The 2015-2018 Memorandum of Understanding (MOU) between the City of Los Angeles and the Service Employees International Union, Local 721, for the Service and Crafts Representation Unit (MOU 14) contains the following technical errors that require correction:

**ARTICLE 4.2 - PERSONNEL FOLDERS**

The lettering in this article shall be corrected to change subsection D to subsection C. The new language should reflect the bold underlined information as shown below:

B. No evaluatory or disciplinary document shall be placed in an employee’s official departmental personnel file without providing said employee with a copy. The employee shall acknowledge that he/she has reviewed and received a copy of the document by signing it with the understanding that such signature does not necessarily indicate agreement with its contents.

C. A written reprimand or “Notice to Correct Deficiencies” will be sealed upon the written request of an affected employee if he/she has not been involved in any subsequent related incidents that resulted in written corrective counseling or other management action for a period of three (3) years from the date the most recent notice was issued or management action taken; however, it is mutually understood that a "Notice to Correct Deficiencies" is not considered a form of discipline by the Police Department and a copy is not placed in the departmental personnel folder; therefore, the Police Department will not seal a “Notice of Correct Deficiencies.”

**ARTICLE 6.6 - EMPLOYEE BENEFITS**

The first paragraph of Subsection B shall be corrected to reflect the increase from the previous 12 working days allotment and add parenthetical total hours to the new 15
days allotment. The new language should reflect the bold underlined information as shown below:

(1) Management's present practices of allowances for leave for family illness will be continued during the term of this MOU. Effective December 27, 2015, the aggregate number of working days allowed in any one calendar year with full pay shall **increase from twelve (12) days to not exceed fifteen (15) days (120 hours)**. Such practice of allowance for leave of illness in family shall be in accordance with LAAC Section 4.127. Upon the adoption of a child, an employee will be permitted to use fifteen (15) days **(120 hours)** of family illness sick leave.

**SALARY NOTE R**

Salary note R shall be corrected by removing the duplicate year and reflect the increase from the previous annual tool allowance amount. The list of classifications shall be corrected to add two classifications (Equipment Mechanic, Code 3711-H and Welder, Code 3796-H) that were inadvertently omitted. The new language should reflect the bold underlined information as shown below:

Employees in the following classes on active payroll status as of July 1, 2015, and each July 1 thereafter for the term of the MOU, shall be provided with an annual tool allowance **increased from $575.00 to nine hundred and fifty dollars ($950.00)** to be paid by separate check with the paycheck for the first payroll period ending in November of each calendar year of the MOU. (Non-pensionable)

<table>
<thead>
<tr>
<th>Code No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3711-H</td>
<td>Equipment Mechanic</td>
</tr>
<tr>
<td>3796-H</td>
<td>Welder</td>
</tr>
</tbody>
</table>

All other provisions of Salary Note R remain unchanged.

If you have any questions, please contact Jennifer Shar at (213) 473-7563 or Jennifer.Shar@lacity.org.

RJH:MHA:JDS:SO:0717089

c: Rosemary Go, Controller's Office
   Angela Brown, LAWA
   Carolina Murillo, Library
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