

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT and ORDINANCES FIRST CONSIDERATION relative to 2014-15 and 2015-16 and related technical adjustments to the Los Angeles Municipal Code (LAAC) for non-represented employees.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. PRESENT and ADOPT the accompanying ORDINANCE amending Schedule A of LAAC Section 4.61 to implement the salary ranges and rates for non-represented employees as listed in Attachments A I and A II of the April 3, 2014 City Administrative Officer (CAO) report, attached to the Council file, and for non-represented General Managers as Listed in Attachment B of the April 3, 2014 CAO report, attached to the Council file, to be operative June 29, 2014, December 28, 2014, and June 28, 2015, respectively.
2. PRESENT and ADOPT the accompanying ORDINANCES amending various sections of the LAAC to provide technical and housekeeping changes:
 - a. Amending Section 4.62.2 pertaining to reducing the supervisory differential from 5.5 percent to approximately 2.75 percent.
 - b. Amending Section 4.90 pertaining to salary step placement on initial appointment to City service to require authorization by the CAO for advance step hiring.
 - c. Amending Section 4.91 pertaining to salary step placement upon assignment to a different position to include salary rate comparisons involving 15-step salary ranges, revise the minimum increase from 5 percent to 2.75 percent for non-represented employees, and add language to clarify step placement upon return to a lower level position.
 - d. Amending Section 4.92 pertaining to salary step advancement to provide updated language to reflect current City practice and to add language to reflect the establishment of 15-step salary ranges for non-represented classifications.
 - e. Amending Section 4.95 pertaining to salary adjustments following a change of position to clarify that no employee shall be employed concurrently in more than one full-time position.
 - f. Amending Section 4.112 pertaining to time off with pay for personal business to reflect that the use of accrued unused vacation or overtime may be taken in minimum one-half hour increments instead of one-hour increments.
 - g. Amending Sections 4.113 and 4.114 pertaining to overtime for Fair Labor Standards Act (FLSA)- exempt employees to reference a non-represented classification and modify the level for salaried employees.
 - h. Amending Section 4.129 pertaining to Family and Medical Leave for non-represented employees to revise the eligibility from 1,040 hours worked to 1,250 hours worked consistent with the Family and Medical Leave Act and the California Family Rights Act.

- i. Amending Section 4.203 pertaining to payroll deductions to clarify the organizations authorized to receive funds through payroll deductions.
 - j. Amending Section 4.236 pertaining to an automobile allowance for General Managers and Elected Officials to clarify the limitation in receiving additional transportation benefits under the City's Rideshare Program.
 - k. Amending Section 4.245.1 pertaining to vacation hours for non-represented executive and managerial positions, to delete classifications that have been accreted into a bargaining unit and clarify the receipt of vacation hours following initial appointment to the City and subsequent monthly vacation hour accrual for the non-represented classifications.
 - l. Amending Section 4.307 pertaining to health insurance for non-represented employees to increase the additional employee contribution toward health plan premium costs from 5 percent to 10 percent, update the provision on the non-Kaiser Full-Network HMO option, and add a new provision for Affordable Care Act coverage for eligible employees.
 - m. Amending Section 4.307.4 pertaining to life insurance for non-represented executive and managerial positions, to continue the benefit for enrollments prior to July 1, 2014.
 - n. Amending Section 4.309 to include non-represented employees in the City's Rideshare Program consistent with City practice.
 - o. Amending Section 4.820 to clarify the organizations that may register to represent City employees.
3. AUTHORIZE the CAO and Controller to correct any clerical errors in the MOU, or if approved by the City Attorney, any technical errors in the Ordinances listed in Recommendation Nos. 1 and 2.

Fiscal Impact Statement: The CAO reports that no additional appropriation of funds is required as all impacted departments will be required to absorb the cost of these adjustments within existing budgeted funds. The estimated net cost to the General Fund of the recommendations contained in this report for Fiscal Year (FY) 2014-15 is \$3.1 million and \$3.3 million for FY 2015-16.

Community Impact Statement: None submitted.

Summary:

On April 8, 2014, your Committee considered an April 3, 2014 CAO report, April 3, 2014 City Attorney reports and Ordinances relative to FY 2014-15 and FY 2015-16 and related technical adjustments to the LAAC for non-represented employees. According to the CAO, in accordance with Executive Employee Relations Committee (EERC) instructions, salary and benefit recommendations for employees who are not represented by an employee organization are presented in this report for FYs 2014-15 and 2015-16. As described in the April 3, 2014 CAO report, attached to the Council file, modifications to the provisions for the two percent of full-time City employees in non-represented classifications such as Personnel Director, Finance Specialist, Senior Personnel Analyst, and Investment Officer are being recommended. A summary of the relevant modifications is detailed in the CAO report.

Representatives from the CAO presented an overview of the provisions of the EERC and associated modifications of the LAAC and answered questions from the Committee members. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the April 3, 2014 CAO report and detailed in the above recommendations. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
O'FARRELL:	YES
FUENTES:	ABSENT

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4/8/14

-NOT OFFICIAL UNTIL COUNCIL ACTS-