

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 1, 2016

To: The City Council

From: Miguel A. Santana, City Administrative Officer

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Subject: **NON-REPRESENTED EMPLOYEES – RECOMMENDATIONS FOR FISCAL YEARS 2015-16 THROUGH 2017-18 AND RELATED TECHNICAL ADJUSTMENTS TO THE LOS ANGELES ADMINISTRATIVE CODE**

In accordance with Executive Employee Relations Committee (EERC) instructions, salary and benefit recommendations for employees in classifications not represented by an employee organization are presented in this report for Fiscal Years 2015-16 through 2017-18. These recommendations conform to Council policy adopted in 2012 (C.F. 12-1148). The key provisions are as follows:

- Effective December 13, 2015, non-represented employees will be eligible to receive a 1.5% non-pensionable “adds to pay” bonus. This bonus will be converted to a pensionable salary increase effective June 26, 2016.
- Effective June 26, 2016, salary rates for non-represented employees will be increased by 2.25%.
- Effective June 25, 2017, salary rates for non-represented employees will be increased by 2.25%.
- Effective June 24, 2018, salary rates for non-represented employees will be increased by 2.25%.
- Non-represented employees in classes compensated on a salary range will remain on the 15-step salary structure established in 2014.
- All non-represented employees will continue to contribute towards the City’s cost of providing health care at 10% of the health care premium and all amounts above the City’s maximum subsidy.
- Non-represented employees will continue to contribute 4% of base wages towards the cost of retiree health care.

Included with this report are Los Angeles Administrative Code (LAAC) amendments to implement the salary and benefit recommendations contained herein, as well as various technical changes.

Recommendations

1. That the City Council, subject to the approval of the Mayor, adopt:
 - A. The attached ordinance approved as to form and legality by the City Attorney amending Schedule A of Section 4.61 of the LAAC to implement the salary ranges and rates for non-represented employees as listed in Attachments A I and A II, and salary ranges for General Managers as listed in Attachment B, to be operative June 26, 2016; June 25, 2017; and June 24, 2018;
 - B. The attached ordinances approved as to form and legality by the City Attorney amending various provisions of the LAAC to provide the following technical and housekeeping changes:
 - Amending Sections 4.53, 4.65, and 4.68(a) to replace obsolete references to Schedule "C" with Schedule "A", and to reflect that classes may be compensated on a flat-rate basis, or on a salary range structure of 5, 12, or 15 steps.
 - Amending Section 4.61, pertaining to Note 1 of Salary Notes Applicable to the Recreation and Parks Department, to correct the class titles to include "Residential."
 - Amending Section 4.61 to delete an obsolete provision pertaining to Schedule "D" that was repealed in 1986.
 - Amending Section 4.62.2(d) to revise the supervisory differential from 2.75% to 5.5% for non-represented employees, and reflect use of top steps of 5, 12, and 15-step salary ranges in comparing top step salary rates, and provide clarifying language.
 - Amending Section 4.91, pertaining to salary step placement upon assignment to a different position, to include salary rate comparisons involving 5, 12, and 15-step salary ranges, revise the minimum increase from 2.75% to 5.5% for non-represented employees, and add language to clarify step placement upon return to a higher level position.

- Amending Section 4.110.1 to provide updated and clarifying language pertaining to compensated personal time off for non-represented intermittent employees.
 - Amending Section 4.119 to provide an additional unspecified holiday for non-represented employees commencing in 2016.
 - Amending Section 4.126(a)(4) to provide clarifying language regarding sick leave for half-time and intermittent employees.
 - Amending Section 4.127.1(b), pertaining to bereavement leave, to delete obsolete language regarding domestic partnership.
 - Amending Section 4.230 to provide updated language regarding the date that the Internal Revenue Service may determine the standard car mileage allowance.
 - Amending Section 4.245.1, pertaining to vacation hours for non-represented executive and managerial positions, to include the classes of Executive Director Office of Public Accountability and Assistant Airport Police Chief.
 - Amending Section 4.254 to remove obsolete language pertaining to accumulation of vacation.
 - Amending Section 4.312(a) to correct a typographical error.
2. That the City Council authorize the Controller and City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above Ordinances.

Fiscal Impact Statement

No additional appropriation of funds is required as all impacted departments will be required to absorb the cost of salary adjustments within existing budgeted funds for Fiscal Year 2015-16. The estimated net cost of the recommendations contained in this report for Fiscal Year 2015-16 is \$0.8 million, \$3.5 million for Fiscal Year 2016-17, \$2.2 million for Fiscal Year 2017-18, and \$2.2 million for Fiscal Year 2018-19. The annual ongoing cost will be approximately \$7.8 million.

Attachments