

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 25, 2023

To: Kenneth Mejia, Controller
Attn: James Robinson, Principal Deputy Controller

From: Matthew W. Szabo, City Administrative Officer



Subject: **TECHNICAL CORRECTIONS FOR THE 2018–2022 AND 2023 MEMORANDUM OF UNDERSTANDING FOR BARGAINING UNITS 03, 04, 06, 10, 11, 14, 15, 16, 36, AND 37**

The Memoranda of Understanding (MOUs) for the bargaining units identified in the subject of this memo for the 2015–2018 term contained a salary provision that provided a pensionable “Adds to Rate” salary adjustment of 2.75% to part-time employees who are assigned to a salary range but permanently assigned to the starting salary step for the classification in which they are employed. The intent of this salary adjustment was to compensate the employees similarly to employees who were provided a permanent salary increase by way of step advancement or in the case of flat rated employees, a 2.75% base wage increase. This salary adjustment was also intended to remain as a compensable factor until otherwise negotiated.

For successor MOUs with terms from 2018–2022 and 2023, the aforementioned salary adjustment was inadvertently omitted from MOUs 03, 04, 06, 10, 11, 14, 15, 16, 36, and 37. Consequently, following an audit to prepare payroll data for conversion to Workday, the 2.75% “Adds to Rate” salary adjustment was deleted from employees’ payroll records who had been receiving the additional compensation under the 2015–2108 MOUs.

Considering the original intent of the salary provision, the following technical correction is required to reinstate the 2.75% “Adds to Rate” salary adjustments that were effective on January 7, 2018, for impacted part-time employees on a fixed salary step.

This technical correction adds the following provision to the salaries articles under “Salary Adjustments” for MOUs 03, 04, 06, 10, 11, 14, 15, 16, 36, and 37, for contract terms 2018–2022 (Attachment No. 1) and 2023 (Attachment No. 2):

- **Effective January 7, 2018, each employee in a classification on a salary range, who is on a fixed step, i.e., does not automatically advance to the next step of the salary range assigned, shall receive a pensionable “Adds to Rate” salary adjustment of 2.75% while in that classification.**

Please direct questions to the Employee Relations Division by email at cao.erd@lacity.org.

MWS:MCB:PAG:MAU:AZ:0724017

Attachments

c: Daniel Quach, Office of the Controller
Rosemary Go, Office of the Controller
Vivienne Swanigan, Office of the City Attorney
Personnel Directors (w/o DWP)
Charlie Mims, Coalition of City Unions
Lisa Palombi, AFSCME
Marvin Avila-Salmon, HRP
Isophine Atkinson, HRP