

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT and ORDINANCES FIRST CONSIDERATION relative to the amending the Los Angeles Administrative Code (LAAC) to implement salary ranges and related technical adjustments for non-represented employees for Fiscal Years (FY) 2018-19 through 2021-22.

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

1. PRESENT and ADOPT the accompanying ORDINANCES:

<u>Ordinance</u>	<u>Date</u>
A. Amending LAAC Section 4.61 to provide for updated Schedule A classification, Memorandum of Understanding, and General Manager listings, and salary adjustments for certain non-represented classes effective October 28, 2018 through June 30, 2022.	September 27, 2019
B. Amending LAAC Section 4.84 pertaining to Premium Pay for persons possessing bilingual skills, to provide clarifying and updated language.	September 10, 2019
C. Amending certain Salary Notes of Schedule A of LAAC Section 4.61 to provide updated and gender neutral language.	September 10, 2019
D. Amending LAAC Section 4.307 pertaining to City contributions to Health Plan Costs, to terminate effective January 1, 2020, the provision requiring non-represented full-time and half-time employees to contribute ten percent of the cost of their monthly medical plan premium.	September 10, 2019
E. Amending LAAC Section 4.92 to add language to reflect the establishment of 12-step salary ranges for non-represented classifications.	September 27, 2019
F. Amending Salary Notes of Schedule A of LAAC Section 4.61 to provide premium level compensation for a non-represented employee assigned to perform the duties of Budget Director for the Mayor's Office.	September 17, 2019
G. Amending Note P of the Salary Notes of Schedule A of LAAC Section 4.61 to increase the premium level compensation from 2.75 percent to 5.5 percent for certain non-represented employees who earn and possess professional certifications in the areas of labor relations and human resources.	September 17, 2019
H. Amending LAAC Section 4.254 pertaining to the accumulation of vacation time, to increase the maximum amount of accumulated vacation time from two to three annual vacation periods effective September 1, 2019 for non-represented employees.	September 10, 2019

- I. Amending LAAC Section 4.129 to remove the restriction limiting the amount of bonding time off used by parents who are both City employees to the time allowed for only one employee when caring for a new child by birth or adoption, or foster care of a child, and to remove obsolete language referring to the minimum duration of bonding leave under the California Family Rights Act. September 10, 2019
- J. Amending LAAC Section 4.127, pertaining to family illness, to increase the aggregate allowed leave in a calendar year from 12 to 15 days and to allow use of 75 percent sick leave upon exhaustion of accrued 100 percent sick leave hours, effective January 1, 2020, for non-represented employees. September 10, 2019
- K. Amending LAAC Sections 4.110.1 and 4.126 pertaining to Compensated Personal Time Off Benefits for Intermittent Employees, and Allowance for Sick Leave. September 10, 2019
- L. Amending LAAC Section 4.126.2 pertaining to Allowance for Leave for Pregnancy, to provide updated language. September 10, 2019

- 2. AUTHORIZE the Controller to issue a non-pensionable cash payment to full-time, non-represented employees equivalent to 1.4 percent of their annual base salary in effect on July 1, 2019, who were on the payroll in full-time status on July 1, 2019 with said payments to have applicable taxes withheld.
- 3. AUTHORIZE the Controller and the City Administrative Officer (CAO) to correct any clerical errors or make necessary technical corrections subsequent to City Council approval.

Fiscal Impact Statement: The CAO reports that the annual ongoing cost is \$11.82 million after the implementation of all of the salary adjustments. This includes \$8.23 million in general salary adjustments, \$0.86 million in special adjustments, and \$2.73 million in pension costs. In addition, there is a one-time non-pensionable payment of \$1.25 million in 2019-20.

Community Impact Statement: None submitted.

Summary:

On October 2, 2019, your Committee considered a September 27, 2019 CAO and September 10, 2019, September 18, 2019, and September 27, 2019 City Attorney reports relative to the amending the LAAC to implement salary ranges and related technical adjustments for non-represented employees for FYs 2018-19 through 2021-22. According to the CAO, in accordance with Executive Employee Relations Committee instructions, the attached Ordinances have been approved by the City Attorney as to form and legality and reflect recommended changes to salaries and benefits for non-represented employees. Unless otherwise noted specifically, the salary changes for non-represented employees are consistent with existing Council policy adopted in 2012 (Council File No. 12-1148) which follow the salary changes approved by the Council and Mayor for members represented by the Engineers and Architects Union including the general salary increase schedule, the conversion to a 12-step

salary range structure, and the 1.4 percent cash payment for full-time employees. The various changes to benefit provisions ensure consistency with represented employees, compliance with State laws or City policy, and/or provide clarifying language. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of Ordinances as detailed in the above recommendations. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

A handwritten signature in black ink, appearing to be 'ARL', is written over the committee name.

MEMBER VOTE

KORETZ: YES

LEE: YES

PRICE: YES

ARL

10/2/19

-NOT OFFICIAL UNTIL COUNCIL ACTS-