



employee relations **BULLETIN**

October 14, 2020

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

**Subject: FREQUENTLY ASKED QUESTIONS REGARDING IMPLEMENTATION OF
FISCAL YEAR 2020/21 COST SAVINGS LETTERS OF AGREEMENT**

On October 13, 2020, the Los Angeles City Council adopted Fiscal Year (FY) 2020/21 Cost Savings Letters of Agreement (LOA) entered into between the City and 11 of the City's labor partners. These LOAs provide for two (2) unpaid days, an additional one-time paid floating holiday in FY 2020/21, and the deferral of the January 2021 excess sick leave payment to January 2022 for eligible employees (Council File #20-0600-S56). The following information was prepared by the City Administrative Officer (CAO) to address frequently asked questions regarding the implementation of these LOAs. Additional bulletins may be issued as necessary.

UNPAID DAYS

1. Who is subject to the unpaid days in the adopted LOAs referenced in CF# 20-0600-S56?

In accordance with the LOAs, all full-time and part-time bargaining unit members of the labor organizations that entered into the Cost Savings LOAs are subject to the terms of the agreement which includes two (2) 8-hour unpaid days on November 3, 2020, and April 2, 2021. The only exception is Hiring Hall employees.

2. How are staffing plans determined for the unpaid days?

General Managers will determine which departmental services must continue on the unpaid days. It is anticipated that the City's deployment will mirror that of a regular City holiday (i.e. Veteran's Day) and the vast majority of employees will be off from work.

3. Are employees who are participating in the City Separation Incentive Program (SIP) subject to these unpaid days?

Yes. If an employee who is participating in the City's SIP has not retired prior to the scheduled unpaid day(s), they will be subject to the unpaid day(s).

4. When must the two (2) unpaid 8-hour days be taken?

The two (2) unpaid 8-hour days must be taken on the following days: Tuesday, November 3, 2020, and Friday, April 2, 2021.

5. If I have to work on one or both of the two identified unpaid days, will I have to make up the unpaid days later?

No. The unpaid days are specific and will only be observed on the dates specified.

6. What payroll variation code will be used for recording each 8-hour unpaid day?

Hourly and salaried employees will use payroll code "UH" to record the 8-hour unpaid time for each day.

7. Will I still get paid if I work on the unpaid day?

Yes. Although most employees will be expected to take the eight (8) unpaid hours off on each of the scheduled unpaid days, some may have to work in critical operations.

8. Can employees use vacation time, compensated time, or sick leave in-lieu of the unpaid days?

No. Affected employees may not substitute vacation time, sick leave, or any compensated time for either of the unpaid days.

9. If an employee is on a modified work schedule (i.e., 4/10 or 9/80), will the affected employee be able to use vacation time or compensated time to supplement the additional hour(s) missed on the unpaid days?

Yes. Much like an 8-hour holiday, employees on a modified work schedule will be allowed to use compensated time to make up for the hours over the required 8 unpaid hours.

10. If an employee is on a reduced work schedule (i.e., 72-hour), will the affected employee still have to take off on the unpaid days?

Yes.

11. Will these unpaid days affect an employee's sick and/or vacation accruals?

No. Sick and vacation accruals will not be affected. An employee will continue to accrue sick and vacation at the employee's normal accrual rate.

12. Will these unpaid days affect an employee's other benefits?

Health and dental insurance eligibility and premiums will not be affected **as long as employees maintain at least 40 hours (at least 20 hours for half-time employees)**

compensated time per pay period. If applicable, the flat dollar amount that employees pay will continue to be deducted from employees' paychecks and the coverage employees receive when they file a claim will not change because of these unpaid days.

Benefit contributions that are calculated on a percentage of earnings will be slightly reduced in the pay periods where the pay is reduced due to the unpaid hours being taken. However, the benefit employees receive will not be changed because it is reported on biweekly salary – not actual earnings.

13. Will these unpaid days affect employee contributions to the LACERS?

No. An employee's contribution to LACERS is based on a percentage of the employee's full biweekly rate.

14. Will these unpaid days affect an employee's contribution to supplemental retirement saving plans?

No. An employee's contribution to voluntary (or supplemental) retirement savings plans are post-tax contributions at a fixed-dollar amount chosen by the employee and will not be affected by the unpaid days.

15. Will these unpaid days affect employees on military leave, injury-on-duty (IOD), or Family and Medical Leave (FML) status?

Yes. Employees on military leave, IOD, or FML status are subject to these unpaid days.

FLOATING HOLIDAY

16. When will the one-time additional paid 8-hour floating holiday be effective?

The one-time additional 8-hour floating holiday is effective during FY 2020-21 beginning October 25, 2020, through June 30, 2021.

17. Will the one-time additional 8-hour floating holiday be available through the end of the 2021 calendar year?

No. The one-time additional 8-hour floating holiday must be taken no later than June 30, 2021, or it will be lost and waived.

18. What payroll variation codes will be used for recording the one-time additional 8-hour floating holiday?

Hourly and salaried employees will use payroll code "UF" to record the one-time additional 8-hour floating holiday.

DEFERRED EXCESS SICK LEAVE PAYMENT

- 19. Will employees who retire or separate from the City in 2021 (prior to January 2022 payment) still be entitled to the deferred excess sick leave payment?**

Yes.

- 20. Will the deferral of the employee's January 2021 excess sick payment affect the employee's January 2022 excess sick payment?**

No.

RHL:DB:0721038