

ORDINANCE NO. _____

An ordinance amending Section 4.92 of the Los Angeles Administrative Code, pertaining to Salary Step Advancement, to add language specific to the 12-step salary range structure established for non-represented classifications.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. A new second paragraph is added to Subdivision (1) of Subsection (f) of Section 4.92 of the Los Angeles Administrative Code to read as follows:

Beginning July 7, 2019, the initial salary step advancement for a half-time employee (half-time or more but less than full-time) in a Civil Service position compensated on a 12-step salary range, who is hired or placed on Step 2 or 3 shall be on the first day of the payroll period within which completion of nine (9) months of service occurs, provided that the employee will have been compensated for at least 750 hours during the same nine-month period, unless provided otherwise in a Memorandum of Understanding. Step advancement from Steps 4 through 12 shall be in the payroll period following the completion of one additional year of service within which the employee was compensated for 1,000 hours.

Sec. 2. New Subsections (l), (m), (n), (o), (p), and (q) are added to Section 4.92 of the Los Angeles Administrative Code to read as follows:

(l) Beginning July 7, 2019, Steps 2 and 3, and Steps 3 and 4, of the 12-step salary range structure are separated by one premium level (2.75%); Steps 4 through 8 are separated by two premium levels (5.5%) between consecutive steps; and Steps 8 through 12 are separated by one premium level (2.75%) between consecutive steps.

(m) Beginning July 7, 2019, upon conversion from the 15-step salary range, non-represented employees placed on Step 2 or 3 of the new 12-step salary structure who had a previous step anniversary date occurring more than nine (9) months after July 7, 2019, shall have their step anniversary date changed to April 7, 2020. Advancement from Step 2 to 3, and from Step 3 to 4, shall occur upon completion of nine (9) months; advancement from Steps 4 through 12 shall occur upon completion of twelve (12) months at each step, with the step anniversary date being twelve (12) months from the date of being placed on Steps 4 through 12.

(n) Beginning July 7, 2019, upon conversion from the 15-step salary range, non-represented employees placed on Step 2 or 3 of the new 12-step salary structure who had a previous step anniversary date occurring nine (9) months or less after July 7, 2019, shall retain their original step anniversary date. Thereafter, advancement from Steps 4 through 12 shall occur upon completion of twelve (12) months at each step,

with the step anniversary date being twelve (12) months from the date of being placed on Steps 4 through 12.

(o) Beginning July 7, 2019, upon conversion from the 15-step salary range, non-represented employees placed on Steps 4 through 12 of the new 12-step salary structure shall retain their original step anniversary date, with subsequent advancement from Steps 4 through 12 occurring upon completion of twelve (12) months at each step.

(p) Beginning July 7, 2019, non-represented employees shall be hired at Step 2 (or the appropriate higher step in accordance with Section 4.90 of this Code) of the 12-step salary range prescribed for their classification. Employees shall remain on Steps 2 and 3 for nine (9) months at each step. The step anniversary date for Steps 2 and 3 shall be nine (9) months from the date of being placed on Steps 2 or 3 as a result of initial appointment, transfer, or promotion. Advancement from Steps 4 through 12 shall occur upon completion of twelve (12) months at each step, with the step anniversary date being twelve (12) months from the date of being placed on Steps 4 through 12, including step placement as a result of initial appointment, transfer, or promotion.


(q) Beginning July 7, 2019, uncompensated absences of 96 hours or less during the 1,560-hour, nine-month qualifying period on Steps 2 and 3 of the 12-step salary range shall not extend the step advancement date. The step advancement date from Steps 2 to 3, and from Steps 3 to 4, shall be extended one hour for each hour of aggregated uncompensated absence in excess of 96 hours. For Steps 4 through 12 of the 12-step salary range, uncompensated absences of 128 hours or less during a 2,080-hour, 12-month qualifying period shall not extend the step advancement date. The step advancement date for Steps 4 through 12 shall be extended one hour for each hour of aggregated uncompensated absence in excess of 128 hours in the 12-month qualifying period. 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 of Chapter 2 of Division 4 of this Code shall not have their step advancement date changed due to their workers' compensation status.

Sec. 3. This ordinance shall be effective upon publication pursuant to Charter Section 252(g).

Sec. 4. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE SWANIGAN
Assistant City Attorney

Date 12/18/19

File No. _____

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The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

Ordinance Passed _____

Approved _____