



employee relations **BULLETIN**

November 14, 2007

**To: Heads of All Departments
Departmental Personnel Directors**

Subject: REQUESTS FOR ACCESS TO CITY WORKSITES

Access to work sites is limited to authorized City of Los Angeles employees, authorized guests, vendors and recognized employee organizations. Everyone accessing City property is required to comply with security requirements as requested by security personnel or indicated on posted signage.

Most Memoranda of Understanding for City bargaining units address the issue of work access by Union personnel. Some MOU's contain slightly different wording, but generally work access for representatives of bargaining units is for the purpose of assisting with the adjudication of a grievance, at the request of represented employees, and for investigating matters arising out of the application of the Memorandum of Understanding.

Requests for work access may be directed to any Department work location and received by various personnel. Therefore it is important that managers and supervisors are aware of who is authorized to grant access to union representatives, who is authorized to be on City premises, the content of MOU work access provisions and adhere to the language in the MOU. As an example, for work access to be granted for the purpose of investigating a matter arising out of the application of the MOU, there must be an actual issue to investigate. General observation of the work environment is not consistent with the intent of the Work Access article in applicable MOUs, nor in conformance with security requirements in effect at various City facilities.

If you have any questions regarding this matter or if you need advice in specific situations, please contact the Employee Relations Division at (213) 978-7676.

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