Date: April 17, 2017

To: Ron Galperin, Controller
Attn: Vijay Singhal, Principal Deputy Controller

From: Richard H. Llewellyn, Jr., Interim City Administrative Officer

Subject: TECHNICAL CORRECTIONS TO THE 2015-2018 MEMORANDUM OF UNDERSTANDING FOR THE CLERICAL AND SUPPORT SERVICES UNIT (MOU 3)

The following technical corrections are being made to Articles 36 and 51 and Appendix E of the Memorandum of Understanding (MOU) for the Clerical and Support Services Unit.

ARTICLE 36 – FAMILY ILLNESS

The first paragraph of this Article should be corrected to add the number of hours equal to 15 days and to delete the word “a” in the last sentence. The corrected paragraph should read as follows:

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

ARTICLE 51 – FAMILY AND MEDICAL LEAVE

This Article should be corrected to add one line space between the first and second paragraphs of Subsection A of Section IV.
APPENDIX E – SALARY NOTES

1) The title of the Appendix E page should be corrected to “SALARY NOTES” from “NOTES TO SALARY APPENDICES” to correspond with the Table of Contents.

2) The first Note H of this Appendix listed (found before Note G) should be corrected to read “Note F.”

3) Subsection 3 of Note L of this Appendix should be corrected to change “N.2” to read “L.2” and to remove Note M from the end of the paragraph. Subsection 3 of Note L should read in its entirety as follows:

   3. Employees with more than nine (9) years of aggregate service in the Communications Division shall receive salary at the fourth premium level (11.0%) above the appropriate step rate of the salary range prescribed for their class and pay grade. After qualifying for the seven-year “Dispatch Floor” bonus described in L.2 above, for the purpose of determining eligible years of service in the Communications Division for the eighth and ninth years, absences during a qualifying assignment of up to seven consecutive deployment periods shall be included in the qualifying years of service. However, absences contiguous to, and in excess of, seven consecutive deployment periods shall be excluded from the qualifying time (during the eighth and ninth years) and must be made up before being eligible to receive the bonus. (Absences include paid or unpaid time off due to family/medical leave, sick leave, IOD/Workers’ Compensation, jury duty, military leave, and personal leaves of absence.) Additional compensation is pensionable.

4) Note M of this Appendix should be corrected to add Subsection 1 and to correct the numbering to denote Subsection 2. Note M should read in its entirety as follows:

   1. Any employee in the class of Police Service Representative, Code 2207, who is assigned to the Emergency Board in the Metro Communications Dispatch Center (MCDC) or Valley Communications Dispatch Center (VCDC), and communicates with the public in the Spanish language, shall receive salary at the first premium level rate (2.75%) above the appropriate step rate of the salary range for the class, in addition to any other compensation provided to the employee under provisions of Section 4.84 of the LAAC. Additional compensation is pensionable.

   2. Any employee in the class of Police Service Representative, Code 2207, assigned to the MCDC or VCDC in the Communications Division who, prior to July 5, 1995 received salary at the first premium level rate (2.75%) above the appropriate step rate of the salary range for the class for the training of citizen volunteers who communicate in the Spanish language, and who is still employed as a PSR in the MCDC or VCDC, shall continue to receive that one premium level rate (2.75%). Further, any employee hired into the class of Police Service Representative, Code 2207, for that purpose prior to July 5, 1995 shall also continue to receive that one premium level rate. Employees hired into the class of Police Service Representative, Code 2207, subsequent to July 5, 1995, will not be eligible for the additional
compensation provided under this note. All employees who receive the additional compensation under this note shall be considered to be on call for as-needed training of citizen volunteers, and shall not qualify for any other additional compensation for that duty. Additional compensation is pensionable.

The above corrections to the MOU are effective as of July 1, 2015.

If you have any questions, please contact Isophine Atkinson at (213) 978-7644 or lsophine.Atkinson@lacity.org.

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c: N. Andrew Vaughn, Controller's Office
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