

**MEMORANDUM OF UNDERSTANDING NO. 11
FOR JOINT SUBMISSION TO THE CITY COUNCIL
REGARDING THE
RECREATIONAL REPRESENTATION 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

**LOCAL NO. 901, THE AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**

July 1, 2018 through June 30, 2021

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Union Access to New Employee Orientations

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, Local 901, AFL-CIO, was certified on July 6, 1977, by the Employee Relations Board (ERB) as the majority representative of City employees in the Recreational Unit (Unit). Accordingly, the City hereby recognizes AFSCME Council 36, Local 901, 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 herein shall refer only to employees in the classifications listed in the Appendices herein, as well as such classes that may be added hereafter to the Unit by the ERB.

ARTICLE 1.2 IMPLEMENTATION OF MOU

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 City Administrative Officer (hereinafter "CAO") in writing that it has approved this MOU in its entirety; and
- B. The City Council (hereinafter "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 resolutions, ordinances, or amendments, unless otherwise specified.

ARTICLE 1.3 PARTIES TO MOU

This MOU is entered into on August 5, 2019, by and between the City of Los Angeles through its authorized representative, the City Administrative Officer, on behalf of City management represented (Management), and the Recreational Unit through its authorized representative, the Local 901, AFSCME Council 36 (Union), as the exclusive recognized employee organization for the Recreational Unit.

ARTICLE 1.4 CALENDAR FOR SUCCESSOR MOU

In the event that the Union or Management desires a successor MOU, that party shall serve upon the other between April 1, 2021 and April 30, 2021, its written proposal(s) 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 FULL UNDERSTANDING

- A. This MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein, 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 herein, 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 herein 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 herein 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 herein 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.

- 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 1.6 MANAGEMENT RIGHTS

As the responsibility for the management of the City and direction of its work force is vested exclusively in its City officials and department heads whose powers and duties are specified by law, it is mutually understood that, except as specifically set forth herein, no provisions in this MOU shall be deemed to limit or curtail the City officials and department heads in any way in the exercise of the rights, powers and authority which they had prior to the effective date of this MOU. The Union recognizes that these rights, powers and authority include, but are not limited to, the right to determine the mission of its constituent departments, offices and boards, set standards of services to be offered to the public, exercise control and discretion over the City's organization and operations, take disciplinary action for proper cause, relieve City employees from duty because of lack of work, lack of funds or other legitimate reasons, determine the methods means and personnel by which the City's operations are to be conducted, take all necessary actions

to maintain uninterrupted service to the community and carry out its mission in emergencies.

Management and the Union retain all rights and responsibilities as set forth in the Employee Relations Ordinance.

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 herein 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 the Board of Recreation and Parks Commissioners. If any part or provision of the 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 provisions 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 of the 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.

ARTICLE 1.10 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.

SECTION 2.0 UNION SECURITY

ARTICLE 2.1 ACTIONS BY EMPLOYEE RELATIONS BOARD

If any action(s) by the ERB 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, including the boxes designated for each Recreation Center in the region/district offices, for the following purposes:

- A. Notices of Union meetings.
- B. Notices of Union elections and their results.
- C. Notices of Union recreational and social events.
- D. Notices of official Union business.
- E. Any other communication which has received the prior approval of the Departmental Management Representative.

Section II

All notices or other communications shall be identified with an official stamp of the Union. The Union shall place a removal date on all notices and other communications, and if requested by Management all such notices and other communications shall be submitted

to the designated representative of Management before posting. Such posting will occur within twenty-four (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 901.
- 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 thirty (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 may be scheduled at the request of designated Union Representatives, including the President and Vice-President of AFSCME Local 901 and authorized paid staff representatives, or the Management Representative of the Department for the purpose of informally discussing potential employer-employee relations problems.

ARTICLE 2.6 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 2.7 SERVICE AND WORKFORCE RESTORATION

- A. The City and Union will mutually designate full-time, trainee-level positions in applicable bargaining units 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 2.8 UNION RELEASE TIME

Subject to the operational needs of the Department, the appointing authority may grant to elected officers or appointed representatives of the Union time off for union activities not to exceed ten days (80 hours per fiscal year) in the aggregate as provided below.

Effective the start of the pay period following Council approval of this MOU, the maximum number of hours in a fiscal year shall be 360 in the aggregate.

Management shall not grant release time to more than one employee at a time in a work unit (i.e. region) in the Department of Recreation and Parks, and no more than one employee per department for the Zoo and El Pueblo under this Article.

- A. The Union shall submit a written request for release of an employee to that employee's Department Management, which shall include the balance of the aggregate hours of release time remaining in the fiscal year for the Unit as a whole, at least 21 calendar days prior to the effective release date, specifying the starting and ending dates of release. The Union shall provide a copy of said request to the City Administrative Officer. The employee shall fill out any necessary paperwork required by Management for his/her release.
- B. Employees shall be paid their current salary by the City while they are performing these duties for the Union.
- C. Employees 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 rates established by the City Administrative Officer 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.
- G. Employees on release time shall submit weekly timesheets signed by the employee and the Union (Executive Director or his/her designee) to their respective Departmental Personnel Director specifying the number of hours worked and use of any sick leave, vacation time or compensated time off.
- 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 his/her 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 City Administrative Officer shall maintain a list of employees who have been approved for release time and the approved duration.

ARTICLE 2.9 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 2.10 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 City operations. Participating employees will attend said meetings on their own time.

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

ARTICLE 2.11 WORK ACCESS

A Union Representative shall have access to the facilities of the departments, offices or bureaus represented herein during working hours for the purpose of assisting employees in the presenting of grievances when such Union assistance is requested by the grievant(s).

Said Representative shall request authorization for such a visit by contacting the designated representative of the head of the department, office or bureau. In the event immediate access cannot be authorized, the designated representative shall inform the staff representative as to the time when access can be granted. The Union shall give to all heads of departments, offices or bureaus a written list of its Union Representatives, and only those individuals listed will be allowed access.

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

SECTION 3.0 GRIEVANCES

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, 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

1. 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.

2. GRIEVANCE PROCESS RIGHTS

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

3. 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.

4. 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 ten (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.

5. 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 MOU.

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.

STEP 2

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

ARTICLE 3.2 UNION STEWARDS

Section I

1. The Union may designate a reasonable number of union stewards or other union representative, 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 30 calendar days of any changes in said

designations. A steward may represent a grievant in the presentation of a grievance 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.

2. An employee and the employee's steward may have a reasonable amount of paid time off for the above-listed activities. However, a steward will receive paid time off only if the steward is the representative of record; is a member of the same Union as the employee; is employed by the same department, office, or bureau; and is employed within a reasonable distance from the work location of the employee.
3. If a steward must leave the steward's work location to represent an employee, the steward shall first obtain permission from the steward'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 steward will be informed when time can be made available. Such time will not be more than 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 in this Article, equal to the amount of the delay.
4. Before leaving the steward's work location, the steward shall contact 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 requested meeting.
5. Time spent on grievances, or the pre-disciplinary representation activities described in this Article, outside of regular working hours of the employee or the steward shall not be counted as work time for any purpose. Whenever these activities occur during the working hours of the employee and/or the steward, only that amount of time necessary to bring about a prompt disposition of the matter will be allowed. City time, as provided in this Article, is limited to the actual representation of employees and does not include time for investigation, preparation, or any other preliminary activity.

Section II

1. 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.
2. 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.

3. Stewards certified through this training shall be authorized to spend up to two (2) hours of City time to investigate each dispute raised under Grievance Procedure of this MOU.
4. As is practicable, grievances will be heard by certified supervisors.

SECTION 4.0 COMPENSATION

ARTICLE 4.1 ACTING ASSIGNMENT PAY

Time served in the following acting assignments shall be credited as qualifying experience for promotional purposes.

1. Absence at Higher Level Position

Whenever Management assigns a Unit 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, the employee shall become eligible for additional compensation upon completion of a qualifying period of 10 consecutive working days in the acting assignment at the employee's regular rate of pay. Management shall not divide or alternate the acting assignment of higher level duties during the qualifying period. The additional compensation shall begin on the 11th consecutive working day in the acting assignment. For employees assigned to a modified work schedule, such as 9/80 or 4/10, the additional compensation shall begin on the next day following the completion of 80 consecutive hours of the acting assignment.

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.

Following the employee's completion of a qualifying period for an acting assignment, each subsequent temporary acting assignment for the same position shall not require the 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*), the employee shall become eligible for additional compensation on the first day of the acting assignment.

3. Status Review

Acting Assignment Pay is not intended as compensation for a long-term, out-of-class assignment and shall not extend past one (1) year, unless mutually agreed upon by the parties to this MOU. 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 any time, the employee may request to be removed from the acting assignment.

At the Union's request, Management will provide a list of employees in acting assignments on a yearly basis. The list will include: name of employee; date of appointment to acting assignment; department; employee's civil service class title; acting assignment class title.

4. Compensation

An employee qualifying for additional compensation as stated above shall receive salary at the second premium level rate above the employee's step rate of the salary range prescribed for the employee's class, for each day on duty (present for 50% or more of the work day) in an acting assignment. However, the maximum pay rate for the acting assignment shall be limited to the top step rate of the salary range that has been established as compensation for the higher level position to which the employee has been assigned. This compensation is non-pensionable.

*Management will assign higher level duties to an employee who meets the criteria to the extent practicable.

ARTICLE 4.2 BILINGUAL DIFFERENTIAL PAY

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. Upon certification of the employee's bilingual qualification by the Personnel Department, bilingual premium compensation shall be effective the date of the assignment to the bilingual position.

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

ARTICLE 4.3 CALL BACK PAY

Whenever an employee is ordered by the General Manager of his/her Department or the General Manager's designee to return to duty following the termination of his/her work shift and departure from his/her work location, he/she shall receive minimum compensation in the form of pay or time off equivalent to three (3) hours at the rate of time and a half.

Effective the start of the pay period following Council adoption of this MOU, the minimum compensation shall be four (4) hours at the rate of time and a half. Compensated time shall begin at the time the employee is called out and end upon completion of the job. This compensated time includes a maximum of one (1) hour travel time to the job location.

ARTICLE 4.4 CIVIC DUTY

Any employee, who is served with a subpoena by a court of competent jurisdiction or an administrative body to appear as a witness during his/her scheduled working period, unless he/she is a party to the litigation or an expert witness, shall receive his/her regular salary. Provided, however, that any witness fees received by the employee who receives regular salary pursuant to these provisions, except those fees received for services performed on a regular day off or holiday, shall be paid to the City and deposited in the General Fund. The absence of any employee for the purpose of serving as a witness during his/her scheduled working period shall be deemed an authorized absence with pay. Any money received as compensation for mileage is not to be considered as a part of the employee's pay for these purposes.

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 4.5 COURT APPEARANCES

When an employee is required to appear in the Superior Court in and for the County of Los Angeles outside of his/her normal duty hours but on a matter arising within the scope of his/her employment, said employee shall be entitled to receive a minimum of one hour at 1 and ½ times his/her regular rate of pay. Time spent in excess of the one-hour minimum guarantee shall also be at the rate of 1 and ½ times the employee's regular rate of pay, payable in 6-minute increments. Provided however, that no such compensation shall be allowed unless the employee is in actual attendance in court. Such compensation for court appearances may be in either time off or cash.

ARTICLE 4.6 DISTURBANCE CALLS

Effective the start of the pay period following Council approval of this MOU, whenever an employee is contacted while on off-duty status by the Department/City to furnish information or take action needed to maintain the continuity of City business, without the

necessity of having to personally report for duty, such employee shall receive a minimum of one hour of compensation at the overtime hourly rate of time and one-half in cash for each such incident.

Work in excess of one (1) hour shall be treated in accordance with the call back provisions of this MOU (Article 4.3).

ARTICLE 4.7 JURY SERVICE

Any full-time or half-time employee, as defined by Article 6.1(1)A of this MOU, who is duly summoned to attend any court for the purpose of performing jury service or has been nominated and selected to serve on a Grand Jury shall, for those days during which jury service is actually performed and those days necessary to qualify for jury service, receive his/her 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 as defined by Article 6.1(1)B of this MOU 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 his/her 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 his/her converted shift that he/she 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 4.8 MILEAGE

Pursuant to the provisions of Division 4, Chapter 5, Article 2 of the LAAC, employees authorized to use their personal vehicles in the performance of their duties shall be reimbursed for each mile traveled in any biweekly pay period at a rate equal to the Internal Revenue Service (IRS) annual standard car mileage allowance in effect at that time.

During the term of this MOU, the cents per mile reimbursement shall be increased or decreased to an amount equal to the annual standard car mileage allowance as determined by the IRS. The City Administrative Officer 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 4.9 OVERTIME

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 organizational unit and work location. However, Management may consider special skills required to perform particular work. The parties understand that no employee shall work overtime without prior approval from his or her supervisor and that unofficial overtime "white time" is absolutely prohibited; all hours worked by FLSA non-exempt employees shall be recorded on their time sheet. FLSA non-exempt employees may not work outside of scheduled working hours, or during unpaid meal periods, without the prior approval of a supervisor consistent with department policy. Failure to secure prior approval may result in discipline.

Non-emergency Overtime

Whenever Management deems it necessary to perform non-emergency work on an overtime basis, employees required to work will be given at least seventy-two (72) hours' notice whenever possible.

Rate and Method of Overtime Compensation - (FLSA) Non-Exempt Employees

Compensation for overtime shall be for all hours worked in excess of 40 hours in a workweek including all absences with pay authorized by law. All employees in this Unit shall be compensated in time off at the rate of one and one-half (1½) hours for each hour of overtime worked or in cash at one and one-half times the employee's regular rate of pay, at the discretion of management.

Compensated Time Off

Employees may, subject to Management discretion, be permitted to accumulate up to 80 hours of compensated 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 (unless the mandatory use of CTO would result in the loss of vacation accumulation) or other leave time; 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. In accordance with FLSA, no employee shall lose accumulated time off.

Under no circumstances shall compensated time off in excess of 240 hours be accumulated.

An employee who has requested the use of CTO must be permitted by Management to use such time within a reasonable time period after making the request unless the use of the CTO within a reasonable period unduly disrupts the operations of the City department, provided that such CTO was earned pursuant to the FLSA definition of overtime rather than the MOU definition of overtime. (FLSA overtime is for all hours actually worked over 40 in the workweek; MOU overtime is for all compensated hours over 40 in a workweek.)

1040/2080 Plan

Management reserves the right to develop 26 week/1040 hour or 52 week/2080 hour work periods under FLSA Section 7(b) [29 USC 207(b)(1) and (2)] during the term of this MOU for the purpose of increasing scheduling flexibility. Implementation of this work schedule is subject to agreement by the parties.

ARTICLE 4.10 RECRUITMENT/RETENTION PAY

Any Unit employee regularly assigned to work at one of the recreation facilities designated as a part of the Gang Reduction and Youth Development (GRYD) Program (or a related successor program) 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 employee's class. This compensation is pensionable when regularly assigned.

During the term of the MOU, Management and the Union will discuss the possible application of this pay to additional recreation facilities.

ARTICLE 4.11 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 Unit employees 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 trainee-level, 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 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 (1) 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 EMPLOYEES

Intermittent employees 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 4.12 SHIFT DIFFERENTIAL PAY

Notwithstanding the provisions of Note N in Schedule A of Section 4.61 of the LAAC, any employee who is assigned a work schedule that ends at 9:00 p.m. or later shall receive for each such day worked salary at the second premium level rate above the appropriate step rate of the 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. The provisions of this Article shall not apply to employees in the classifications of Astronomical Lecturer, Code 6215; Astronomical Observer, Code 0847; Zoo Curator, Code 4297; Zoo Curator of Birds, Code 4276; Associate Zoo Curator of Birds, Code 4290; Zoo Curator of Education, Code 4300; and Zoo Curator of Reptiles, Code 4277.

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

ARTICLE 4.13 SIGN LANGUAGE PAY

Any qualified employee who is covered by the provisions of this MOU and is requested by the Department Personnel Officer to utilize sign language shall receive compensation equal to the first premium level rate above the appropriate step rate of the salary range prescribed for his/her classification for each business day the skill is used. Such practices of additional compensation shall be in accordance with Section 4.84.1 of the LAAC. Additional compensation is non-pensionable.

ARTICLE 4.14 SUPERVISION DIFFERENTIAL PAY

Management's present practices with regard to Supervision Differential will be continued during the term of this MOU. Such practices shall be in accordance with Section 4.62.2 of the LAAC.

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. Upon the approval of department management, an employee will be allowed leave with pay for a maximum of three working days for each occurrence of a death in the employee's immediate family.

For the purposes of this Article, the definition of immediate family, 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 a registered State of California Declaration of Domestic Partnership form on file in the Employee Benefits Office, 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 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 American Automobile Association (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 days not used prior to 370 calendar days from the date of said death shall be deemed waived and lost.

ARTICLE 5.2 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 the 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 5.3 DISABILITY INSURANCE PLAN

During the term of this MOU, Management agrees to maintain a Disability Insurance Plan for employees who are members of LACERS. The City's Joint Labor-Management Committee shall determine the benefits and provider of 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 5.4 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 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 5.5 FAMILY AND MEDICAL LEAVE

I. Authorization for Leave

- A. 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 4.6), 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.

- B. 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.

- C. 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 the purposes of bonding. (See Section IV of this Article.)

II. 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:

- A. Spouse means a husband or wife, as defined or recognized under State law for the purposes of marriage in this State.
- B. 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.
- C. 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.
- D. 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.

III. Eligibility

- A. 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.

- B. 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.

IV. Conditions

A. Pregnancy –

1. 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.
2. 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 (1) year of the child's birth.

3. 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 Sections III.B. and IV.F of this Article.)
- B. 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.
 - C. 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.
 - D. 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.
 - E. Serious Health Condition is defined as an illness, injury, impairment, or physical or mental condition that involves:
 1. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical care facility; or
 2. 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
 3. Any period of incapacity (or treatment therefore) due to a chronic serious health condition: or
 4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; or
 5. 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
 6. Any period of incapacity due to pregnancy or for prenatal care.

- F. 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.

- G. 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.
- H. 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.
- I. 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.
- J. Upon return from family or medical leave, an employee shall be returned to his/her original job or to an equivalent job.

V. Notice Requirements

A. 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.

B. 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.

VI. Applicable Time Off

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

A. Childbirth (Mother)

1. 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.
2. 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.
3. Accrued 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
4. 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.
5. Unpaid leave.

6. 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.

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

1. 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.
2. 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.
3. Accrued 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
4. 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.
5. Unpaid leave.
6. 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.

C. Personal Medical Leave

1. 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.

2. 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.
3. Accrued vacation time.
4. Unpaid leave.
5. 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.)

VII. 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.

VIII. 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 5.6 FAMILY ILLNESS

Management's present practices with regard to 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 adoption of a child, an employee will be a permitted to use

fifteen (15) days (120 hours) of family illness sick leave. 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) grandchildren, 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 Office, Personnel Department, which identifies that individual as the employee's domestic partner.

ARTICLE 5.7 HEALTH AND DENTAL BENEFITS

During the term of this MOU, the City will provide benefits in accordance with 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 herein 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 Permanente 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 the beginning of the pay period in which the Kaiser Permanente yearly premium rate change is implemented.

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

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

Half-Time Employees

Management agrees to contribute for each half-time employee, as defined by Section 4.110 of the LAAC, who became 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 his/her Flex Program medical plan. Half-time employees who, prior to July 24, 1989, were receiving the same subsidy as full-time employees shall continue to receive that subsidy and shall be eligible to receive any increases applied to that subsidy as provided in this Article.

During the term of this MOU, Management's monthly health care subsidy for half-time employees shall increase by the increase in the Kaiser Permanente single party 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.

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 a temporary reduced schedule under the provisions of Article 5.5 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 the June 29, 1989, becomes an intermittent employee shall not be eligible for such subsidy, notwithstanding his/her status as a member of LACERS.

Section II – Dental Plans

The dental 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.

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 the employee-only coverage under the City-sponsored Dental Plan Program. Coverage for dependents of eligible employees may be obtained under the 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 Article 6.1 of this MOU, who becomes a member of LACERS and for each employee who transfers from full-time to half-time status following June 29, 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 June 29, 1989, were receiving the full employee-only subsidy, shall continue to receive the full employee-only subsidy.

Any employee who was receiving a full employee-only dental subsidy as of June 29, 1989, in accordance with this Article, who transfers to half-time status following that date, shall continue to be eligible for the full subsidy. This provision shall apply providing that such employee does not have a break in service subsequent to June 29, 1989. Any half-time employee with a break in service after June 29, 1989, shall be subject to the partial subsidy provisions in this Article.

Further, any half-time employee receiving either a full or partial subsidy in accordance with this Article who, subsequent to June 29, 1989, becomes an intermittent employee shall not be eligible for such subsidy, notwithstanding his/her status as a member of LACERS.

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

Section III – Definition of Dependent

The definition of dependent 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 Office, 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 a City-sponsored plan unless another open enrollment period is subsequently declared by the Personnel Department.

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 5.5 of this MOU, Management shall continue the City's medical 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, 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 5.8 HOLIDAYS AND HOLIDAY PAY

A. The following days shall be treated as holidays:

1. New Year's Day (January 1)
2. Martin Luther King, Jr.'s Birthday (the third Monday in January)
3. President's Day (the third Monday in February)
4. Cesar E. Chavez Birthday (the last Monday in March)
5. Memorial Day (the last Monday 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. Veterans 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 with Council concurrence by resolution.
 14. One (1) unspecified holiday; 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 workweek, eight (8) hours of paid leave shall be credited for the purpose of computing overtime pay for work performed after forty (40) hours.
- F. Whenever a holiday listed under 13 or 14 above occurs during an employee's regularly scheduled workweek, the appropriate number of hours of paid leave shall be credited for the purpose of computing overtime pay for work performed after (40) hours.
- G. Whenever an employee's 9/80 or modified day off falls on a holiday, the employee shall take an alternate 9/80 day off within the same workweek and calendar week as the holiday.
- H. Holiday Premium Pay – Any employee in this unit who works on any holiday listed above will receive eight (8) hours (or portion thereof as specified above in 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 his/her assigned shift immediately before and his/her 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. Employees shall not receive both overtime and holiday premium pay for the same hours.
- I. Employees working in excess of: eight (8) hours on any holiday listed from 1 through 12 above, or hours worked 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.

- J. 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 I above). If such holiday falls on an employee's scheduled day off, an alternative day off in lieu shall be scheduled within the same calendar week as the holiday.
- K. The additional compensation for work performed on a holiday as provided herein shall not apply to employees whose regular rate of pay is bonused to include pay for holidays worked.
- L. 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.
- M. 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 reasonably satisfactory date within the calendar year.
 - 2. Any break in service (i.e., resignation, discharge, retirement) 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 an unspecified holiday until he/she has completed six months of satisfactory service and has completed 500 hours of compensated time.
 - 5. No employee shall receive more than two (2) unspecified holidays each 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 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.

- N. 1. a. A half-time employee, as defined by Article 6.1(A)(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 N.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 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 in intermittent status.
- 2. Intermittent employees, as defined by Article 6.1(B)(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 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.

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 5.10 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 5.6 (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 5.11 UNION-SPONSORED OPTICAL PROGRAM

In accordance with such controls as the Controller and the Personnel Department have established, the City will forward to the Union biweekly for each employee in the Unit on paid status who is a member of the LACERS, four dollars (\$4.00) for coverage in the Union's optical program. Effective the start of the pay period following Council approval of this MOU, the City's contribution will be \$4.25.

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 5.12 VACATIONS

Management's present practices with regard to vacations will be continued during the term of this Memorandum of Understanding. Such practices shall be in accordance with Sections 4.244-4.256 of the Los Angeles Administrative Code, except as provided herein.

Each employee in this Unit who has completed his/her 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

At the completion of the fifth year of City service, employees receive 48 additional hours of vacation as a lump sum. At the completion of each year from the thirteenth through nineteenth year, and at the completion of the twenty-fifth year of City service, employees receive eight additional hours of vacation as a lump sum.

Maximum Accrual of Vacation Time

In accordance with Section 4.254 of the LAAC, an employee may accumulate vacation hours of a maximum of two (2) annual vacation periods. 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. Such accrued vacation shall either be used by the employee or be paid in cash to the employee upon separation from City service by reason of resignation, discharge, retirement or death. In accordance with Section 4.248 of the LAAC, cash payment shall be at the salary rate current at the date of the separation.

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

Vacation Accrual during Active Military Service

Employees called into active military service (other than temporary military leave) following their qualifying year of service for vacation shall 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 and receive cash payment of vacation hours accrued as of the date of the commencement of their military leave. Such request may be for all accrued

time or a portion of the accrued time. The request shall be made prior to the employee's first day of their leave of absence and shall be accompanied by orders or other evidence of entry into the armed forces of the United States.

ARTICLE 5.13 VACATION SCHEDULE

Vacations will be scheduled as far in advance as possible. Consideration shall be given to the efficient operation of the Department, the desires of the employees, and seniority in grade of the employees represented herein. The availability or unavailability of buyback hours shall not interfere with the scheduling of vacations within Department operating guidelines.

SECTION 6.0 PART-TIME EMPLOYMENT

ARTICLE 6.1 PART-TIME EMPLOYMENT

Notwithstanding any contrary 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 Ordinance 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 service 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.

Note: Only civil service half-time employees are eligible to work more than a half-time schedule in any calendar year.

2. Intermittent: Intermittent employees are employees assigned to a regular or as-needed work schedule of less than half of the available working time (less than 1,040 hours) in any service year. Compensation as established in the 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 the 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 as described in paragraph 4, below.
- C. Benefits of half-time employees are normally calculated on the basis of the number of hours an employee is regularly assigned to work. Civil service half-time employees may be assigned to work and be compensated for hours in excess of those regularly assigned. Such hours are referred to as extra-time hours. Half-time employees shall receive prorated benefits for extra-time hours under the following conditions:
1. Prorated extra-time benefits are additional sick and vacation leave for regular civil service half-time employees who are compensated in excess of their regularly assigned 1,040 hours during the year but less than full-time. The year is defined as the Controller's 12-month W-2 calendar year.
 2. Extra-time benefits shall only be calculated for employees who remain in half-time status for the entire year. Employees who change between half-time and full-time during the W-2 year shall not be eligible for extra-time benefits.
 3. Employees shall not receive more than 96 hours of 100% sick leave or 40 hours of 75% sick leave in any W-2 calendar year, regardless of status or number of hours worked.
 4. In accordance with LAAC Section 4.254, employees are permitted to accrue vacation not to exceed two (2) annual vacation periods. 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. No vacation leave in excess of the maximum amount shall be accrued. Employees will be notified of their extra-time vacation award two pay periods prior to the actual accrual.

Employees who are awarded additional vacation time benefits as a result of extra-time worked will be responsible for the monitoring of their time. No extra-time vacation hours shall be permitted in excess of the employee's maximum vacation accrual.
 5. All prorated sick and vacation leave benefits will be determined by reports prepared by the Controller's Office following the end of the Controller's W-2 calendar year. The implementation of all benefits will be subject to the receipt of the required reports from the Controller's Office to determine the appropriate benefits for all affected employees.

6. Prorated extra-time vacation and sick leave benefits will not be awarded until the Controller has provided sufficient documentation for the departments to verify extra-time vacation and sick leave benefits.
- D.
1. Intermittent employees shall be eligible to accrue compensated personal time off (CPTO) at the rate of 2.75 minutes for every hour compensated. Employees must complete a period of six consecutive months of City service and must have been compensated for at least 500 hours before qualifying to use the CPTO. This benefit may be used in no less than one-hour increments for the following purposes:
 - a. Personal business, subject to approval of the supervisor.
 - b. Holidays, upon request of the employee. The holiday must fall on the employees' regularly assigned schedule, and the employees must not be required to work on that holiday. If the qualifying employees choose to use CPTO for the holiday, the employees may be allowed, subject to approval of the supervisor, to adjust their work schedules and make up the time in full not later than the next succeeding payroll period.

Compensated personal time off may be accumulated for up to a maximum of 48 hours. Any time accumulated in excess of the maximum amount shall be deemed waived and lost.

There shall be no payment of any form for unused CPTO upon separation from City service for any reason.

Employees who hold more than one intermittent position concurrently shall be eligible to accrue CPTO in only one position.

Employees who are paid per diem or by the session shall not be eligible to accrue CPTO.

2. Notwithstanding paragraph 2. Above, an employee hired on an intermittent basis who, following two consecutive years of City Service, has been compensated for 1000 or more hours during each of the two years shall be considered a half-time employee and become entitled to qualify for prorated benefits provided to half-time employees. Effective July 26, 2015, an employee hired on an intermittent basis, who, following 1,000 or more 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, such employees shall be allowed to carry into the 100% sick leave bank up to a maximum of 48 hours of unused CPTO, 100% sick leave, or any combination of unused time. Any unused CPTO, 100% sick leave, or any combination of unused

time in excess of 48 hours shall be deemed waived and lost. Employees shall immediately begin accruing vacation, and sick leave and become eligible to use vacation, sick leave and 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.

3. Half-time employees, who immediately prior to such appointment were on intermittent status, and who completed six consecutive months of City service and were compensated for at least 500 hours, shall be allowed to carry over into the 100% sick leave bank up to a maximum of 48 hours of unused accumulated CPTO, 100% sick leave, or any combination of unused time. Any unused CPTO, 100% sick leave, or any combination of unused time in excess of 48 hours shall be deemed waived and lost. Such employees shall immediately begin accruing vacation and sick leave, and become eligible to use sick leave and holiday benefits at the appropriate prorated rate. Employees shall not be eligible to use vacation benefits until one year from their anniversary date. Their anniversary date shall be based upon the date they were 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.
- E. 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 leaves or holidays in order to maintain half-time status. Such accommodation shall be subject to budgetary and workload considerations.
 - F. 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.
 - G. Effective November 15, 2015, the following appeal procedure applies for Intermittent Part-time/Civil Service-Exempt Half Time Employees:
 1. 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:

- a. A written description of the action(s) to be taken and the expected effective date(s).
 - b. A written statement of the specific grounds upon which the disciplinary action is based.
 - c. A copy of the materials upon which the action is based.
 - d. A written statement informing the employee of his/her right to appeal the disciplinary decision within five business days to an advisory hearing.
2. 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 e-mail to the Union copies of all job/examination bulletins. Tentative examination bulletins approved by the Head of the Selection Division of the Personnel Department will be e-mailed to the Union and human resources offices seven (7) calendar days in advance of the public posting of the final bulletin for the examination.

Management will notify employees of any educational or scholarship opportunities that are brought to the attention of the Department. Notification will be made through normal departmental methods, including the Weekly Bulletin.

ARTICLE 7.2 JOINT LABOR MANAGEMENT COMMITTEE FOR UNIT ISSUES

Within 60 calendar days of approval of this agreement by the City Council, the Department of Recreation and Parks and AFSCME Local 901 agree to form a joint labor management committee to meet regularly throughout the term of the agreement to discuss and resolve issues specific to this Unit, including, but not limited to: department technology issues, child care, recruitment and retention and anti-gang initiatives.

ARTICLE 7.3 OUT-OF-CLASS ASSIGNMENT

It is the intent of Management to avoid working an employee in an out-of-class assignment. An out-of-class assignment is defined as any assignment requiring substantial and continuing work which is not normally included within the scope of the duties and responsibilities of the class as defined by the specifications for the class to which the assigned employee's position is allocated.

ARTICLE 7.4 PERFORMANCE EVALUATIONS

Ratings shall be completed by the person who is immediately responsible for the work of the employee, who either daily oversees, reviews and checks the work of that employee or who is most closely acquainted with the employee's daily performance during the period of time for which the rating is made. If an employee has been supervised by more than one supervisor, the evaluation shall be completed by the current supervisor after consultation with the previous supervisor.

ARTICLE 7.5 PERSONNEL FOLDERS

- A. An employee shall be entitled to review the contents of the employee's departmental personnel folder at reasonable intervals, upon request, during hours when the Personnel Office is normally open for business. This review shall not be scheduled at a time when it will interfere with the business of the Department.
- B. No disciplinary document shall be placed in an employee's departmental personnel folder unless the employee has been made aware that the item will be placed in the folder and the employee given or offered a copy of the document.
- C. Upon employee request, the Department Personnel Director may authorize the sealing of adverse documents in the employee's folder after four (4) years.
- D. Employee evaluations shall not be considered adverse documents for the purpose of this Article.
- E. Any employee requested to submit transcripts to the Department due to the nature of the employee's assignment shall submit the transcript directly to the

Department Personnel Office. The Personnel Office shall disseminate transcripts as needed in a confidential manner.

ARTICLE 7.6 REASSIGNMENT WITHIN THE DEPARTMENT

An employee, who is scheduled to be reassigned, will be given at least ten (10) working days' notice of the reassignment. Such notice will not be given while an employee is on vacation.

If the employee does not agree with the reassignment, he/she shall notify his/her supervisor in writing within three (3) working days from his/her receipt of the reassignment notice of his/her disagreement and the reason for such disagreement.

Management will consider the employee's position before finalizing the reassignment. The employee will be notified in writing of management's decision within two working days before the assignment is effective. The written notification from management will include reasons why the employee was reassigned against his/her desires. If, upon being reassigned, an employee remains dissatisfied with his reassignment, he/she may file a grievance in accordance with Article 3.1 of this MOU.

ARTICLE 7.7 REIMBURSEMENT FOR LOST OR DAMAGED PROPERTY

Employee reimbursement for lost or damaged property shall be in accordance with Sections 4.106.1-4.106.15 of the LAAC. Pursuant to the LAAC, if property or prostheses of a City employee, normally carried or worn by the employee in the course of the employee's duties, including eyeglasses, hearing aids, dentures, watches, and articles of clothing, are lost, stolen, damaged or destroyed in the performance of the employee's duties, the City will reimburse the employee for the loss incurred, subject to the conditions and limitations set forth in the LAAC sections noted above. No reimbursement will be given for property or prosthesis damaged or destroyed due to the fault of the employee or due to normal deterioration caused by the passage of time. Vehicles and jewelry, other than watches, are excluded from reimbursement.

ARTICLE 7.8 REQUEST FOR REASSIGNMENT

The reassignment opportunity notification for the Department of Recreation of Parks will be posted on the Department's intranet and external website. The notification shall list the class title, pay grade, work location, and the name and telephone number of a contact person. As new reassignment opportunities become available, the Department will notify the Union by email that there has been a new posting on the website.

Following the date of posting, employees will have a period of five (5) business days to request reassignment to the position(s) listed. Interviews will be scheduled for those eligible employees who submit a request for reassignment within the allotted time period. Those employees who have previously submitted a request for reassignment to the Human Resources Division shall be automatically included in the list of eligible employees

and notified of the vacant position, if the employee's request is within the allotted one (1) year time period and for the location that the employee submitted a request for reassignment.

The Department will make every effort to complete the selection process within 30 calendar days after the closing of the posting.

Whenever an employee is non-selected for a reassignment, Management will, upon the request of the employee, disclose the reasons for the non-selection, including the employee's performance on the selection interview.

The Department will make a concerted effort to have supervisors included on the interview panel for vacancies associated with the supervisors' respective work units.

It is management's intent to provide meaningful reassignment opportunities to employees through the provisions of this Article. However, this Article is not intended to prohibit management from reassigning personnel as necessary to meet Department needs in maintaining an appropriate level of service to the community or in emergencies.

ARTICLE 7.9 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 shall it exceed fifteen (15) minutes without the 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 7.10 SAFETY

Section I - Clothing and Devices

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 - Threat to Personal Safety

If an immediate threat to personal health or safety exists at a recreation facility, the staff member in charge shall use whatever reasonable means available to secure the immediate safety of the staff and patrons at the facility. The employee shall then contact his/her District Supervisor to seek assistance and further instructions.

If such a condition or emergency occurs during working hours when the District Office is closed, the employee shall contact the Park Ranger.

Section III - Hazardous Conditions

Management will make every reasonable effort to provide safe working conditions. The Union will encourage all members in the Unit to perform their work in a safe manner. Each employee shall be alert to unsafe practices, equipment and conditions, and shall report any hazardous condition promptly to his/her immediate supervisor. Said Supervisor shall:

- 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 IV – Cal/OSHA

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

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

Section V – Safety Committee

In an effort to ensure that safety-related problem solving approaches are inclusive and effective, the parties have mutually agreed that, in addition to the existing composition, a union designated representative from AFSCME Local 901 shall serve on the Recreation and Parks Department Safety Committee. Such designee will be afforded release time to attend all scheduled meetings of the Safety Committee.

ARTICLE 7.11 SCHEDULE CHANGES FOR PERSONAL BUSINESS

Management may allow an employee to modify his/her work schedule in any one workweek for personal business except for changes on the 9/80 day off or the split day.

Subject to the approval of Management, such time off shall either be made up in full in the same workweek or charged against the employee's accrued and unused vacation or overtime bank on an hourly basis.

ARTICLE 7.12 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 this 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 the purposes of this Article, take-home pay is defined as an employee's bi-weekly gross salary rate less the mandatory deductions for Federal and State income tax withholding, and employee retirement contributions.

ARTICLE 7.13 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 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.

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.

ARTICLE 7.14 WORK SCHEDULES

Pursuant to the Fair Labor Standards Act (FLSA), employees shall have a fixed workweek that consists of a regular recurring period of 168 consecutive hours (seven 24-hour periods) which can begin and end on any day of the week and at any time of the day. The designated workweek for an employee may be changed only if the change is intended to be permanent and not designed to evade overtime requirements of the FLSA.

Management may assign employees to work a 5/40, 4/10, 9/80, or other work schedule. Employees may request modified work schedules, if such schedules are generally

available in the employee's department/work group. Management may refuse such requests, or require employees to revert to a 5/40 work schedule, provided the exercise of this 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 or advisory, in accordance with Article 3.1 (Grievance Procedure).

Employees on a 9/80 modified work schedule shall have designated a regular day off (also known as 9/80 day off) which shall remain fixed. Temporary changes to the designated 9/80 day off at the request of management or the employee is prohibited unless it is intended for the employee to work additional hours (overtime).

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 No. 11 on the day, month, and year first above written.

AFSCME LOCAL 901
RECREATIONAL UNIT
Authorized Representatives



Steve Koffroth, Field Director
AFSCME District Council 36

Date

8/2/19



Lylwyn Esangga, Business Representative
AFSCME District Council 36

Austin Dumas
Negotiating Team



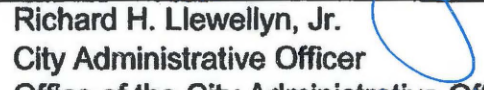
Cesar Valera
Negotiating Team

Deanna Tunstalle
Negotiating Team



Juan Guzman
Negotiating Team

CITY OF LOS ANGELES
Management Representative



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

Date

8/5/19

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



Office of the City Attorney

Date

8/5/19

MOU 11
Appendix A
Operative on July 1, 2018

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
6215-0	Astronomical Lecturer	2666	2	\$ 57,190	--	12	\$ 83,645
0847-0	Astronomical Observer	2810	2	\$ 60,280	--	12	\$ 88,155
2490-1	Child Care Associate I						\$21.34/HR
2490-2	Child Care Associate II	1769	5	\$ 42,302	--	12	\$ 55,499
2491-1	Child Care Center Director I	2455	2	\$ 52,680	--	12	\$ 77,047
2491-2	Child Care Center Director II	2591	2	\$ 55,582	--	12	\$ 81,223
2392-1	El Pueblo Curator I	2538	2	\$ 54,455	--	12	\$ 79,636
2392-2	El Pueblo Curator II	3057	2	\$ 65,584	--	12	\$ 95,901
2453-0	Golf Starter	1911	2	\$ 41,008	--	12	\$ 59,967
2469-0	Recreation Coordinator	2205	2	\$ 47,314	--	12	\$ 69,175
2434-0	Recreation Facility Director	2455	2	\$ 52,680	--	12	\$ 77,047
2467-0	Recreation Services Representative	1872	2	\$ 40,152	--	12	\$ 58,714
2446-1	Senior Recreation Director I	2591	2	\$ 55,582	--	12	\$ 81,223
2446-2	Senior Recreation Director II	2740	2	\$ 58,777	--	12	\$ 85,942
2445-0	Therapeutic Recreation Specialist	2740	2	\$ 58,777	--	12	\$ 85,942
4297-0	Zoo Curator	3166	6	\$ 79,928	--	12	\$ 99,305
4276-0	Zoo Curator of Birds	3166	6	\$ 79,928	--	12	\$ 99,305
4300-1	Zoo Curator of Education I	2431	2	\$ 52,158	--	12	\$ 76,274
4300-2	Zoo Curator of Education II	2686	2	\$ 57,628	--	12	\$ 84,229
4300-3	Zoo Curator of Education III	3166	2	\$ 67,922	--	12	\$ 99,305
4300-4	Zoo Curator of Education IV	3853	2	\$ 82,663	--	12	\$ 120,874
4277-0	Zoo Curator of Reptiles	3166	6	\$ 79,928	--	12	\$ 99,305
4290-0	Zoo Registrar	2595	2	\$ 55,666	--	12	\$ 81,390

MOU 11
Appendix B
Operative on October 28, 2018

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
6215-0	Astronomical Lecturer	2744	2	\$ 58,860	--	12	\$ 86,088
0847-0	Astronomical Observer	2893	2	\$ 62,076	--	12	\$ 90,723
2490-1	Child Care Associate I						\$21.96/HR
2490-2	Child Care Associate II	1821	5	\$ 43,555	--	12	\$ 57,106
2491-1	Child Care Center Director I	2527	2	\$ 54,204	--	12	\$ 79,281
2491-2	Child Care Center Director II	2664	2	\$ 57,148	--	12	\$ 83,603
2392-1	El Pueblo Curator I	2613	2	\$ 56,062	--	12	\$ 81,954
2392-2	El Pueblo Curator II	3147	2	\$ 67,525	--	12	\$ 98,699
2453-0	Golf Starter	1967	2	\$ 42,198	--	12	\$ 61,700
2469-0	Recreation Coordinator	2269	2	\$ 48,671	--	12	\$ 71,179
2434-0	Recreation Facility Director	2527	2	\$ 54,204	--	12	\$ 79,281
2467-0	Recreation Services Representative	1928	2	\$ 41,363	--	12	\$ 60,426
2446-1	Senior Recreation Director I	2664	2	\$ 57,148	--	12	\$ 83,603
2446-2	Senior Recreation Director II	2820	2	\$ 60,510	--	12	\$ 88,426
2445-0	Therapeutic Recreation Specialist	2820	2	\$ 60,510	--	12	\$ 88,426
4297-0	Zoo Curator	3257	6	\$ 82,225	--	12	\$ 102,186
4276-0	Zoo Curator of Birds	3257	6	\$ 82,225	--	12	\$ 102,186
4300-1	Zoo Curator of Education I	2502	2	\$ 53,682	--	12	\$ 78,487
4300-2	Zoo Curator of Education II	2764	2	\$ 59,299	--	12	\$ 86,672
4300-3	Zoo Curator of Education III	3257	2	\$ 69,885	--	12	\$ 102,186
4300-4	Zoo Curator of Education IV	3967	2	\$ 85,106	--	12	\$ 124,444
4277-0	Zoo Curator of Reptiles	3257	6	\$ 82,225	--	12	\$ 102,186
4290-0	Zoo Registrar	2671	2	\$ 57,294	--	12	\$ 83,749

MOU 11
Appendix C
Operative on July 7, 2019

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
6215-0	Astronomical Lecturer	2744	2	\$ 58,860	--	12	\$ 86,088
0847-0	Astronomical Observer	2893	2	\$ 62,076	--	12	\$ 90,723
2490-1	Child Care Associate I						\$21.96/HR
2490-2	Child Care Associate II	1821	5	\$ 43,555	--	12	\$ 57,106
2491-1	Child Care Center Director I	2527	2	\$ 54,204	--	12	\$ 79,281
2491-2	Child Care Center Director II	2664	2	\$ 57,148	--	12	\$ 83,603
2392-1	El Pueblo Curator I	2613	2	\$ 56,062	--	12	\$ 81,954
2392-2	El Pueblo Curator II	3147	2	\$ 67,525	--	12	\$ 98,699
2453-0	Golf Starter	1967	2	\$ 42,198	--	12	\$ 61,700
2469-0	Recreation Coordinator	2269	2	\$ 48,671	--	12	\$ 71,179
2434-0	Recreation Facility Director	2527	2	\$ 54,204	--	12	\$ 79,281
2467-0	Recreation Services Representative	1928	2	\$ 41,363	--	12	\$ 60,426
2446-0	Senior Recreation Director	2820	2	\$ 60,510	--	12	\$ 88,426
2445-0	Therapeutic Recreation Specialist	2820	2	\$ 60,510	--	12	\$ 88,426
4297-0	Zoo Curator	3257	6	\$ 82,225	--	12	\$ 102,186
4276-0	Zoo Curator of Birds	3257	6	\$ 82,225	--	12	\$ 102,186
4300-1	Zoo Curator of Education I	2502	2	\$ 53,682	--	12	\$ 78,487
4300-2	Zoo Curator of Education II	2764	2	\$ 59,299	--	12	\$ 86,672
4300-3	Zoo Curator of Education III	3257	2	\$ 69,885	--	12	\$ 102,186
4300-4	Zoo Curator of Education IV	3967	2	\$ 85,106	--	12	\$ 124,444
4277-0	Zoo Curator of Reptiles	3257	6	\$ 82,225	--	12	\$ 102,186
4290-0	Zoo Registrar	2671	2	\$ 57,294	--	12	\$ 83,749

MOU 11
Appendix D
Operative on January 19, 2020

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION					
			STARTING		MAXIMUM			
			STEP	SALARY	STEP	SALARY		
6215-0	Astronomical Lecturer	2821	2	\$ 60,531	--	12	\$ 88,447	
0847-0	Astronomical Observer	2972	2	\$ 63,767	--	12	\$ 93,208	
2490-1	Child Care Associate I						\$22.56/HR	
2490-2	Child Care Associate II	1871	5	\$ 44,724	--	12	\$ 58,672	
2491-1	Child Care Center Director I	2598	2	\$ 55,728	--	12	\$ 81,473	
2491-2	Child Care Center Director II	2739	2	\$ 58,756	--	12	\$ 85,900	
2392-1	El Pueblo Curator I	2685	2	\$ 57,607	--	12	\$ 84,209	
2392-2	El Pueblo Curator II	3234	2	\$ 69,384	--	12	\$ 101,414	
2453-0	Golf Starter	2020	2	\$ 43,346	--	12	\$ 63,391	
2469-0	Recreation Coordinator	2332	2	\$ 50,028	--	12	\$ 73,163	
2434-0	Recreation Facility Director	2598	2	\$ 55,728	--	12	\$ 81,473	
2467-0	Recreation Services Representative	1980	2	\$ 42,469	--	12	\$ 62,118	
2446-0	Senior Recreation Director	2897	2	\$ 62,159	--	12	\$ 90,911	
2445-0	Therapeutic Recreation Specialist	2897	2	\$ 62,159	--	12	\$ 90,911	
4297-0	Zoo Curator	3347	6	\$ 84,501	--	12	\$ 105,005	
4276-0	Zoo Curator of Birds	3347	6	\$ 84,501	--	12	\$ 105,005	
4300-1	Zoo Curator of Education I	2572	2	\$ 55,185	--	12	\$ 80,659	
4300-2	Zoo Curator of Education II	2840	2	\$ 60,927	--	12	\$ 89,053	
4300-3	Zoo Curator of Education III	3347	2	\$ 71,806	--	12	\$ 105,005	
4300-4	Zoo Curator of Education IV	4078	2	\$ 87,487	--	12	\$ 127,890	
4277-0	Zoo Curator of Reptiles	3347	6	\$ 84,501	--	12	\$ 105,005	
4290-0	Zoo Registrar	2744	2	\$ 58,860	--	12	\$ 86,088	

MOU 11
Appendix E
Operative on January 31, 2021

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION				
			STARTING		MAXIMUM		
			STEP	SALARY	STEP	SALARY	
6215-0	Astronomical Lecturer	2877	2	\$ 61,721	--	12	\$ 90,222
0847-0	Astronomical Observer	3031	2	\$ 65,020	--	12	\$ 95,066
2490-1	Child Care Associate I						\$23.01/HR
2490-2	Child Care Associate II	1908	5	\$ 45,601	--	12	\$ 59,842
2491-1	Child Care Center Director I	2648	2	\$ 56,814	--	12	\$ 83,102
2491-2	Child Care Center Director II	2794	2	\$ 59,946	--	12	\$ 87,633
2392-1	El Pueblo Curator I	2739	2	\$ 58,756	--	12	\$ 85,900
2392-2	El Pueblo Curator II	3298	2	\$ 70,762	--	12	\$ 103,439
2453-0	Golf Starter	2062	2	\$ 44,244	--	12	\$ 64,665
2469-0	Recreation Coordinator	2378	2	\$ 51,009	--	12	\$ 74,625
2434-0	Recreation Facility Director	2648	2	\$ 56,814	--	12	\$ 83,102
2467-0	Recreation Services Representative	2019	2	\$ 43,326	--	12	\$ 63,370
2446-0	Senior Recreation Director	2956	2	\$ 63,412	--	12	\$ 92,728
2445-0	Therapeutic Recreation Specialist	2956	2	\$ 63,412	--	12	\$ 92,728
4297-0	Zoo Curator	3415	6	\$ 86,192	--	12	\$ 107,114
4276-0	Zoo Curator of Birds	3415	6	\$ 86,192	--	12	\$ 107,114
4300-1	Zoo Curator of Education I	2623	2	\$ 56,271	--	12	\$ 82,267
4300-2	Zoo Curator of Education II	2896	2	\$ 62,138	--	12	\$ 90,828
4300-3	Zoo Curator of Education III	3415	2	\$ 73,267	--	12	\$ 107,114
4300-4	Zoo Curator of Education IV	4160	2	\$ 89,241	--	12	\$ 130,479
4277-0	Zoo Curator of Reptiles	3415	6	\$ 86,192	--	12	\$ 107,114
4290-0	Zoo Registrar	2798	2	\$ 60,030	--	12	\$ 87,800

MOU 11
Appendix F
Operative on June 20, 2021

CLASS CODE	TITLE	RANGE	ANNUAL COMPENSATION					
			STARTING		MAXIMUM			
			STEP	SALARY	STEP	SALARY		
6215-0	Astronomical Lecturer	2934	2	\$ 62,953	--	12	\$ 92,059	
0847-0	Astronomical Observer	3092	2	\$ 66,335	--	12	\$ 96,966	
2490-1	Child Care Associate I						\$23.47/HR	
2490-2	Child Care Associate II	1946	5	\$ 46,562	--	12	\$ 61,053	
2491-1	Child Care Center Director I	2702	2	\$ 57,962	--	12	\$ 84,772	
2491-2	Child Care Center Director II	2850	2	\$ 61,136	--	12	\$ 89,387	
2392-1	El Pueblo Curator I	2794	2	\$ 59,946	--	12	\$ 87,633	
2392-2	El Pueblo Curator II	3363	2	\$ 72,140	--	12	\$ 105,506	
2453-0	Golf Starter	2102	2	\$ 45,100	--	12	\$ 65,959	
2469-0	Recreation Coordinator	2427	2	\$ 52,074	--	12	\$ 76,107	
2434-0	Recreation Facility Director	2702	2	\$ 57,962	--	12	\$ 84,772	
2467-0	Recreation Services Representative	2061	2	\$ 44,223	--	12	\$ 64,644	
2446-0	Senior Recreation Director	3016	2	\$ 64,707	--	12	\$ 94,607	
2445-0	Therapeutic Recreation Specialist	3016	2	\$ 64,707	--	12	\$ 94,607	
4297-0	Zoo Curator	3484	6	\$ 87,967	--	12	\$ 109,285	
4276-0	Zoo Curator of Birds	3484	6	\$ 87,967	--	12	\$ 109,285	
4300-1	Zoo Curator of Education I	2676	2	\$ 57,420	--	12	\$ 83,958	
4300-2	Zoo Curator of Education II	2953	2	\$ 63,349	--	12	\$ 92,665	
4300-3	Zoo Curator of Education III	3484	2	\$ 74,750	--	12	\$ 109,285	
4300-4	Zoo Curator of Education IV	4242	2	\$ 91,015	--	12	\$ 133,089	
4277-0	Zoo Curator of Reptiles	3484	6	\$ 87,967	--	12	\$ 109,285	
4290-0	Zoo Registrar	2856	2	\$ 61,282	--	12	\$ 89,554	

APPENDIX G SALARY NOTES

The following salary note shall only apply to employees employed by the Department of Recreation and Parks:

1. Effective July 7, 2019, Pay Grades I and II of the Senior Recreation Director class shall be consolidated at the salary range prescribed for the Pay Grade II level. Class Codes 2446-1 and 2446-2 shall be replaced by Class Code 2446-0. All employees in Class Code 2446-0 will be on the same salary range and will not have a differentiation in the levels of duties. Upon implementation of the consolidation, the following actions are to be taken:
 - a. All employees employed at the Pay Grade I level of the Senior Recreation Director (Class Code 2446-1) class shall be moved to the new Senior Recreation Director (Class Code 2446-0) class. These employees shall retain the same salary step of the employee's former position; however, these employees will receive a new step anniversary date upon implementation of the new salary;
 - b. All employees employed at the Pay Grade II level of the Senior Recreation Director (Class Code 2446-2) class shall be moved to the new Senior Recreation Director (Class Code 2446-0) class. These employees shall retain the same salary step and the same step anniversary date of the employee's former position; and
 - c. Deactivation of the Senior Recreation Director (Class Codes 2446-1 and -2) pay grade levels as promptly as the Controller deems appropriate.

The following notes shall apply to employees in the Zoo Department only:

2. An employee in the classification of Zoo Curator (Class Code 4297) or Zoo Curator of Reptiles (Class Code 4277), who has met the qualifications and is designated by Management to be a member of the Los Angeles Zoo Emergency Firearms Team (EFT), shall receive additional compensation in the amount of \$75 per biweekly pay period as an EFT member or \$100 per biweekly pay period when designated as the EFT captain. This compensation is non-pensionable.
3. Effective July 7, 2019, any employee in the class of Zoo Curator (Class Code 4297), Zoo Curator of Birds (Class Code 4276), Zoo Curator of Education II, III, and IV (Class Code 4300-2, -3, and -4), Zoo Curator of Reptiles (Class Code 4277), or Zoo Registrar (Class Code 4290), when assigned to be Administrator of the 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 employee's

class for all hours worked as Administrator of the Day. This daily compensation is non-pensionable.

4. Effective July 1, 2018, create Zoo Curator of Education Pay Grade IV (Class Code 4300-4) class. Upon implementation of the new Pay Grade IV level for the Zoo Curator of Education (Class Code 4300-4) class, the following actions are to be taken:
 - a. All employees employed at the Pay Grade III level of the Zoo Curator of Education (Class Code 4300-3) class shall be moved to the new Zoo Curator of Education IV (Class Code 4300-4) class. These employees shall retain the same salary step and step anniversary date of the employee's former position;
 - b. All employees employed at the Pay Grade II level of the Zoo Curator of Education (Class Code 4300-2) class shall be moved to the new Zoo Curator of Education III (Class Code 4300-3) class. These employees shall retain the same salary step and step anniversary date of the employee's former position; and
 - c. All employees employed at the Pay Grade I level of the Zoo Curator of Education (Class Code 4300-1) class shall be moved to the new Zoo Curator of Education II (Class Code 4300-2).

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

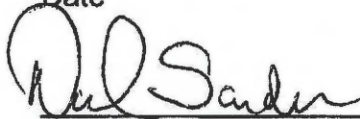
FOR THE COALITION:



Victor M. Gordo
LIUNA Local 777

6/21/2019

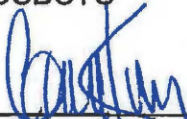
Date



David Sanders
SEIU Local 721



Chris Hannan, Council Representative
LA/OCBCTC



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

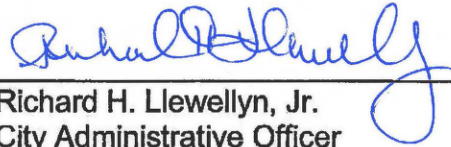


Steve Koffroth
AFSCME District Council 36



Carlos Rubio
Teamsters Local 911

FOR THE CITY:

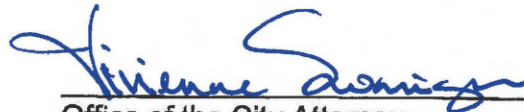


Richard H. Llewellyn, Jr.
City Administrative Officer

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

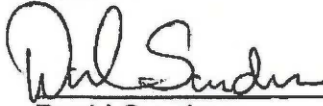
UNION ACCESS TO NEW EMPLOYEE ORIENTATIONS

FOR THE COALITION:

 FOR

Victor M. Gordo
LIUNA Local 777

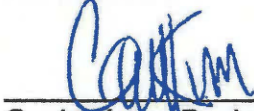
2/21/2019
Date



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