

ORDINANCE NO. 184257

An ordinance amending Section 4.110.1 of the Los Angeles Administrative Code, pertaining to compensated personal time off benefits for intermittent non-represented City employees, to provide updated and clarifying language.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Section 4.110.1 of the Los Angeles Administrative Code is amended to read as follows:

Intermittent non-representative employees shall be eligible to accrue compensated time off (CPTO) at a rate of 2.75 minutes for every hour compensated. Employees must complete a period of six consecutive months of City service and must have been compensated for at least 500 hours before qualifying to use the CPTO. This benefit may be used in no less than one-hour increments for the following:

1. Sick leave, which may be used for an employee's own health condition or that of a family member, including preventive care. "Family member" includes child, step-child, parent, step-parent, spouse, registered domestic partner, grandparent, grandchild, and sibling.
2. Personal business, subject to approval of the supervisor;
3. Holidays assigned off. When a holiday falls on an employee's assigned schedule and the employee is not required to work on that holiday, an employee may request to use CPTO. If the qualifying employees choose not to use CPTO for the holiday, the employees may be allowed, subject to the approval of the supervisor, to adjust their work schedules and make up the time in full not later than the next succeeding payroll period.

CPTO may be accumulated for up to a maximum of 48 hours. Any accrued, unused CPTO hours remaining at the end of the calendar year, which do not exceed that maximum accrual, shall carry over to the following calendar year. Any CPTO accumulated in excess of such amount shall be deemed waived and lost.

There shall be no payment of any form for unused CPTO hours upon separation from City service for any reason.

Employees who hold more than one intermittent position concurrently shall be eligible to accrue CPTO in only one position.

Intermittent and half-time employees must request permission from their primary employing department to hold more than one position concurrently. Employees must designate a primary employing department in writing with their primary and secondary employing departments and with the Controller's Office. Temporary Elections workers are exempt from this requirement. If an employee fails to designate a primary employing department the Controller's Office will designate the first department to hire the employee as the primary employing department. Employees may change their designated primary department during Open Enrollment period of October 1-31. If an employee changes departments outside the Open Enrollment period, the Controller's Office will designate the first department to hire the employee as the primary employing department, unless the employee notifies the Controller's Office otherwise within 30 calendar days of the effective date of the change.

Employees who are receiving time off benefits as a full-time or half-time employee in another department or capacity, or are a retired member of LACERS shall not be eligible to receive CPTO benefits as an intermittent employee.

Employees who are paid per diem or by the session shall not be eligible to accrue CPTO.

Intermittent employees with accrued CPTO hours who become full-time or half-time employees as defined in Section 4.110 of this Code, shall be allowed to carry-over into their 100% sick leave bank a maximum of 16 hours of unused CPTO, and shall be eligible immediately as a full-time or half-time employee to accrue and use sick leave at the appropriate rate.

Sec. 2. This ordinance shall be operative upon publication pursuant to Charter Section 252(g).

Sec. 3. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of APR 12 2016.

HOLLY L. WOLCOTT, City Clerk

By  Deputy

Approved 4/22/16

 Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE SWANIGAN
Assistant City Attorney

Date 4/16/16

File No. 14-0409-52