Date: August 25, 2017

To: The City Council

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

Subject: AMENDMENT NO. 2 TO THE MEMORANDUM OF UNDERSTANDING FOR THE CLERICAL AND SUPPORT SERVICES UNIT (MOU NO. 3)

Recommendations

That the City Council:

1. Approve the attached Amendment No. 2 to the Memorandum of Understanding (MOU) for the Clerical and Support Services Unit (MOU No. 3) between the City of Los Angeles and the All City Employees Association, Local 3090, AFSCME, AFL-CIO; and

2. Authorize the City Administrative Officer and the Controller to make clerical or technical corrections to the MOU, as may be necessary.

Summary

At its meetings of June 9, 2017, and July 28, 2017, the Executive Employee Relations Committee recommended City Council approval of amendments to the salary notes for MOU No. 3 relative to specified Accounting Clerks within the Department of Building and Safety and Administrative Clerks within the Library Department, respectively, that are represented by the All City Employees Association, Local 3090, AFSCME, AFL-CIO.

Fiscal Impact

With regards to the Department of Building and Safety, there is no fiscal impact to the General Fund, as these positions are funded by the Enterprise Fund. Regarding the Library Department, the estimated annual fiscal impact is approximately $820,000.

RHL:MHA:ICA:0718016

Attachment
AMENDMENT NO. 2

MEMORANDUM OF UNDERSTANDING NO. 3
REGARDING THE
CLERICAL AND SUPPORT SERVICES UNIT

AMENDMENT NO. 2 to Memorandum of Understanding No. 3
made and entered into this
25th day of August, 2017

BY AND BETWEEN THE

CITY OF LOS ANGELES

AND THE

ALL CITY EMPLOYEES ASSOCIATION (ACEA), LOCAL 3090,
AFSCME, AFL-CIO

July 1, 2015 through June 30, 2018
The below amendments should read as follows:

**APPENDIX E – SALARY NOTES**

The following notes shall apply to employees in the classification of Accounting Clerk in the Department of Building and Safety:

**OO.** Effective January 8, 2017, any employee in the class of Accounting Clerk (Class Code 1223), who is regularly assigned to work at a Development Service Center for the Department of Building and Safety performing cashiering duties, shall receive a two premium level bonus (approximately 5.5%) above the appropriate step rate of the salary range prescribed for the employee’s class. This bonus is pensionable.

**PP.** Effective January 8, 2017, any employee in the class of Accounting Clerk (Class Code 1223), when assigned as a relief cashier on an intermittent basis for the Department of Building and Safety, shall receive an additional two premium level bonus (approximately 5.5%) above the appropriate step rate of the salary range prescribed for the employee’s class, for each hour worked in such assignment. The bonus is non-pensionable.

**QQ.** Effective January 8, 2017, any employee in the class of Accounting Clerk (Class Code 1223), who is assigned to work at a Development Service Center (DSC) for the Department of Building and Safety performing cashiering duties, shall receive $35.00 per day when assigned (with less than 48 hours’ notice) to report to work at a different location when an absence or emergency results in short staffing at another DSC worksite. This bonus is non-pensionable.

The following note shall apply to employees in the classification of Administrative Clerk in the Library Department:

**RR.** Effective September 3, 2017, any employee in the class of Administrative Clerk (Class Code 1358), who is regularly assigned to work the circulation desk interacting directly with the public for the Library Department, shall receive a two premium level bonus (approximately 5.5%) above the appropriate step rate of the salary range prescribed for the employee’s class. This bonus is pensionable.
Except for the Articles and Appendices specifically amended herein, all other Appendices, Articles and/or provisions of the 2015-2018 MOU No. 3 shall remain in full force and effect during the term of the MOU.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representative to execute this Amendment No. 2 to MOU No. 3, the day, month and year written below.

ACEA, Local 3090, AFSCME
Authorized Unit Representatives

Cheryl Parisi, Executive Director
AFSCME, District Council 36

Cheryl Parisi, Executive Director
AFSCME, District Council 36

City of Los Angeles
Management Representative

Richard H. Llewellyn, Jr.
Interim City Administrative Officer

Aug 21, 2017
Date

Carmen Hayes-Walker, President
ACEA, Local 3090, AFSCME

Approved as to Form and Legality:
MICHAEL N. FEUER, City Attorney

Teresa Sanchez
AFSCME, District Council 36

Office of the City Attorney

8/24/17
Date