Angeles City Employees' Retirement System (LACERS), and their eligible dependents, the sum necessary to cover the cost of an Employee Assistance Program (EAP). The benefits and services of the EAP and the EAP provider shall be determined by the City's Joint Labor-Management Benefits Committee.

Information on the current Support Plus provider is available through the Personnel Department, Employee Benefits Division, by telephone at (213) 978-1655 or on the Division's website at: <https://www.liveandworkwell.com/content/en/public.html>.

ARTICLE 5.6 FAMILY AND MEDICAL LEAVE

A. Authorization for Leave

Up to four (4) months (nine [9] pay periods [720 hours]) of family or medical leave shall be provided for the purpose of childbirth, adoption, foster care of a child, or serious health condition of an immediate family member (as defined in Article 5.1), upon the request of the employee or the designation of Management, in accordance with applicable Federal or State law, notwithstanding any other provisions of this MOU or the LAAC to the contrary.

An employee may take leave under the provisions of this Article if he/she has a serious health condition that makes him/her unable to perform the functions of his/her position.

Leave under the provisions of this Article shall be limited to four (4) months (nine [9] pay periods [720 hours]) during a twelve (12) month period, regardless of the number of incidents. A 12-month period shall begin on the first day of leave for each individual taking such leave. The succeeding 12-month period will begin the

first day of leave taken under the provisions of this Article after completion of the previous 12-month period.

Exception: Under the provisions of this Article, a pregnant employee may be eligible for up to four (4) months (nine [9] pay periods [720 hours]) for childbirth disability and up to an additional four (4) months (nine [9] pay periods [720 hours]) for purposes of bonding. (See Section IV of this Article.)

B. Definitions

The following definitions are included to clarify family relationships as defined in the Family and Medical Leave Act and the California Family Rights Act.

1. Spouse means a husband or wife, as defined or recognized under State law for purposes of marriage in this State.
2. Domestic partner means a named domestic partner in a confidential affidavit declaring the existence of said domestic partner and signed by the City employee, which is on file in the Employee Benefits Office, Personnel Department.
3. Parent means a biological, step-, adoptive or foster parent, an individual who stands or stood *in loco parentis* to an employee or a legal guardian. This term does not include parents-in-law. Persons who are *in loco parentis* include those with day-to-day responsibilities to care for or financially support a child or, in the case of a parent of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
4. Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

C. Eligibility

1. The provisions of this Article shall apply to all employees in this Unit in all City departments who have been employed by the City for at least 12 months and who have worked for at least 1,040 hours (half-time employees may include all compensated time off except IOD) during the 12 months immediately preceding the beginning of the leave.

Exception: In accordance with Pregnancy Disability Leave under the California Fair Employment and Housing Act (FEHA), on the first day of employment with the City, pregnant employees are eligible up to four (4)

months (nine [9] pay periods [720 hours]) of leave if disabled due to pregnancy.

2. Parents (including those who are domestic partners) who both work for the City may each individually take leave under the provisions of this Article at the same time to care for a new child by birth, adoption or foster care of a child.

Spouses or domestic partners who both work for the City may take leave under the provisions of this Article at the same time to take care of a sick parent. However, the aggregate period of time to which both are entitled is limited to the time allowed for only one employee.

Each employee must notify his/her employing department at the time the leave is requested of the name and department of the other City employee who is requesting leave for the same incident. Such notification must include the starting and ending dates of the time period for which each employee is requesting leave.

The time limitation for spouses or domestic partners does not apply to leave taken by one employee to care for the other who is seriously ill, or to care for a child with a serious health condition.

D. Conditions

1. Pregnancy – The start of leave for a pregnant employee shall be at the beginning of the employee’s pregnancy-related disability that a health care provider certifies as necessary. Leave for the non-disability portion of childbirth may be taken before or after delivery.

In accordance with Pregnancy Disability Leave (PDL) under the California FEHA, pregnant employees who are disabled due to pregnancy, childbirth, or related medical conditions are eligible for up to four (4) months (nine (9) pay periods [720 hours]) of leave with medical certification certifying the employee as unable to work due to a pregnancy-related condition. PDL under the FEHA may be taken before or after the birth of the child, and shall run concurrently with pregnancy leave under the federal Family and Medical Leave Act of 1993, which must be concluded within one year of the child’s birth.

Employees (each parent individually) are also eligible for family leave (bonding) under the California Family Rights Act, which shall be limited to four (4) months (nine (9) pay periods [720 hours]) and must be concluded within one year of the child’s birth. Whereas bonding leave for the pregnant employee may be taken before or after delivery, bonding leave for the non-pregnant employee shall be taken on or after the anticipated delivery or

placement date of the child except as may be necessary under Subsection IV.B "Adoption." (The administration of such leave shall be in accordance with Subsections III.B. and IV.F of this Article.)

2. Adoption – The start of a family leave for adoption or foster care of a child shall begin on a date reasonably close to the date the child is placed in the custody of the employee. Leave may be granted prior to placement if an absence from work is required.
3. Family Illness – The start of a family leave for a serious health condition of a family member shall begin on the date requested by the employee.
4. Employee's Own Illness – The start of a leave for the employee's own serious health condition shall begin on the date requested by the employee.
5. Serious Health Condition is defined as an illness, injury, impairment, or physical or mental condition that involves:
 - a. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical care facility; or
 - b. A period of incapacity requiring an absence of greater than three calendar days involving continuing treatment by or under the supervision of a health care provider; or
 - c. Any period of incapacity (or treatment therefore) due to a chronic serious health condition: or
 - d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; or
 - e. Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity for more than three consecutive days if left untreated; or
 - f. Any period of incapacity due to pregnancy or for prenatal care.
6. Continuous, Intermittent, and Reduced Work Schedule Leave – All leave granted under this Article shall normally be for a continuous period of time for each incident.

An employee shall be permitted to take intermittent leave or work on a reduced schedule to take care of a family member with a serious health condition or for his/her own serious health condition when it is medically necessary. Management may require the employee to transfer temporarily

to an available alternative position with equivalent compensation for which the employee is qualified that accommodates recurring periods of leave better than the employee's regular position. Employees who elect a part-time schedule shall receive prorated compensated time off benefits in accordance with Section 4.110 of the LAAC during the duration of their part-time schedule.

In accordance with the California Family Rights Act (CFRA), leave for the birth, adoption or foster care placement of a child of an employee ("bonding" leave) does not have to be taken in one continuous period of time. Under CFRA, the basic minimum duration of bonding leave is two weeks, and on any two occasions an employee is entitled to such bonding leave for a time period of not less than two weeks' duration. Any other form of intermittent leave, or work on a reduced schedule, for the purpose of bonding leave shall only be permitted at the discretion of Management. Bonding leave must be concluded within one year of the birth or placement of the child.

7. If any employee requires another leave for a separate incident under the provisions of this Article during the same 12-month period, a new request must be submitted.
8. A personal leave beyond the four (4) month (nine [9] pay period [720 hours]) leave provided in this Article may be requested, subject to the approval of the appointing authority and, if required, the Personnel Department, as provided under other City leave provisions.
9. Management has the right to verify the certification of a serious health condition by a health care provider for a leave under the provisions of this Article. Management shall allow the employee at least 15 calendar days to obtain the medical certification.
10. Upon return from family or medical leave, an employee shall be returned to his/her original job or to an equivalent job.

E. Notice Requirements

1. Employee

When an employee requests family or medical leave, he/she must state the reason for the requested leave (e.g., childbirth, to care for an immediate family member with a serious health condition, etc.). When the necessity for a leave is foreseeable, the employee must provide at least 30 days' notice. However, if the leave must begin in less than 30 days, the employee must provide as much advance notice as is practicable.

2. Management

In response to an employee's request for family or medical leave, Management shall indicate whether or not the employee is eligible for such leave, if such leave will be counted against the employee's annual family or medical leave entitlement, and any requirement for the employee to furnish medical certification. Management shall also notify an employee if it designates paid or unpaid leave as qualifying time taken by an employee as family or medical leave qualifying regardless of whether or not the employee initiates a request to take family or medical leave.

F. Applicable Time Off

Employees who are granted leave in accordance with this Article shall take time off in the following order:

1. Childbirth (Mother)

- a. Accrued sick leave (100% and 75%) or vacation for the entire period of disability that a health care provider certifies is necessary (including prenatal care or the mother's inability to work prior to the birth) may be taken at the employee's discretion.
- b. For the non-disability portion of childbirth leave (before delivery or after ["bonding"]), accrued vacation available at the start of the leave shall be used prior to the use of time under 3, 4, 5 and 6 below.
- c. Accrued 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
- d. Accrued 75% sick leave, following use of all 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
- e. Unpaid leave.
- f. Accrued compensatory time off may be used at the employee's discretion, with management approval, after exhaustion of 100% sick leave (No. 3 above). However, FLSA compensatory time off shall not be counted against the employee's four (4) month (nine [9] pay period [720 hours]) family or medical leave entitlement. Therefore, any use of FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

2. Childbirth (Father or Domestic Partner), Adoption, Foster Care or Family Illness

- a. Annual family illness sick leave up to fifteen (15) days may be used at the employee's discretion. Such leave may be taken before or after the vacation described in 2 below.
- b. Accrued vacation available at the start of the leave shall be taken. Such time must be used prior to the use of time under 3, 4, 5 and 6 below.
- c. Accrued 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
- d. Accrued 75% sick leave, following use of all 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
- e. Unpaid leave.
- f. Accrued compensatory time off may be used at the employee's discretion, with management approval, after exhaustion of 100% sick leave (No. 3 above). However, FLSA compensatory time off shall not be counted against the employee's four (4) month (nine [9] pay period [720 hours]) family or medical leave entitlement. Therefore, any use of FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

3. Personal Medical Leave

- a. Accrued 100% sick leave may be used at the employee's discretion. Such leave may be taken before or after the vacation described in No. 3 below.
- b. Accrued 75% sick leave may be used following use of all 100% sick leave at the employee's discretion. Such leave may be taken before or after the vacation described in No. 3 below.
- c. Accrued vacation time.
- d. Unpaid leave.
- e. Accrued compensatory time off may be used at the employee's discretion, with management approval, after exhaustion of 100% sick leave (No. 1 above). However, FLSA compensatory time off shall not

be counted against the employee's four (4) month (nine [9] pay period [720 hours]) family or medical leave entitlement. Therefore, any use of FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

(Note: An employee under A, B or C above may use compensatory time off after depletion of accrued sick leave and vacation to continue paid leave during the four-month family and medical leave period.)

G. Sick Leave Rate of Pay

Payment for sick leave usage under VI.A, B and C shall be at the regular accrued rate of 100% or 75% as appropriate.

H. Monitoring

Management shall maintain such records as are required to monitor the usage of leave as defined in this Article. Such records are to be made available to the Union upon request.

It is the intent of the parties that the provisions and administration of this Article be in compliance with the Family and Medical Leave Act of 1993, the California Family Rights Act of 1993, and the Pregnancy Disability Leave provisions of the California Fair Employment and Housing Act.

ARTICLE 5.7 FAMILY ILLNESS

Management's present practices of allowances for leave for illness in family will be continued during the term of this MOU, except that the aggregate number of working days allowed in any one calendar year with full pay shall not exceed twelve (12) days. Effective December 27, 2015, the aggregate number of working days allowed in any one calendar year with full pay shall not exceed fifteen (15) days (120 hours). Such practice of allowance for leave for illness in family shall be in accordance with Section 4.127 of the LAAC. Upon the adoptions of a child an employee will be permitted to use twelve (12) days of family illness sick leave, and fifteen (15) days (120 hours) effective December 27, 2015. Effective January 1, 2020, employees shall be permitted to use 75% sick time for family illness only after exhausting all 100% sick time.

The definition of "immediate family" shall include the father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, foster child, (great) grandparents, (great) grandchild, step-parents, step-children of any employee of the City, the domestic partner of the employee, a household member (any person residing in the immediate household of the employee at the time of the illness or injury) and the following relatives of an employee's domestic partner: child, grandchild, mother, father.

Any employee claiming a domestic partner for purposes of this Article shall have an approved City Affidavit of Domestic Partnership form or a registered State of California Declaration of Domestic Partnership form on file in the Employee Benefits Division, Personnel Department, which identifies that individual as the employee's domestic partner.

ARTICLE 5.8 HOLIDAYS AND HOLIDAY PAY

- A. The following days shall be treated as holidays during the term of this MOU.
1. New Year's Day
 2. Martin Luther King's Birthday (the third Monday in January)
 3. Presidents' Day (the third Monday in February)
 4. Cesar E. Chavez Birthday (the last Monday in March)
 5. Memorial Day (the last day in May)
 6. Independence Day (July 4)
 7. Labor Day (the first Monday in September)
 8. Indigenous Peoples Day (the second Monday in October)
 9. Veteran's Day (November 11)
 10. Thanksgiving Day (the fourth Thursday in November)
 11. The Friday after Thanksgiving Day
 12. Christmas Day (December 25)
 13. Any day or portion thereof declared to be a holiday by proclamation of the Mayor and the concurrence of the City Council by resolution
 14. One (1) unspecified holiday (per calendar year); effective July 7, 2019, one (1) additional unspecified holiday will be added for a total of two (2) unspecified holidays (per calendar year).
- B. When any holiday from 1 through 12 above falls on a Sunday, it shall be observed on the following Monday.
- C. When any holiday from 1 through 12 above falls on a Saturday, it shall be observed on the preceding Friday.
- D. Any holiday declared by proclamation of the Mayor, shall not be deemed to advance the last scheduled working day before a holiday for purposes of computing any additional time off.
- E. Whenever a holiday from 1 through 12 above occurs during an employee's regularly scheduled work week, eight (8) hours of paid leave shall be credited for the purpose of computing overtime pay for work performed after forty (40) hours, or for work performed after eighty (80) hours if on a biweekly pay schedule.
- F. Whenever a holiday listed under 13 and/or 14 above occurs during an employee's regularly scheduled work week, the appropriate number of hours of paid leave shall be credited for the purpose of computing overtime pay for work performed after

forty (40) hours, or for work performed after eighty (80) hours if on a biweekly pay schedule.

- G. Holiday Premium Pay – An employee who works on any holiday listed above will receive eight (8) hours (or portion thereof as specified above A.13.) of holiday pay and one and one-half (1½) the hourly rate for all hours worked on the observed holiday; provided however, that the employee has (1) worked the employee's assigned shift immediately before and the employee's assigned shift immediately after the holiday, or (2) prior to such holiday Management has authorized the employee to take paid leave time off in lieu of the requirement to work said shifts. Any employee who fails to meet these requirements will be paid at the rate of one hour for each hour worked. The Holiday Premium Pay provision shall not apply to salaried employees defined in Article 4.8, Section II. B and Section II. C.

Any Physician, assigned to the City Jail System who works on a holiday above, shall receive compensation at the rate of one hour for each full hour worked in addition to the employee's compensation for the day.

- H. An employee who works in excess of eight (8) hours on any holiday listed from 1 through 12 above, or in excess of any day or portion thereof declared to be a holiday by proclamation of the Mayor, shall be paid at the appropriate holiday premium pay rate for his/her class. Employees shall not receive both overtime and holiday premium pay for the same hours. The Holiday Premium Pay provision shall not apply to salaried employees defined in Article 4.8, Section II. B. and Section II. C.
- I. For each holiday listed above which results in time off with pay for employees working a Monday through Friday work week, employees who are scheduled to work other than the Monday through Friday work week shall be entitled to such day off with pay or shall be compensated in accordance with all pertinent provisions (B through H above). If such holiday falls on the employee's scheduled day off, an alternative day off in-lieu shall be scheduled within the same work period (as defined in Article 7.7) as the holiday.
- J. Management shall have the sole authority and responsibility to determine whether the compensation for any holidays worked shall be in cash or paid leave time off.
- K. The unspecified holiday shall be taken in accordance with the following requirements:
 - 1. The holiday must be taken in one full normal working day increment of eight (8) hours during the calendar year in which it is credited or it will be forfeited. The request for such time off, if timely submitted by the employee, will be promptly approved by Management subject to the operating needs of the employee's department, office or bureau. If an unforeseen operating requirement prevents the employee from taking such previously approved

holiday, Management will reschedule the holiday so that it may be taken on some other mutually satisfactory date within the calendar year.

2. Any break in service (i.e., resignation, discharge, retirement, etc.) prior to taking the holiday shall forfeit any right thereto.
 3. The holiday shall not be utilized to extend the date of any layoff.
 4. No employee shall be entitled to such unspecified holiday until he/she has completed six months of satisfactory service and has completed 500 hours of compensated work.
 5. Employees who work in intermittent, on call, vacation relief, or seasonal positions shall not be entitled to the unspecified holiday.
 6. No employee shall receive more than one unspecified holiday in a calendar year. Thus, (a) an employee transferring from the Department of Water and Power (DWP) to any other City department, office or bureau will not receive an unspecified holiday after taking such holiday prior to leaving the DWP, and (b) employees who resign or are terminated and then rehired during the same calendar year, will not receive an additional unspecified holiday when rehired.
- L.
1. (a) A half-time employee as defined by Article 6.1 of this MOU, shall qualify for and receive the same holiday benefits as a full-time employee, including unspecified holidays except as noted in L.1 (b) below; provided, however that pay for such holiday shall be prorated on the basis of the number of hours normally scheduled to be worked in relationship to the number of hours required for full-time employment in the class of position.
 - (b) Half-time employees must complete a period of six consecutive months of service and to have been compensated for at least 500 hours before qualifying for the unspecified holiday. Half-time employees who transfer to full-time or full-time employees who transfer to half-time are entitled to either a full unspecified holiday (8 hours) or a prorated unspecified holiday depending on their status at the time the holiday is taken. A full-time or half-time employee who transfers to intermittent without having taken any unspecified holiday shall not be entitled to such holiday while on intermittent status.
2. Intermittent employees as defined by Article 6.1 of this MOU shall not be entitled to holiday benefits. An intermittent employee who becomes full-time or half-time and who has not previously qualified for the unspecified holiday benefit as a full or half-time employee shall be required to qualify by completing six consecutive months of service in the full-time or half-time

status and to have been compensated for at least 500 hours. Upon completion of said qualifying period, a half-time employee will be allowed prorated benefits as described herein.

ARTICLE 5.9 MILITARY LEAVE

Management's present practices with regard to military leave with pay for full-time employees will be continued during the term of this MOU. Such practices shall be in accordance with Section 4.123 of the LAAC as follows:

LAAC Section 4.123. Military Leave with Pay

- A. Every employee of the City who qualifies for and is granted a military leave, whether temporary or otherwise, pursuant to the provisions of the Military and Veterans Code of the State of California, shall, before the employee is paid the employee's salary or compensation during such leave, or any part thereof, as provided in said Code, furnish to the employee's appointing authority two certified copies of the employee's orders, one (1) copy to be filed in the department in which the employee is employed and the other with the Controller, or in lieu thereof, the employee shall furnish to such appointing authority upon forms provided by the Controller certified evidence of the employee's entry into active service in the armed forces of the United States and the date thereof. Any certification required by this section may be made by any commissioned officer of such armed forces. The Controller shall have power at any time to require such additional evidence as is satisfactory to him/her of the entry of such employee into active service in such armed forces and of the actual performance by him/her of ordered military duty during all or any part of such leave.

- B. In determining whether any employee has been in the service of the City for a period of not less than one year immediately prior to the date on which the absence begins, continuous service as that term is defined in Section 4.42(t) of this Code shall be required, provided, however, that service in any department having control of its own funds shall be counted in making such determination.

ARTICLE 5.10 REIMBURSEMENT FOR CONTINUING EDUCATION REQUIREMENTS

Section I – State License, Registration, and Certification

Any full-time employee in this Unit who is required to maintain a license, registration, and/or certification provided by the State of California or applicable governing body as a condition of employment, shall be reimbursed by the City for the cost of such license, registration, and/or certification renewal, excluding any late fees, upon presentation by the employee of proof of renewal payment, such as a paid receipt or cancelled check and a copy of the renewed license, registration, and/or certification. To be eligible for this benefit, an employee must have completed six months of full-time City service.

Section II – Continuing Education (CE)

During the term of this MOU, Management will reimburse employees for the cost of continuing education courses/training for the purpose of licensing, registration, and/or certification requirements, as follows:

1. Employees are required to maintain a current license, registration, and/or certification as required by the State of California or applicable governing body and as a condition of employment.
2. Employees shall be reimbursed for registration cost of the continuing education courses/training up to the maximum specified in Section II(3) of this Article, subject to the following:
 - a. the continuing education course/training must be required by and satisfy the State of California and/or governing body licensing, registration, and/or certification requirements,
 - b. the continuing education course/training must be job related, as determined by Management,
 - c. the employee must request and receive prior approval on the course/training topic, and
 - d. the employee must submit proof of attendance and proof of paid registration/training costs.

Class Title	Maximum CE Reimbursement	Required CE Units for California State	
		License Renewal	Time Period
Advance Practice Provider (Physician Assistant)	\$350	100	Two Years
Advance Practice Provider (Registered Nurse)	\$300	30	Two Years
Correctional Nurse I-III	\$300	30	Two Years
Emergency Medical Services Educator	\$600	48	Two Years
Emergency Medical Services Advanced Provider	\$350	100	Two Years
Emergency Medical Services Advanced Provider Supervisor	\$350	100	Two Years
Licensed Vocational Nurse	\$300	30	Two Years
Occupational Health Nurse	\$300	30	Two Years
Physician I and II	\$400	100	Two Years
Pharmacist I and II	\$275	30	Two Years
Fire Psychologist	\$300	36	Two Years
Occupational Psychologist I-III	\$300	36	Two Years

Class Title	Maximum CE Reimbursement	Required CE Units for California State License Renewal	Time Period
Police Psychologist I and II	\$300	36	Two Years
Veterinarian I-III	\$350	36	Two Years
Zoo Veterinarian I-III	\$350	36	Two Years

Class Title	Maximum CE Reimbursement	Required CE Units for Registration or Certification	Time Period
Nutritionist	\$300	75	Five Years

4. Employees in eligible classifications may use the maximum CE reimbursement amounts listed for their classifications in Section II(3) above for reimbursement of the cost of required Cardio-Pulmonary Resuscitation (CPR) training and certification. To receive reimbursement, employees must submit proof of attendance and proof of paid registration/training costs.

5. Occupational Psychologists, who are required to have Peace Officer Standards and Training (POST) Continuing Education (CE) credits as a condition of employment, shall take the POST CE courses through the City of Los Angeles Personnel Department, as they are made available in the event that the City is unable to provide the necessary CE courses, the Personnel Department shall reimburse the cost of required credits taken with outside agencies. All requests for reimbursement are subject to approval by Department Management prior to registering for CE courses.

The above POST provision shall apply to any employee in the class of Police Psychologist I or II in the event that the employee is required by the State or department management to attain POST CE credits for performing psychological assessment.

Section III – Continuing Education Leave

Time off from scheduled work hours, with prior approval requested and granted, shall be allowed for attendance at educational programs for the actual hours attended up to 12, 8-hour days for Physicians I/II and Advance Practice Provider incumbents, who are Physician Assistants, and up to five (5), 8-hour days for all other classifications, per license renewal period, as necessary for professional license, registration, and/or certification renewal and maintenance. This applies only to licenses, registrations, and/or certifications required as part of minimum classification requirements.

ARTICLE 5.11 RETIREMENT BENEFITS

A. Benefits

1. Effective July 1, 2011, for all Tier I employees regardless of their date of hire, the Tier I retirement formula and a flat-rated employee retirement contribution of seven percent (7%) was implemented and shall be continued. The employee retirement contribution rate shall return to six percent (6%) in accordance with the Early Retirement Incentive Program (ERIP) agreement dated October 26, 2009 and LAAC Section 4.1033, which provides that this seven percent (7%) employee retirement contribution will continue until June 30, 2026 or until the ERIP cost obligation is fully paid, whichever comes first.
2. For employees hired on or after the date of adoption of the Ordinance implementing LACERS Tier 3, the retirement formula for LACERS Tier 3 and a flat-rated employee retirement contribution of seven percent (7%) shall be continued during the term of the MOU.

B. Retiree Health Benefits

1. There is currently in effect a retiree health benefit program for retired members of LACERS under LAAC Division 4, Chapter 11. All covered employees who are members of LACERS, regardless of retirement tier, shall contribute to LACERS four percent (4%) of their pre-tax compensation earnable toward vested retiree health benefits as provided by this program. The retiree health benefit available under this program is a vested benefit for all covered employees who make this contribution, including employees enrolled in LACERS Tier 3.
2. With regard to LACERS Tier 1, as provided by LAAC Section 4.1111, the monthly Maximum Medical Plan Premium Subsidy, which represents the Kaiser 2-party non-Medicare Part A and Part B premium, is vested for all members who made the additional contributions authorized by LAAC Section 4.1003(c).
3. Additionally, with regard to Tier 1 members who made the additional contribution authorized by LAAC Section 4.1003(c), the maximum amount of the annual increase authorized in LAAC Section 4.1111(b) is a vested benefit that shall be granted by the LACERS Board.
4. With regard to LACERS Tier 3, the Implementing Ordinance shall provide that all Tier 3 members shall contribute to LACERS four percent (4%) of their pre-tax compensation earnable toward vested retiree health benefits, and shall amend LAAC Division 4, Chapter 11 to provide the same vested benefits to all Tier 3 members as currently are provided to Tier 1 members

who make the same four percent (4%) contribution to LACERS under the retiree health benefit program.

5. The entitlement to retiree health benefits under this provision shall be subject to the rules under LAAC Division 4, Chapter 11 in effect as of the effective date of this provision, and the rules that shall be placed into LAAC Division 4, Chapters 10 and 11, with regard to Tier 3, by the Implementing Ordinance.
6. As further provided herein, the amount of employee contributions is subject to bargaining in future MOU negotiations.
7. The vesting schedule for the Maximum Medical Plan Premium Subsidy for employees enrolled in LACERS Tier 1 and LACERS Tier 3 shall be the same.
8. Employees whose Health Service Credit, as defined in LAAC Division 4, Chapter 11, is based on periods of part-time and less than full-time employment, shall receive full, rather than prorated, Health Service Credit for periods of service. The monthly retiree medical subsidy amount to which these employees are entitled shall be prorated based on the extent to which their service credit is prorated due to their less than full time status.

C. Procedure for Benefits Modifications

1. Proposals for major retirement benefit modifications will be negotiated in joint meetings with the certified employee organizations whose memberships will be directly affected. Agreements reached between Management and organizations whereby a majority of the members in the LACERS are affected shall be recommended to the City Council by the CAO as affecting membership of all employees in the LACERS. Such modifications need not be included in the MOU in order to be considered appropriately negotiated.
2. Proposals for minor benefit modifications and technical changes will be considered and reported on as appropriate, but no more than once a year, in a report from the CAO to the City Council. Affected organizations shall be given the opportunity to review the proposed minor changes prior to the release of the report, and their views shall be included in the report.
3. If agreement is not reached between Management and the organizations representing a majority of the members in the LACERS as to whether a particular proposal constitutes either a major or a minor modification, the proposal shall be treated as a major modification.

D. Part-Time Employees

1. Part-time employees in this Unit eligible for membership in LACERS shall be certified as LACERS members under the following conditions:
 - a. Half-time employees, upon written request to the appointing authority, shall be certified as LACERS members upon their date of hire to a half-time position, or anytime thereafter, as elected.
 - b. Effective July 26, 2015, intermittent part-time employees in this Unit shall, after 1,000 compensated hours in one service year, be designated as half-time employees and certified as LACERS members, upon written request to the appointing authority.
2. Employees certified as LACERS members prior to the effective date of this MOU shall retain their LACERS membership.
3. For employees not eligible for LACERS membership, a flat-rated employee contribution of four and one-half percent (4.5%) into the Pension Savings Plan shall be applied for each plan year. The City shall contribute an amount equal to three percent (3%) of each employee's compensation for each plan year.
4. Retiree health benefits are provided as defined in B above.

ARTICLE 5.12 SICK LEAVE

Management's practices with regard to sick leave benefits will be in accordance with Los Angeles Administrative Code Sections 4.126, 4.126.2, and 4.128, except as noted below.

Sick leave may be used for the following purposes: diagnosis, care, or treatment of a health condition, or preventive care, of an employee or an employee's immediate family member, as provided in Article 5.7 (Family Illness) of this MOU.

A. Sick Leave Accrual and Usage

1. Full-Time Employees
 - a. Full-time employees shall begin accruing sick leave on the first day of employment. Employees shall accrue a total of one (1) day (8 hours) of sick leave at the end of the first month (30 calendar days) of employment and shall accrue one (1) additional day at the end of each subsequent month (30-calendar day period) worked until January 1. Beginning January 1, employees shall accrue sick leave as provided in Subsection A(1)(b) of this Article. Employees may use

their accrued sick leave beginning on the 90th day of City employment (90 calendar days from the date of hire).

- b. Beginning the January 1 subsequent to the date of their initial City employment, full-time employees shall be provided 96 hours at 100% of full pay and 40 hours at 75% of full pay each calendar year for sick leave, plus the hours of sick leave accrued and accumulated as provided in this Article.
- c. Any unused balance of sick leave at 100% of full pay at the end of any calendar year shall be carried over and accumulated from one (1) calendar year to the next up to a maximum of 800 hours. However, any unused sick leave at 100% of full pay remaining at the end of any calendar year, which, if added to an employee's accumulated sick leave at 100% of full pay, will exceed 800 hours, shall be compensated by a cash payment of 50% of the employee's salary rate current at the date of payment as soon as practicable after the end of each calendar year.

Any unused balance of sick leave at 75% of full pay at the end of any calendar year shall be carried over and accumulated from one (1) calendar year to the next up to a maximum of 800 hours at 75% of full pay. No payment of sick leave accrual in excess of the maximum amount shall occur.

- d. Effective January 1, 1997, if a full-time employee retires from City service or, if a full-time employee who is eligible to retire on or after July 1, 1996, dies prior to retirement, any balance of accumulated sick leave at 100% of full pay up to a maximum of 800 hours remaining unused at the time of retirement or death shall be compensated to the employee or, in the event of the death of the employee, to the employee's legal beneficiary(ies) by a cash payment of 50% of the employee's salary rate on the date of retirement or death.
- e. As of January 1, 1998, any unused balance of sick leave at 50% of full pay shall be frozen with no further credits or withdrawals permitted.

Effective January 1, 1997, if a full-time employee retires from City service or, if a full-time employee who is eligible to retire on or after July 1, 1996, dies prior to retirement, any balance of accumulated sick leave at 50% of full pay remaining unused at the time of retirement or death shall be compensated to the employee or, in the event of the death of the employee, to the employee's legal

beneficiary(ies) by a cash payment of 25% of the employee's salary rate on the date of retirement or death.

- f. If a full-time employee separates from City service and is rehired by the City within one (1) year from the date of separation, previously accrued and unused sick leave shall be reinstated.

2. Half-Time Employees

- a. Half-time employees, as defined by Section 4.110(a) of the LAAC, shall begin accruing prorated sick leave on the first day of employment. Sick leave for a half-time employee shall be prorated on the basis of total number of hours scheduled in relationship to the total number of hours required for full-time employment. Employees may use their accrued sick leave beginning on the 90th day of City employment (90 calendar days from the date of hire).
- b. Beginning the January 1 subsequent to the completion of 12 calendar months of employment following their date of hire, half-time employees shall be provided prorated sick leave hours based on the calendar year sick leave allotment for full-time employees of 96 hours at 100% of full pay and 40 hours at 75% of full pay, plus the hours of sick leave accrued and accumulated as provided in this Article. The prorated amount of 100% and 75% sick leave hours for half-time employees will be calculated on the basis of the total number of hours compensated in the previous 12-month calendar period (January 1 through December 31) in relationship to the total number of hours required for full-time employment.
- c. Any unused balance of sick leave at 100% of full pay at the end of any calendar year shall be carried over and accumulated from one (1) calendar year to the next up to a maximum of 800 hours. However, any unused sick leave at 100% of full pay remaining at the end of any calendar year, which, if added to an employee's accumulated sick leave at 100% of full pay, will exceed 800 hours, shall be compensated by a cash payment of 50% of the employee's salary rate current at the date of payment as soon as practicable after the end of each calendar year.
- d. Effective January 1, 1997, if a half-time employee retires from City service or, if a half-time employee who is eligible to retire on or after July 1, 1996, dies prior to retirement, any balance of accumulated sick leave at 100% of full pay up to a maximum of 800 hours remaining unused at the time of retirement or death shall be compensated to the employee or, in the event of the death of the employee, to the employee's legal beneficiary(ies) by a cash

payment of 50% of the employee's salary rate on the date of retirement or death.

- e. If a half-time employee separates from City service and is rehired by the City within one (1) year from the date of separation, previously accrued and unused sick leave shall be reinstated.

3. Intermittent Employees

- a. Intermittent employees, as defined by Section 4.110(b) of the LAAC, shall begin accruing sick leave on the first day of employment. Employees shall accrue at a rate of one (1) hour for every 29 hours worked. Employees may use their accrued sick leave beginning on the 90th day of City employment (90 calendar days from the date of hire) up to a maximum of 48 hours each calendar year.
- b. Sick leave may be accumulated up to a maximum of 48 hours each calendar year. Any accrued, unused sick leave remaining at the end of the calendar year shall carry over to the following year. Any sick leave accumulated in excess of the maximum amount shall be deemed waived and lost.
- c. Intermittent employees with accrued CPTO and/or 100% sick leave hours, who become full-time or half-time employees, shall be allowed to carry over into their 100% sick leave bank a maximum of 48 hours of unused CPTO, 100% sick leave, or any combination of such unused time. Any unused CPTO and/or sick leave in excess of the 48 hours carried over shall be deemed waived and lost. Employees shall be eligible immediately as a full-time or half-time employee to accrue and use sick leave at the appropriate rate.
- d. If an intermittent employee separates from City service and is rehired by the City within one (1) year from the date of separation, previously accrued and unused sick leave shall be reinstated.
- e. Employees who hold more than one (1) intermittent position concurrently shall be eligible to accrue sick leave in only one (1) position. Employees who work multiple assignments or centers/facilities within the same Department are considered to hold one (1) position.

B. Preventive Medical Treatment

Notwithstanding LAAC Section 4.126(d), employees may use up to 48 hours of 100% of full pay sick leave to secure preventive medical treatment for the employee or employee's immediate family member.

ARTICLE 5.13 UNION-SPONSORED LIFE INSURANCE AND OPTICAL PROGRAMS

It is mutually understood that each employee whose class is listed in the Appendices, who is a member of LACERS, will be enrolled in the Union's life insurance and optical programs.

The City will continue to forward five dollars and sixty cents (\$5.60) biweekly for each such employee on City paid status to the Union to finance these programs.

The Union agrees to indemnify and hold harmless the City against all claims, including costs of suits and reasonable attorney fees and/or other forms of liability arising from the implementation of the provisions of this Article.

ARTICLE 5.14 VACATION

Section I - Vacation Accrual

Management's present practices with regard to vacations will be continued during the term of this MOU. Such practices shall be in accordance with Sections 4.244 - 4.256 of the LAAC.

Each employee in this unit who has completed the employee's qualifying year shall be entitled to the following number of vacation days with full pay, based on the number of years of City service completed, accrued and credited at the rates indicated, subject to deductions for absences as provided in Section 4.246 of the LAAC:

Years of Service Completed	Number of Vacation Days	Monthly Accrual Rate in Hours/Minutes
1	11	7.20
5	17	11.20
13	18	11.20
14	19	11.20
15	20	11.20
16	21	11.20
17	22	14.40
18	23	14.40
19	24	16.00
25	25	16.40

Benefits for part-time employees will be subject to Article 6.1 of this MOU.

Maximum Accrual of Vacation Time

Effective September 1, 2019, notwithstanding LAAC Section 4.254, employees shall be permitted to accumulate vacation time not to exceed three (3) annual vacation accrual periods.

Active Military Service: Vacation Accrual during Leave and Cash-Out of Accrued Vacation at Commencement of Leave

Unit members called into active military service (other than temporary military service) shall, following their qualifying year of service for vacation, continue to accrue vacation during their military service, subject to the same maximum accrual requirements as active City employees. To avoid reaching maximum accrual during an extended leave, employees may request cash payment of accrued, but unused vacation time as of the date of the commencement of their military leave. Such request may be for all accrued time or a portion of their accrued time. The request for any cash payment must be made prior to the employee's first day of his/her leave of absence. Military orders or other evidence of call-up into the armed forces of the United States must be submitted with the request.

SECTION 6.0 PART-TIME EMPLOYMENT

ARTICLE 6.1 PART-TIME EMPLOYMENT

Notwithstanding the provisions of Section 4.110 of the LAAC, the following provisions shall apply to part-time employees covered by this MOU.

- A. Except as otherwise provided in Section 4.117 of the LAAC and in any Departmental Personnel Ordinances to the contrary, a work schedule of less than the number of hours of full-time employment shall be considered part-time employment. The following categories of part-time employment are hereby defined:
1. Half-time: Half-time employees are employees regularly assigned to a work schedule of half-time (1,040 hours) or more in any calendar year, but less than full-time. Compensation shall be prorated on the basis of the total number of hours scheduled to be worked in relationship to the total number of hours required for full-time employment in the class of position. Benefits for such half-time employees provided in this MOU shall apply to these employees on a prorated basis.
 2. Intermittent: Intermittent employees are employees assigned to a regular or on-call work schedule of less than half of the available working time (less than 1,040 hours) in a service year. Compensation as established in the Salary Appendices of this MOU shall be considered full remuneration for intermittent employees defined by this Article. Employees who are

compensated by the session, and employees who hold more than one intermittent position concurrently, regardless of total number of hours scheduled, shall be considered intermittent employees.

- B. All part-time employees hired into classifications in this bargaining unit shall be notified at the time of hire whether such appointment is half-time or intermittent. Half-time employees shall be advised of their eligibility for prorated benefits, and intermittent employees shall be notified that they shall not be entitled to benefits, except under circumstances described in paragraph C below.
- C. Notwithstanding the above, an employee hired on an intermittent basis, who, following 1,000 or more compensated hours in one service year shall be considered a half-time employee and become entitled to qualify for prorated benefits provided to half-time employees. Upon designation as half-time under these circumstances, the employees shall be allowed to carry into the 100% sick leave bank up to a maximum of 48 hours of unused 100% sick leave. Any unused 100% sick leave in excess of 48 hours shall be deemed waived and lost. Employees shall immediately begin accruing vacation time, become eligible for holiday benefits, and continue to accrue sick leave benefits at the appropriate prorated rate. Their anniversary date shall be based upon the date they are designated as half-time employees. No such benefits shall be provided retroactively. This paragraph shall not preclude an appointing authority from changing an intermittent employee's status to half-time anytime following appointment.
- D. It is understood that Management has the right to determine the work schedules and hours of all intermittent and half-time employees. However, when an employee has been working a consistent half-time or more work schedule, departments will provide reasonable opportunities for the employee to make up unpaid absences due to authorized leave or holidays in order to maintain half-time status. Such accommodation shall be subject to budgetary and workload considerations.
- E. Any changes to sick leave, vacation and holiday benefits for part-time employees contained in this MOU shall apply to employees hired subsequent to the effective date of this MOU. Intermittent employees receiving such benefits prior to the effective date of this MOU shall be eligible to continue to receive them, as long as these employees retain their intermittent status without a break in service.

Appeal Procedure for Intermittent Part-time/Civil Service-Exempt Half Time Employees

Effective December 13, 2015, the following appeal procedure for intermittent part-time and Civil Service-exempt half-time employees shall be as follows:

- A. An intermittent part-time or Civil Service-exempt half-time employee who has worked a total of at least 2,000 cumulative hours from his/her initial hire date who is subject to discipline shall be provided with the following:
1. A written description of the action(s) to be taken and the expected effective date(s).
 2. A written statement of the specific grounds upon which the disciplinary action is based.
 3. A copy of the materials upon which the action is based.
 4. A written statement informing the employee of his/her right to appeal the disciplinary decision within five business days to an advisory hearing.
- B. The City and the Union will jointly develop a list of hourly Hearing Officers knowledgeable in employee relations. Discipline cases for intermittent part-time and Civil Service-exempt half-time employees who have worked a total of at least 2,000 cumulative hours from his/her initial hire date will be heard by a Hearing Officer from this list.

The hearings shall take no more than four (4) hours, which the Hearing Officer will divide as equally as possible between the Parties. The hearing shall be scheduled within five business days of the notice of appeal filed by the employee, unless another date is mutually agreed upon by the Department and the employee. The costs of the Hearing Officer shall be shared equally by the Union and the City.

The Hearing Officer shall determine if the discipline or level of discipline is based on a reasonable good faith conclusion that the employee engaged in misconduct.

The Hearing Officer shall issue a written decision the same day, which shall be advisory to the Department head, whose decision shall be final.

SECTION 7.0 ON-THE-JOB

ARTICLE 7.1 EMPLOYMENT OPPORTUNITIES

The Personnel Department will email to the Union copies of all job bulletins. Tentative examination bulletins approved by the Head of the Selection Division of the Personnel Department will be emailed seven (7) calendar days in advance of the public posting of the final bulletin for the examination.

ARTICLE 7.2 PERSONNEL FOLDERS

Section I

An employee shall be entitled to review the contents of the employee's departmental personnel folder(s) at reasonable intervals, upon request, during hours when the employee's personnel office is normally open for business. Such review shall not interfere with the normal business of the department, office, or bureau.

Section II

No document shall be placed in an employee's departmental personnel folder(s) without providing said employee with a copy thereof. In accordance with CAO Rule No. 10 (revised March 20, 1997), this provision shall not apply to documents placed in said folder prior to April 17, 1979.

Section III

A memorandum documenting an oral reprimand or a "Notice to Correct Deficiencies" that has been placed in an employee's departmental personnel folder may be sealed upon the written request of an affected employee if the employee has not been involved in any subsequent incidents that resulted in written corrective action, counseling, or other management action for a period of four (4) years from the date the most recent memorandum or notice was issued or management action taken.

LAPD:

It is mutually understood that a "Notice to Correct Deficiencies" is not considered a form of discipline by the Police Department and a copy is not placed in an employee's departmental personnel folder. Notices to Correct Deficiencies shall be filed in divisional employee folders at the division of assignment. A Notice to Correct Deficiencies may be removed from an employee's Division Folder upon the written request of an affected employee if the employee has not been involved in any subsequent incidents that resulted in written corrective action, counseling, or other management action for a period of four (4) years from the date the most recent notice was issued. Notices so removed shall be filed in the Personal History Packets in the Personnel Division.

ARTICLE 7.3 RAIN GEAR

The City shall make rain gear available to employees in the classifications and pay grades listed below who are required to work outside in inclement weather as a normal part of their job duties.

<u>Class Code</u>	<u>Class Title</u>
2365-1	Veterinarian I
2365-2	Veterinarian II

<u>Class Code</u>	<u>Class Title</u>
2365-3	Veterinarian III
2367-1	Zoo Veterinarian I
2367-2	Zoo Veterinarian II
2367-3	Zoo Veterinarian III

ARTICLE 7.4 REST PERIODS

Each employee shall be granted a minimum of fifteen (15) minutes rest period in each four (4) hour period; provided however, that no such rest period shall be taken during the first or last hour of any employee's working day nor in excess of fifteen (15) minutes without express consent of the designated supervisor.

Management reserves the right to suspend the rest period or any portion thereof during an emergency. Any rest period so suspended or not taken at the time permitted shall not be accumulated or carried over from one day to any subsequent day, or compensated for in any form.

ARTICLE 7.5 SAFETY

Section I

Safety clothing and devices currently provided by Management shall continue to be provided, as long as the need exists. The Union will encourage all members of the Unit to utilize said safety clothing and devices to the fullest extent possible.

Section II

Management and employees should be alert to unsafe practices, equipment and conditions. Each employee shall be responsible for reporting promptly to the employee's immediate supervisor any hazardous condition. Said supervisor should:

- A. Correct or eliminate the hazardous condition if correction or elimination thereof is within the authority and capability of the supervisor; or
- B. Safeguard a hazardous condition in such a manner as to preclude injury to personnel and/or property damage, and promptly report the nature and location of the hazardous condition to the next level of supervision designated by departmental management for said purpose if elimination of the hazardous condition is not within the immediate supervisor's capability.
- C. If elimination of the hazardous condition is not within the capability of the second level of supervision to correct, he/she shall promptly report the problem to the next designated level of supervision or inform the Departmental Safety Coordinator about the problem.

Section III

If the procedures for handling a reported hazardous condition are not initiated, or if initiated, fail to effectuate a satisfactory solution of the problem within a reasonable time, the employee or the employee's representative may call the City Occupational Safety Office and report such hazard.

Unresolved complaints hereunder may be referred to the State Safety Engineer for processing under the CAL/OSHA rules and regulations.

ARTICLE 7.6 UNIFORMS

A. Animal Services

Employees in the classification of Veterinarian, Code 2365, who are required by their appointing authority to wear a uniform, shall receive a uniform allowance each pay period as specified below. Work uniforms will be purchased, replaced, maintained and cleaned by each employee.

<u>Class Code</u>	<u>Class Title</u>	<u>Uniform Allowance Amount</u>
2365-1	Veterinarian I	\$25.00
2365-2	Veterinarian II	\$25.00
2365-3	Veterinarian III	\$25.00

B. Personnel Department

Uniforms for permanent employees assigned to the Occupational Health Services Division and required by Management to wear uniforms will be purchased, replaced, maintained, and cleaned by each employee. Operative upon the effective date of this MOU, Management will give to each employee, in the classes listed below, an allowance each pay period for such purchase, replacement, maintenance, and cleaning in the amounts indicated.

Professional medical uniform attire shall be worn by all medical staff. For Physicians, said uniforms shall consist of lab coats and/or scrubs for personnel assigned to City Jail duties and lab coats for all other Physicians. For all nurse classifications, said uniforms shall consist of scrubs. For Advanced Practice Provider said uniforms shall consist of lab coats.

<u>Class Code</u>	<u>Class Title</u>	<u>Uniform Allowance Amount</u>
2344	Pharmacist	\$16.00
2314	Occupational Health Nurse	\$28.00
2332	Licensed Vocational Nurse	\$28.00
2317	Correctional Nurse	\$28.00
2325	Advanced Practice Provider	\$25.00

<u>Class Code</u>	<u>Class Title</u>	<u>Uniform Allowance Amount</u>
0651	Physician I	\$25.00
0655	Physician II	\$25.00

C. Zoo Department

Employees in the classification of Zoo Veterinarian, Code 2367, who are required by their appointing authority to wear a uniform, shall receive a uniform allowance each pay period as specified below. Work uniforms will be purchased, replaced, maintained, and cleaned by each employee.

<u>Class Code</u>	<u>Class Title</u>	<u>Uniform Allowance Amount</u>
2367-1	Zoo Veterinarian I	\$25.00
2367-2	Zoo Veterinarian II	\$25.00
2367-3	Zoo Veterinarian III	\$25.00

D. Airports

Employees in the classification of Occupational Health Nurse, Code 2314, who are required by their appointing authority to wear a uniform, shall receive a uniform allowance each pay period as specified above. Work uniforms will be purchased, replaced, maintained, and cleaned by each employee.

E. Part-time employees

Half-time employees will receive prorated allowances. Intermittent employees as defined by Article 6.1 of this MOU are not entitled to uniform allowances.

ARTICLE 7.7 WORK SCHEDULES

A. General

Management may assign employees to work a 5/40, 4/10, 9/80, or other work schedule. Management shall retain the right to refuse an employee's request to work a 4/10, 9/80, or other modified work schedule, and to require the reversion to a 5/40 work schedule, providing that the exercise of right is not arbitrary, capricious or discriminatory. In the event Management's actions are shown to be arbitrary, capricious, or discriminatory before an arbitrator, the award of the arbitrator shall be to reverse the action of Management. However, the decision of the arbitrator shall be binding, in accordance with Article 3.1 (Grievance Procedure).

B. Physicians and Nurses Assigned to City Jails

The Personnel Department shall have a work schedule consisting of deployment periods for Physicians and Nurses assigned to the City Jail System based on operational needs.

1. Physicians

- a. Any full-time employee in the class of Physician I, Class Code 0651, when regularly assigned to work in the City Jails, shall be scheduled to work 20 days consisting of 12-hour shifts totaling 240 hours per deployment period (6 weeks). Effective at the start of the pay period following City Council adoption of the 2015-2018 MOU, scheduling for any new Physicians will consist of 12-hour shifts totaling 80 hours within a standard City-wide payroll period and based on operational needs.

The parties recognize that the 2005 Letter of Agreement entitled "Scheduling for Correctional Care Physician I" will not apply to any Physician hired after the adoption of the 2015-18 MOU.

- b. Employees must either work, or with supervisory approval in advance, use compensated time-off (such as vacation or compensatory time-off), or leave without pay to arrive at the requisite amount of shifts during a deployment period. If an employee does not have vacation or compensatory time-off, such time shall be charged as leave without pay. Adjustments to the employee's pay shall be made during the last pay period of the deployment period.

2. Nurses

- a. Any full-time employee in the class of Correctional Nurse, Code 2317, when regularly assigned to work in the City Jails, shall be scheduled to work 10 days consisting of 8 hour shifts totaling 80 hours per biweekly pay period (two weeks).
- b. Effective the beginning of the pay period in which January 1, 2008 occurs, any full-time employee in the class of Correctional Nurse, Code 2317, when regularly assigned to work in the City Jails, may request a work schedule consisting of 12-hour shifts totaling 80 hours per pay period. Management shall give reasonable consideration to such requests.
- c. Employees must either work, or, with supervisory approval in advance, use compensated time-off (such as vacation or compensatory time-off) or leave without pay to arrive at the requisite amount of hours during a pay period. If an employee does not have vacation or compensatory time-off, such time shall be charged as leave without pay. Adjustments to the employee's pay shall be made during the last week of the biweekly pay period.

ARTICLE 7.8 WORKERS' COMPENSATION

Management agrees to adhere to the City's policies with regard to the Citywide Temporary Modified Duty (Return to Work) Program.

During the term of the MOU, Management agrees to continue providing Workers' Compensation benefits in accordance with Section 4.104 of the LAAC, except that salary continuation payments during absences for temporary disabilities arising from job-related injuries or illnesses shall be in an amount equal to the employee's regular biweekly, take-home pay at the time of incurring the disability condition. For purposes of this Article, take-home pay shall be defined as an employee's biweekly gross salary rate less the mandatory deduction for Federal and State income tax withholding and employee retirement contributions.

**ARTICLE 7.9 WORKERS' COMPENSATION ALTERNATIVE DISPUTE
RESOLUTION PROGRAM**

The following information is for informational purposes:

The parties to this agreement have entered into a Workers' Compensation Alternative Dispute Resolution (ADR) Program Agreement dated June 8, 2018. In accordance with California Labor Code Section 3201.7, this Agreement was reached separate and apart from the collective bargaining process for this MOU. The Agreement includes a Joint Labor Management Committee (JLMC), the terms of which are incorporated in the body of the ADR Agreement, and is hereby incorporated into the body of this agreement.

The Workers' Compensation ADR Program, approved by the State of California, provides a dispute prevention and resolution process designed to improve the processing and quality of workers' compensation medical benefits, improve claim resolution, reduce workers' compensation claim costs, return injured employees to work in a timely manner, and increase injured employees' satisfaction with the process.

SECTION 8.0 TERM

ARTICLE 8.1 TERM

The term of this MOU shall commence on the date when the terms and conditions for its effectiveness, as set forth in Article 1.2 Implementation of MOU, are fully met, except to the extent that the parties have agreed in Letters of Agreement to continue to meet and confer after implementation, but in no event shall said MOU become effective prior to 12:01 a.m. on July 1, 2018. This MOU shall expire and otherwise be fully terminated at 11:59 p.m. on June 30, 2021.

Notwithstanding the above, the provisions of this MOU shall remain in effect until a successor MOU is implemented or impasse proceedings are completed as long as the parties have met their obligations under the provisions of Article 1.4 Calendar for

Successor MOU, to their mutual satisfaction and are continuing to meet and confer in good faith.


IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this MOU the day, month, and year first written above.

All City Employees Association
Local 2006 AFSCME Professional Medical
Services Unit
Authorized Unit Representatives

City of Los Angeles
Management Representative



Steve Koffroth, Field Director
AFSCME District Council 36



Richard H. Llewellyn, Jr.
City Administrative Officer
Office of the City Administrative Officer

Date 8/2/19

Date 8/5/19



Lylwyn Esangga, Business Representative
AFSCME District Council 36

Approved as to form and legality:
MICHAEL N. FEUER, City Attorney

Dr. Hellal Dabbous, Member
Personnel Department, MSD



Office of the City Attorney

Sara Hicks, LVN, Member
Personnel Department, MSD

Date 8/5/19



Benjamin Esparza, Member
Fire Department

MOU 10
Appendix A
Operative on July 1, 2018

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
2325-0	Advance Practice Provider	3804	2	\$ 81,619	--	12	\$ 119,329
2312-0	Clinical Assistant	3579	5	\$ 85,608	--	12	\$ 112,271
2317-1	Correctional Nurse I	2784	5	\$ 66,565	--	12	\$ 87,341
2317-2	Correctional Nurse II	3129	5	\$ 74,813	--	12	\$ 98,136
2317-3	Correctional Nurse III	3322	8	\$ 93,479	--	12	\$ 104,191
2322-0	Emergency Medical Services Educator	3606	2	\$ 77,360	--	12	\$ 113,106
2379-0	Fire Psychologist	4782	2	\$ 102,604	--	12	\$ 150,001
2332-0	Licensed Vocational Nurse	2108	2	\$ 45,226	--	12	\$ 66,126
2323-0	Nutritionist	2896	2	\$ 62,138	--	12	\$ 90,828
2314-0	Occupational Health Nurse	2962	6	\$ 74,771	--	12	\$ 92,895
2380-1	Occupational Psychologist I	4265	2	\$ 91,496	--	12	\$ 133,757
2380-2	Occupational Psychologist II	5003	2	\$ 107,344	--	12	\$ 156,934
2380-3	Occupational Psychologist III	5281	2	\$ 113,294	--	12	\$ 165,620
2344-1	Pharmacist I	3710	6	\$ 93,667	--	12	\$ 116,343
0651-0	Physician I	6037	8	\$ 169,879	--	12	\$ 189,339
0655-0	Physician II	6367	8	\$ 179,192	--	12	\$ 199,738
2382-1	Police Psychologist I	4699	2	\$ 100,808	--	12	\$ 147,412
2382-2	Police Psychologist II	5248	2	\$ 112,584	--	12	\$ 164,617
2381-0	Psychological Assistant	3418	2	\$ 73,330	--	12	\$ 107,197
2321-0	Relief Nurse						\$49.54/HR
2365-1	Veterinarian I	3951	6	\$ 99,764	--	12	\$ 123,943
2365-2	Veterinarian II	4303	2	\$ 92,310	--	12	\$ 134,947
2365-3	Veterinarian III	4541	2	\$ 97,426	--	12	\$ 142,443
2367-1	Zoo Veterinarian I	3951	2	\$ 84,772	--	12	\$ 123,943
2367-2	Zoo Veterinarian II	4302	6	\$ 108,596	--	12	\$ 134,926
2367-3	Zoo Veterinarian III	4541	6	\$ 114,631	--	12	\$ 142,443

MOU 10
Appendix B
Operative on October 28, 2018

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY		STEP	SALARY
2325-0	Advance Practice Provider	3917	2	\$ 84,042	--	12	\$ 122,816
2312-0	Clinical Assistant	3684	5	\$ 88,092	--	12	\$ 115,529
2317-1	Correctional Nurse I	2865	5	\$ 68,528	--	12	\$ 89,867
2317-2	Correctional Nurse II	3220	5	\$ 77,026	--	12	\$ 101,017
2317-3	Correctional Nurse III	3419	8	\$ 96,194	--	12	\$ 107,218
2322-0	Emergency Medical Services Educator	3712	2	\$ 79,636	--	12	\$ 116,468
2379-0	Fire Psychologist	4920	2	\$ 105,548	--	12	\$ 154,344
2332-0	Licensed Vocational Nurse	2170	2	\$ 46,562	--	12	\$ 68,068
2323-0	Nutritionist	2981	2	\$ 63,955	--	12	\$ 93,479
2314-0	Occupational Health Nurse	3048	6	\$ 76,942	--	12	\$ 95,588
2380-1	Occupational Psychologist I	4388	2	\$ 94,147	--	12	\$ 137,640
2380-2	Occupational Psychologist II	5148	2	\$ 110,455	--	12	\$ 161,506
2380-3	Occupational Psychologist III	5433	2	\$ 116,552	--	12	\$ 170,422
2344-1	Pharmacist I	3818	6	\$ 96,402	--	12	\$ 119,788
0651-0	Physician I	6211	8	\$ 174,786	--	12	\$ 194,831
0655-0	Physician II	6553	8	\$ 184,391	--	12	\$ 205,521
2382-1	Police Psychologist I	4836	2	\$ 103,752	--	12	\$ 151,693
2382-2	Police Psychologist II	5401	2	\$ 115,884	--	12	\$ 169,399
2381-0	Psychological Assistant	3516	2	\$ 75,439	--	12	\$ 110,309
2321-0	Relief Nurse						\$50.98/HR
2365-1	Veterinarian I	4066	6	\$ 102,666	--	12	\$ 127,535
2365-2	Veterinarian II	4426	2	\$ 94,962	--	12	\$ 138,852
2365-3	Veterinarian III	4673	2	\$ 100,265	--	12	\$ 146,598
2367-1	Zoo Veterinarian I	4066	2	\$ 87,236	--	12	\$ 127,535
2367-2	Zoo Veterinarian II	4426	6	\$ 111,749	--	12	\$ 138,852
2367-3	Zoo Veterinarian III	4673	6	\$ 117,972	--	12	\$ 146,598

MOU 10
Appendix C
Operative on July 7, 2019

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
2325-0	Advance Practice Provider	4534	2	\$ 97,279	--	12	\$ 142,234
2312-0	Clinical Assistant	3684	5	\$ 88,092	--	12	\$ 115,529
2317-1	Correctional Nurse I	2865	5	\$ 68,528	--	12	\$ 89,867
2317-2	Correctional Nurse II	3220	5	\$ 77,026	--	12	\$ 101,017
2317-3	Correctional Nurse III	3419	8	\$ 96,194	--	12	\$ 107,218
2341-0	Emergency Medical Services Advanced Provider	4534	2	\$ 97,279	--	12	\$ 142,234
2340-0	Emergency Medical Services Advanced Provider Supervisor	5227	2	\$ 112,146	--	12	\$ 163,949
2322-0	Emergency Medical Services Educator	3973	2	\$ 85,232	--	12	\$ 124,653
2379-0	Fire Psychologist	4920	2	\$ 105,548	--	12	\$ 154,344
2332-0	Licensed Vocational Nurse	2170	2	\$ 46,562	--	12	\$ 68,068
2323-0	Nutritionist	2981	2	\$ 63,955	--	12	\$ 93,479
2314-0	Occupational Health Nurse	3048	6	\$ 76,942	--	12	\$ 95,588
2380-1	Occupational Psychologist I	4388	2	\$ 94,147	--	12	\$ 137,640
2380-2	Occupational Psychologist II	5148	2	\$ 110,455	--	12	\$ 161,506
2380-3	Occupational Psychologist III	5433	2	\$ 116,552	--	12	\$ 170,422
2344-1	Pharmacist I	4202	6	\$ 106,070	--	12	\$ 131,773
0651-0	Physician I	6707	9	\$ 193,954	--	12	\$ 210,407
0655-0	Physician II	7208	9	\$ 208,403	--	12	\$ 226,088
2382-1	Police Psychologist I	4836	2	\$ 103,752	--	12	\$ 151,693
2382-2	Police Psychologist II	5401	2	\$ 115,884	--	12	\$ 169,399
2381-0	Psychological Assistant	3516	2	\$ 75,439	--	12	\$ 110,309
2321-0	Relief Nurse						\$50.98/HR
2365-1	Veterinarian I	4066	6	\$ 102,666	--	12	\$ 127,535
2365-2	Veterinarian II	4426	2	\$ 94,962	--	12	\$ 138,852
2365-3	Veterinarian III	4673	2	\$ 100,265	--	12	\$ 146,598
2367-1	Zoo Veterinarian I	4066	2	\$ 87,236	--	12	\$ 127,535
2367-2	Zoo Veterinarian II	4426	6	\$ 111,749	--	12	\$ 138,852
2367-3	Zoo Veterinarian III	4673	6	\$ 117,972	--	12	\$ 146,598

* Class accreted between October 28, 2018, and July 7, 2019

MOU 10
Appendix D
Operative on January 19, 2020

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
2325-0	Advance Practice Provider	4659	2	\$ 99,952	--	12	\$ 146,160
2312-0	Clinical Assistant	3785	5	\$ 90,514	--	12	\$ 118,702
2317-1	Correctional Nurse I	2945	5	\$ 70,407	--	12	\$ 92,331
2317-2	Correctional Nurse II	3310	5	\$ 79,156	--	12	\$ 103,836
2317-3	Correctional Nurse III	3513	8	\$ 98,845	--	12	\$ 110,162
2341-0	Emergency Medical Services Advanced Provider	4659	2	\$ 99,952	--	12	\$ 146,160
2340-0	Emergency Medical Services Advanced Provider Supervisor	5371	2	\$ 115,236	--	12	\$ 168,459
2322-0	Emergency Medical Services Educator	4083	2	\$ 87,591	--	12	\$ 128,077
2379-0	Fire Psychologist	5056	2	\$ 108,471	--	12	\$ 158,583
2332-0	Licensed Vocational Nurse	2231	2	\$ 47,856	--	12	\$ 69,968
2323-0	Nutritionist	3063	2	\$ 65,709	--	12	\$ 96,048
2314-0	Occupational Health Nurse	3131	6	\$ 79,051	--	12	\$ 98,219
2380-1	Occupational Psychologist I	4510	2	\$ 96,757	--	12	\$ 141,420
2380-2	Occupational Psychologist II	5292	2	\$ 113,545	--	12	\$ 166,016
2380-3	Occupational Psychologist III	5583	2	\$ 119,788	--	12	\$ 175,099
2344-1	Pharmacist I	4317	6	\$ 108,993	--	12	\$ 135,406
0651-0	Physician I	6894	9	\$ 199,299	--	12	\$ 216,191
0655-0	Physician II	7406	9	\$ 214,145	--	12	\$ 232,310
2382-1	Police Psychologist I	4970	2	\$ 106,634	--	12	\$ 155,890
2382-2	Police Psychologist II	5550	2	\$ 119,078	--	12	\$ 174,055
2381-0	Psychological Assistant	3614	2	\$ 77,527	--	12	\$ 113,357
2321-0	Relief Nurse						\$52.38/HR
2365-1	Veterinarian I	4178	6	\$ 105,485	--	12	\$ 131,063
2365-2	Veterinarian II	4548	2	\$ 97,572	--	12	\$ 142,673
2365-3	Veterinarian III	4802	2	\$ 103,021	--	12	\$ 150,628
2367-1	Zoo Veterinarian I	4178	2	\$ 89,637	--	12	\$ 131,063
2367-2	Zoo Veterinarian II	4548	6	\$ 114,840	--	12	\$ 142,673
2367-3	Zoo Veterinarian III	4802	6	\$ 121,229	--	12	\$ 150,628

MOU 10
Appendix E
Operative on January 31, 2021

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
2325-0	Advance Practice Provider	4753	2	\$ 101,977	--	12	\$ 149,083
2312-0	Clinical Assistant	3862	5	\$ 92,331	--	12	\$ 121,083
2317-1	Correctional Nurse I	3001	5	\$ 71,764	--	12	\$ 94,168
2317-2	Correctional Nurse II	3376	5	\$ 80,722	--	12	\$ 105,924
2317-3	Correctional Nurse III	3582	8	\$ 100,808	--	12	\$ 112,376
2341-0	Emergency Medical Services Advanced Provider	4753	2	\$ 101,977	--	12	\$ 149,083
2340-0	Emergency Medical Services Advanced Provider Supervisor	5480	2	\$ 117,575	--	12	\$ 171,925
2322-0	Emergency Medical Services Educator	4166	2	\$ 89,387	--	12	\$ 130,687
2379-0	Fire Psychologist	5157	2	\$ 110,643	--	12	\$ 161,757
2332-0	Licensed Vocational Nurse	2276	2	\$ 48,838	--	12	\$ 71,367
2323-0	Nutritionist	3124	2	\$ 67,024	--	12	\$ 97,968
2314-0	Occupational Health Nurse	3194	6	\$ 80,617	--	12	\$ 100,182
2380-1	Occupational Psychologist I	4598	2	\$ 98,637	--	12	\$ 144,239
2380-2	Occupational Psychologist II	5399	2	\$ 115,821	--	12	\$ 169,357
2380-3	Occupational Psychologist III	5695	2	\$ 122,189	--	12	\$ 178,670
2344-1	Pharmacist I	4404	6	\$ 111,206	--	12	\$ 138,142
0651-0	Physician I	7030	9	\$ 203,266	--	12	\$ 220,513
0655-0	Physician II	7555	9	\$ 218,467	--	12	\$ 236,988
2382-1	Police Psychologist I	5069	2	\$ 108,743	--	12	\$ 159,001
2382-2	Police Psychologist II	5660	2	\$ 121,438	--	12	\$ 177,542
2381-0	Psychological Assistant	3686	2	\$ 79,072	--	12	\$ 115,633
2321-0	Relief Nurse						\$53.43/HR
2365-1	Veterinarian I	4262	6	\$ 107,615	--	12	\$ 133,694
2365-2	Veterinarian II	4641	2	\$ 99,576	--	12	\$ 145,533
2365-3	Veterinarian III	4900	2	\$ 105,130	--	12	\$ 153,635
2367-1	Zoo Veterinarian I	4262	2	\$ 91,433	--	12	\$ 133,694
2367-2	Zoo Veterinarian II	4641	6	\$ 117,157	--	12	\$ 145,533
2367-3	Zoo Veterinarian III	4900	6	\$ 123,693	--	12	\$ 153,635

MOU 10
Appendix F
Operative on June 20, 2021

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
2325-0	Advance Practice Provider	4849	2	\$ 104,024	--	12	\$ 152,069
2312-0	Clinical Assistant	3937	5	\$ 94,168	--	12	\$ 123,505
2317-1	Correctional Nurse I	3063	5	\$ 73,247	--	12	\$ 96,048
2317-2	Correctional Nurse II	3444	5	\$ 82,371	--	12	\$ 108,033
2317-3	Correctional Nurse III	3655	8	\$ 102,854	--	12	\$ 114,631
2341-0	Emergency Medical Services Advanced Provider	4849	2	\$ 104,024	--	12	\$ 152,069
2340-0	Emergency Medical Services Advanced Provider Supervisor	5591	2	\$ 119,955	--	12	\$ 175,371
2322-0	Emergency Medical Services Educator	4250	2	\$ 91,182	--	12	\$ 133,297
2379-0	Fire Psychologist	5261	2	\$ 112,877	--	12	\$ 165,014
2332-0	Licensed Vocational Nurse	2321	2	\$ 49,798	--	12	\$ 72,787
2323-0	Nutritionist	3185	2	\$ 68,340	--	12	\$ 99,931
2314-0	Occupational Health Nurse	3257	6	\$ 82,225	--	12	\$ 102,186
2380-1	Occupational Psychologist I	4691	2	\$ 100,641	--	12	\$ 147,162
2380-2	Occupational Psychologist II	5509	2	\$ 118,180	--	12	\$ 172,761
2380-3	Occupational Psychologist III	5810	2	\$ 124,653	--	12	\$ 182,240
2344-1	Pharmacist I	4493	6	\$ 113,441	--	12	\$ 140,960
0651-0	Physician I	7171	9	\$ 207,359	--	12	\$ 224,940
0655-0	Physician II	7705	9	\$ 222,831	--	12	\$ 241,727
2382-1	Police Psychologist I	5172	2	\$ 110,956	--	12	\$ 162,174
2382-2	Police Psychologist II	5773	2	\$ 123,860	--	12	\$ 181,092
2381-0	Psychological Assistant	3761	2	\$ 80,680	--	12	\$ 117,972
2321-0	Relief Nurse						\$54.5/HR
2365-1	Veterinarian I	4348	6	\$ 109,766	--	12	\$ 136,367
2365-2	Veterinarian II	4732	2	\$ 101,518	--	12	\$ 148,435
2365-3	Veterinarian III	4996	2	\$ 107,177	--	12	\$ 156,725
2367-1	Zoo Veterinarian I	4348	2	\$ 93,291	--	12	\$ 136,367
2367-2	Zoo Veterinarian II	4732	6	\$ 119,475	--	12	\$ 148,435
2367-3	Zoo Veterinarian III	4996	6	\$ 126,156	--	12	\$ 156,725

APPENDIX G

SALARY NOTES

- Note 1:** Dr. Hellal Dabbous, while employed in the class and pay grade of Physician I, Class Code 0651, shall receive salary at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the employee's class and pay grade. If Dr. Hellal Dabbous qualifies for the Board Certification Salary Note 2 or 3, the employee shall be paid under the provision of Salary Note 2 or 3. The employee shall not receive Salary Note 1, 2 or 3 simultaneously. This compensation is pensionable.
- Note 2:** Any Personnel Department employee in the class and pay grade of Physician I, Class Code 0651, shall receive additional compensation at the fourth premium level rate (11%) above the employee's step rate of the salary range prescribed for this class and pay grade upon presentation to the employee's appointing authority satisfactory proof that the employee has been duly authorized as a medical specialist and maintains a valid, current, and unrestricted certificate issued by an approved American Board of Medical Specialties or Advisory Board for Osteopathic Specialties and is assigned to provide professional services in the field of specialty for which the employee has been certified, and which is relevant and applicable to the duties performed, as determined by the Chief Physician. This compensation is pensionable.
- Note 3:** Any Personnel Department employee in the class and pay grade of Physician II, Class Code 0655, shall receive additional compensation at the third premium level rate (8.25%) above the employee's step rate of the salary range prescribed for this class and pay grade upon presentation to the employee's appointing authority satisfactory proof that the employee has been duly authorized as a medical specialist and maintains a valid, current, and unrestricted certificate issued by an approved American Board of Medical Specialties or Advisory Board for Osteopathic Specialties and is assigned to provide professional services in the field of specialty for which the employee has been certified, and which is relevant and applicable to the duties performed, as determined by the Chief Physician. This compensation is pensionable.
- Note 4:** Any Personnel Department employee in the classification of Correctional Nurse (Class Code 2317) shall receive additional compensation at the first premium level rate (2.75%) above the employee's step rate of the salary range prescribed for the employee's class and pay grade upon presentation to the employee's appointing authority satisfactory proof that the employee has been granted professional nursing certification by a professional organization and which is relevant and applicable to the

duties performed, as determined by the Medical Services Administrator or Nurse Manager. This compensation is pensionable.

Note 5: One full-time Los Angeles Police Department employee in the class and pay grade of Police Psychologist II (Class Code 2382-2), when regularly assigned as Commanding Officer, Behavioral Science Services, shall receive additional compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the class and pay grade. This compensation is pensionable.

Note 6: Any Personnel Department employee in the class of Occupational Health Nurse (Class Code 2314), when regularly assigned to work in the Rehabilitation Office, shall receive additional compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the class. This compensation is pensionable.

Note 7: Any Personnel Department employee in the class of Occupational Health Nurse (Class Code 2314), when regularly assigned to work in the City Jail System, or when assigned to work in the City Jail System 50% or more of the employee's time in any one day, shall receive additional compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the class for each day so assigned. When regularly assigned, this compensation is pensionable. When assigned on an hourly or daily basis, this compensation is non-pensionable .

Note 8: The hourly compensation for all employees in the class and pay grades of Relief Nurse, Class Code 2321, is the total compensation for the class. The hourly compensation is specified in Appendix F. No bonuses, premiums or other benefits provided by this MOU or the LAAC will apply, except that Relief Nurses who work an 8-hour Day Shift (7:00 a.m. to 3:00 p.m.) or an 8-hour Evening Shift (3:00 p.m. to 11:00 p.m.) on Thanksgiving Day, Christmas Day, New Year's Day, or 4th of July, or an 8-hour Night Shift (11:00 p.m. to 7:00 a.m.) starting the day before Thanksgiving Day, Christmas Day, or New Year's Day, will receive an additional \$100 for each holiday worked.

Note 9: Any Personnel Department employee in the classification of Advance Practice Provider, Class Code 2325, shall receive additional compensation at the second premium level (5.5%) rate above the employee's step rate of the salary range prescribed for this class and pay grade upon presentation to the employee's appointing authority satisfactory proof that the employee has been certified by a recognized national professional organization in a nurse practitioner specialty that is relevant and applicable to the duties performed, as determined by the Chief Physician. This compensation is pensionable.

Note 10: Any full-time Department of Animal Services employee in the class and pay grade of Veterinarian I, II, or III (Class Code 2365-1, 2365-2, or 2365-3) hired into the class of Veterinarian (Class Code 2365) subsequent to January 1, 2007, shall, upon completion of six (6) months of successful City service, receive a one-time, lump sum payment of \$1,000.00. This compensation is non-pensionable (Adds-to-Pay).

Note 11: Any full-time Department of Animal Services employee in the class and pay grade of Veterinarian I, II, or III (Class Code 2365-1, 2365-2, or 2365-3), who has completed two (2) years of successful City service from the date of the employee's initial hire into the class of Veterinarian (Class Code 2365), shall receive a one-time, lump sum payment of \$4,000.00. If the employee separates from City service within six (6) months of receipt of this payment, the employee shall repay the entire \$4,000.00 amount to the City. If the employee's separation from City service occurs within six (6) months to 12 months following receipt of the payment, the employee shall repay \$2,000.00 to the City. Employees who remain employed in the class of Veterinarian 12 months or more following receipt of the payment shall be entitled to the full amount without a repayment obligation upon separation from City service. Employees who receive the \$4,000.00 payment shall execute an agreement to allow the City Controller to recover this payment, as described above in this Note. This compensation is non-pensionable (Adds-to-Pay).

Note 12: Any Personnel Department full-time employee in the class in the class of Licensed Vocational Nurse, Class Code 2332, shall be eligible for one (1) additional compensation when, as follows:

1. Any employee with three (3) years or more of aggregate service in the Medical Services Division shall receive additional compensation at a second premium level rate (5.5%). However, absences from Medical Services Division that are contiguous to, and in excess of, 140 consecutive days shall be excluded from the qualifying service time and must be made up before being eligible to receive this compensation. (Absences include paid or unpaid time off due to family/medical leave, sick leave, IOD/Workers' Compensation, jury duty, military leave, and personal leaves of absence.) This compensation is non-pensionable.

Note 13: Any Personnel Department employee in the class of Physician I, Class Code 0651, working in an as-needed capacity on a daily basis, shall receive additional compensation at a rate of \$15 per hour worked. This compensation is non-pensionable.

APPENDIX H

RELIEF NURSE – CLASS CODE 2321 HOURLY RATES

	Operative	Operative	Operative	Operative	Operative
Work Shift	July 1, 2018	October 28, 2018	January 19, 2020	January 31, 2021	June 20, 2021
Weekday Day Shift	\$49.54	\$50.98	\$52.38	\$53.43	\$54.50
Weekday Evening Shift	\$50.87	\$52.35	\$53.79	\$54.87	\$55.97
Weekday Night Shift	\$52.26	\$53.78	\$55.26	\$56.37	\$57.50
Weekend Day Shift	\$50.87	\$52.35	\$53.79	\$54.87	\$55.97
Weekend Evening Shift	\$52.26	\$53.78	\$55.24	\$56.37	\$57.50
Weekend Night Shift	\$56.62	\$58.26	\$59.86	\$61.06	\$62.28
Day Shift	7:00 a.m. – 3:00 p.m.				
Evening Shift	3:00 p.m. – 11:00 p.m.				
Night Shift	11:00 p.m. – 7:00 a.m.				

LETTER OF INTENT

2018-2021 MEMORANDUM OF UNDERSTANDING NO. 10

MOU No. 10 – Professional Medical Services Unit

**PERSONNEL DEPARTMENT
JOINT LABOR-MANAGEMENT COMMITTEE – MEDICAL SERVICES DIVISION**

During the term of the this Memorandum of Understanding (MOU), the undersigned parties agree to convene a Joint Labor-Management Committee – Medical Services Division (JLMC-MSD) to address issues such as standards of care/service levels, work environment, scheduling, professionalism, and safety.

The parties agree to hold a JLMC-MSD meeting within 60 calendar days of the City Council's adoption of the this MOU. At that meeting the parties will establish a meeting schedule and develop an agenda for discussion topics for the subsequent meeting. Subsequent agendas will be circulated among the JLMC-MSD members one week prior to each scheduled meeting.

The JLMC-MSD will meet at the Medical Services Division headquarters in downtown Los Angeles, or at a mutually-agreed upon location, and will be comprised of the following members: Managing Physician, Medical Services Administrator, Nurse Manager, Personnel Department Human Resources representative, AFSCME Local 2006 president or designee, AFSCME Local 2006 business representative, and two (2) MOU 10 bargaining unit members.

FOR THE UNION:



Lylwyn Esangga
Business Agent
AFSCME Local 2006

8/5/19
Date

FOR THE CITY:



Wendy Macy, General Manager
Personnel Department

8/5/19
Date

LETTER OF AGREEMENT
BETWEEN
THE COALITION OF LOS ANGELES CITY UNIONS
AND THE CITY OF LOS ANGELES

RELEASE TIME PILOT PROGRAM

The City of Los Angeles has determined there are specific Union activities that confer a public benefit for which bargaining unit members (Released Employees) of the Coalition of Los Angeles City Unions (Coalition) should be released from their official duties (City work) in order to perform the specific Union activities. The Coalition agrees to ensure performance, supervise, and manage the activities of the Released Employees. Full-Time and Part-Time employees shall be eligible to be designated as a Released Employee.

The parties agree that during the term of the 2018-2021 MOU, a reasonable number of bargaining unit members shall be designated by individual Coalition Unions for the purpose of directly communicating, sharing, and collecting information from all bargaining unit members. Furthermore, as a means of controlling administrative and litigation costs associated with employee matters in a large and complex City, and with the goal of resolving matters at the earliest possible stage, Released Employees will assist bargaining unit employees, the Union, and Management during the following processes and procedures:

1. Union approved work-site meetings of the bargaining unit membership.
2. Membership meetings in order to assist with communicating issue(s) relevant to the work-force.

Reporting and Accountability of Released Employee Time

In order to ensure the City maintains control over public resources, a designee of each Coalition Union will notify Management in advance in writing of the need to release an employee and confirm the employee has been released. The Union shall provide advance notice no less than 48 hours prior to the commencement of union release time.

Each Coalition Union shall designate employees and notify Management in advance in writing when a Released Employee is designated by the Union. The designated employees shall be released for only the time necessary to bring about the efficient outcome(s) contemplated in this Agreement and/or identified going forward. Permission to leave official duties (City work assignment) will be granted unless the absence would cause an undue interruption of work. If such permission cannot be granted promptly, the Union will be informed when time can be made available. Release of an employee shall not be unreasonably withheld.

The payroll code "UB" shall be entered for all release time used under this Program. No employee shall be paid overtime or accrue Compensated Time Off (CTO) while released under this Program.

Bank of Hours

Each Union shall be afforded a bank of hours equaling two (2) hours for each full-time bargaining unit member and one (1) hour for each part-time bargaining unit member.

The total number of calculated release time hours for each Union in accordance with this Agreement is as follows:

Union	Total Hours/ Calendar Year
AFSCME	15,566
SEIU	20,351
LIUNA	1,656
Building Trades	2,216
IUOE	582
Teamsters	360

The bank of hours shall reset July 1st of each year and not carryover or be shared between Unions. Unused hours shall be deemed waived and lost. This provision shall remain in full-force and effect during the term of this MOU.

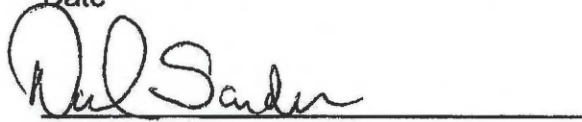
LETTER OF AGREEMENT
BETWEEN
THE COALITION OF LOS ANGELES CITY UNIONS
AND THE CITY OF LOS ANGELES


RELEASE TIME PILOT PROGRAM


FOR THE COALITION:


Victor M. Gordo
LIUNA Local 777


6/21/2019
Date


David Sanders
SEIU Local 721

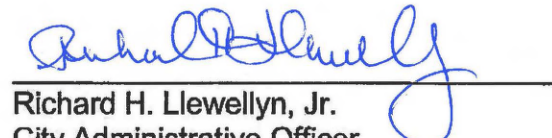

Chris Hannan, Council Representative
LA/OCBCTC


Gavin Koon, Business Representative
I.U.O.E. Local 501


Steve Koffroth
AFSCME District Council 36


Carlos Rubio
Teamsters Local 911

FOR THE CITY:


Richard H. Llewellyn, Jr.
City Administrative Officer

7/26/19
Date

Approved as to Form and Legality:


Office of the City Attorney

7/26/19
Date

LETTER OF AGREEMENT
BETWEEN THE COALITION OF LOS ANGELES CITY UNIONS
AND THE CITY OF LOS ANGELES

UNION ACCESS TO NEW EMPLOYEE ORIENTATIONS

A. PARTIES

This Agreement is made and entered into by and between the Coalition of Los Angeles City Unions (Unions) and the City of Los Angeles (City) for the following Memoranda of Understanding (MOU) for bargaining units 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 34, 36, 37, 63, and 64.

B. PURPOSE

The purpose of this Agreement is to establish a procedure for access to City new employee orientations by the exclusive representative of newly hired employees. This Agreement supersedes any MOU language or prior practice with regard to new employee orientations. Nothing in this Agreement is intended to delay, impede, or otherwise interfere with any City hiring process.

C. TERM

This Agreement has been executed by the parties on the day, month, and year written above and shall continue until such time as the parties cancel or negotiate otherwise.

D. AMENDMENTS, MODIFICATIONS, OR OTHER CHANGES

The parties recognize the need to update this Agreement as the City automates and centralizes its new employee orientation process and as changes in employer culture occur. In the event either the Unions or the City desire(s) to amend, modify, or make any other changes to this Agreement, that party shall submit to the other, written notice of its desire to meet and confer. Meet and confer sessions shall begin no later than thirty (30) calendar days following receipt of the written notice or another date mutually agreed upon by the parties. If the parties are unable to reach agreement within thirty (30) calendar days, the matter shall be subject to the provisions of California Government Code Section 3557.

E. ENFORCEABILITY

The parties mutually agree that the intent of this Agreement is to ensure compliance with the provisions of State law requiring an employer to provide the exclusive representative ten (10) calendar days' of notice and mandatory access

to the employer's new employee orientations. To that end, the parties agree to the following resolution for insufficient notice and a failure to provide union access.

If the City fails to provide sufficient notice to the Union(s), except where allowed under this Agreement, and/or fails to provide Union access to the City's new employee orientations, and/or fails to provide release time in accordance with the provisions of this Agreement:

1. The Union and employing department shall discuss and arrange a new date and time for Union access. The discussion between the Union and employing department shall occur no later than one (1) day following the initially scheduled new employee orientation.
2. The Union and employing department shall mutually agree to a make-up date for Union access. Union access to new employees shall be provided not more than five (5) business days from the initial new employee orientation date or some other date mutually agreed upon by the Union and employing department.
3. After mutual agreement on a make-up date, the employing department shall confirm in writing to the Union the new union access date, time, and location.
4. The employing department shall require the subject new hires to attend the Union's presentation on the make-up date.
5. If a dispute remains after implementation of this provision or for any other matters relating to this Agreement, the parties agree that they may advance a grievance directly to the step just prior to arbitration, and continue processing in accordance with the applicable MOU grievance and arbitration provisions.

F. DEFINITIONS

For purposes of this Agreement, the following terms shall have the following meanings:

Union or Exclusive Representative – A qualified employee organization or joint council of qualified organizations which has been certified by the Employee Relations Board as the majority representative of employees in an appropriate employee representation unit in accordance with the provisions of Los Angeles Employee Relations Ordinance Section 4.822.

New Hire – Any new employee who is new to each Union regardless of job status (e.g., full-time, part-time, temporary, etc.).

New Employee Orientation – The onboarding process of a newly hired City employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

G. UNION ACCESS TO NEW EMPLOYEE ORIENTATIONS

1. The City shall provide the Union access to new employee orientations:
 - a. within thirty (30) calendar days of placing a new hire on the City payroll; or,
 - b. within forty-five (45) business days of the physical start date of a new hire; or,
 - c. on some other date and time mutually agreed upon by the Union and employing department.
2. Attendance at a new employee orientation by all new hires shall be mandatory.

H. NOTICE OF NEW EMPLOYEE ORIENTATION

1. The City shall provide written notice of new employee orientations to the impacted Union(s) no less than ten (10) calendar days prior to the event, regardless of the number of employees. [A single new hire is sufficient to require notice to the Union(s).]
2. Shorter notice than ten (10) calendar days may be provided to the Union(s) by the City in instances where there is an urgent hiring need critical to City operations that was not reasonably foreseeable, and where an employing department is awaiting the results of pre-employment information upon which hiring is contingent. This provision shall not be construed to regularly permit notice of less than ten (10) calendar days.
3. The written notice shall contain the anticipated number of new hires, their job class code and title, work location, and bargaining unit number and the designated time for the Unions' presentation.

I. UNION PRESENTATION DURING NEW EMPLOYEE ORIENTATION

1. Representatives of the Union shall be permitted to make a presentation of not more than thirty (30) minutes, and to present written materials during this period.

2. If more than one Union is presenting during a new employee orientation, not more than a total of thirty (30) minutes will be permitted for the Unions to use collectively.
3. Management will continue its practices of the dissemination of Union information to each new employee in accordance with applicable MOU provision(s), and any additional Union materials may be provided by the Union during the presentation.
4. Management shall determine the appropriate segment of the orientation for the Union presentation.
5. Both Union and Management representatives shall not interfere with the presentation of the other and shall at all times conduct themselves in a professional manner avoiding and refraining from any conduct that would tend to disparage the other during any new employee orientations.

J. RELEASE TIME FOR UNION STEWARDS TO ATTEND NEW EMPLOYEE ORIENTATIONS

1. At the request of the Union, paid City time off (release time) shall be granted for a union steward of record to participate in the Union presentation segment of a new employee orientation. The release time shall be granted for a maximum of thirty (30) minutes, not including reasonable travel time, during those hours that coincide with the union steward's regular work shift. The same union steward of record shall participate in no more than two (2) new employee orientations per month unless the employing department holds more than two orientations per month or permits otherwise.
2. Only one (1) union steward of record per individual Union shall be released to participate in a new employee orientation. The union steward shall be an employee of the employing department for which the new employee orientation is provided unless the parties agree otherwise.
3. Permission to leave work shall be granted by the employing department unless the absence would cause an undue interruption of work. If permission cannot be granted, the employing department shall provide the Union an alternative presentation date and time that is not more than five (5) business days beyond the initial new employee orientation date. This date will be specifically reserved for Union presentation up to the time limits prescribed in this Agreement. All new hires present for the initial new employee orientation shall be notified of the special date and time of the Union presentation and shall be required to attend on City time.

4. Union stewards shall not receive overtime for participating in or performing activities associated with the union presentation segment of any new employee orientation.
5. The Union shall provide the CAO with a written list of a reasonable number of employees who have been designated Union Stewards and revised lists within thirty (30) calendar days of any changes in these designations. The union stewards must be members of the Union.

LETTER OF AGREEMENT
BETWEEN THE COALITION OF LOS ANGELES CITY UNIONS
AND THE CITY OF LOS ANGELES

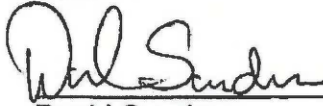
UNION ACCESS TO NEW EMPLOYEE ORIENTATIONS

FOR THE COALITION:

 FOR

Victor M. Gordo
LIUNA Local 777

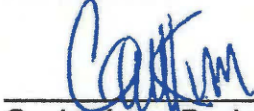
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Teamsters Local 911

FOR THE CITY:



Richard H. Llewellyn, Jr.
City Administrative Officer

7/2/19
Date

Approved as to Form and Legality:


Office of the City Attorney

7/26/19
Date