



employee relations **BULLETIN**

January 31, 2020

**To: Heads of All Departments (excluding DWP)
Departmental Personnel Directors**

Subject: MANDATORY CITYFONE SELF UPDATES

Consistent with California Assembly Bill 119 (AB 119), the City of Los Angeles is required to disclose certain public employee information to exclusive representatives (Unions) for representation purposes. Much of this information is maintained in our PaySR payroll system and made available to the unions according to the intervals agreed upon in the respective labor contracts. Some of the information, however, is not maintained in PaySR. As a result, we are asking City employees to assist in this effort by manually updating the information in CityFone on a regular basis. In doing so, the remaining required information will be contained in one location and can be transferred to unions as required by law.

Effective immediately, all represented employees are asked to access insidela.org, select "CITYFONE", and click on "update MY PROFILE" to update their employee contact information. This update should be completed as soon as possible with periodic updates to follow if changes occur. Employees who do not have City computer access, are asked to contact their Human Resources office or departmental personnel liaison to assist with updating this information.

Any questions or concerns regarding the disclosure of employee contact information should be directed to the Employee Relations Division of the Office of the City Administrative Officer at cao.erd@lacity.com.

c: Recognized Employee Organizations