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**FOR JOINT SUBMISSION TO THE CITY COUNCIL
REGARDING THE
SERVICE AND CRAFTS REPRESENTATION UNIT
(MOU #14)**

**THIS MEMORANDUM OF UNDERSTANDING (hereinafter MOU) made and entered into
this 1ST day of NOVEMBER, 2001.**

BY AND BETWEEN

**THE HEADS OF DEPARTMENTS, OFFICES, OR BUREAUS REPRESENTED
HEREIN (hereinafter "Management")**

AND

SEIU, LOCAL 347, AFL-CIO (hereinafter "Union")

TABLE OF CONTENTS

ARTICLE	TITLE	PAGE
1.0	General Provisions	1
1.1	Recognition	1
1.2	Parties to Memorandum of Understanding	1
1.3	Implementation of Memorandum of Understanding (MOU)	1
1.4	Obligation to Support	2
1.5	Term	2
1.6	Calendar for Successor MOU	2
1.7	Nondiscrimination	2
1.8	Full Understanding	2
1.9	Provisions of Law and Separability	3
1.10	No Strike - No Lockout	3
2.0	UNION SECURITY	4
2.1	Unit Information	4
2.2	Union Security	4
2.3	Agency Shop	4
2.4	Work Access	8
2.5	Use of City Facilities	8
2.6	Bulletin Boards	9
2.7	Actions by ERB	9
2.8	Employee Relations	9
2.9	Political Action Committee	10
2.10	Contracting of Unit Work	10
2.11	Job Security	12
3.0	GRIEVANCE	13
3.1	Grievance Procedure	13
3.2	Union Stewards	17
4.0	ON THE JOB	18
4.1	Safety	18
4.2	Personnel Folders	19
4.3	Rest Periods	20
4.4	Performance Evaluation	20
4.5	Credit for Training	20
4.6	Part-time Employment	21
5.0	COMPENSATION	23
5.1	Overtime	23
5.2	Call Back Pay	26
5.3	Acting Pay Assignment	26

TABLE OF CONTENTS (Continued)

ARTICLE	TITLE	PAGE
5.0	COMPENSATION (cont'd)	
5.4	Travel Allowance	27
5.5	Early Report Pay	27
5.6	Stand-by Pay	27
5.7	Bilingual Pay	28
5.8	Salaries	28
5.9	Lead Pay Assignment	29
6.0	BENEFITS	29
6.1	Health/Dental and Flex Benefits Program	29
6.2	Union Sponsored, Supplemental Insurance Programs	33
6.3	Holidays and Holiday Pay	34
6.4	Uniforms and Maintenance Allowances	37
6.5	Rain Gear	37
6.6	Employee Benefits	38
6.7	Employee Assistance Program	38
6.8	Family and Medical Leave	39
6.9	Temporary Disability: Worker's Compensation (IOD)	45
6.10	Vacation	46
7.0	TIME OFF	46
7.1	Jury Service	46
7.2	Civic Duty	47
7.3	Employment Opportunities	48
8.0	RETIREMENT	48
8.1	Retirement Benefits	48
9.0	MISCELLANEOUS	49
9.1	Definition of Emergency	49
9.2	License Fees	49
10.0	CONTINUATION OF MERIT PRINCIPLES	49
10.1	Continuation of Merit Principles	49
	APPENDICES	
	Appendix A. Salaries 7/1/01 -- 6/30/02	
	Appendix B. Salaries 7/1/02 -- 12/31/02	
	Appendix C. Salaries 1/1/03 -- 6/30/03	
	Appendix D. Salaries 7/1/03 -- 12/31/03	
	Appendix E. Salaries 1/1/04 -- 6/30/04	

TABLE OF CONTENTS (Continued)

Attachment 1

Letter of Intent	Fire Apparatus Maintenance
Letter of Intent	Parking Meter Technician
Letter of Intent	Alternate Fuel Handling
Letter of Intent	Refuse Vehicle Maintenance
Letter of Intent	Equipment Mechanic Apprenticeship Program
Letter of Intent	Part-Time Employment
Letter of Intent	Residence Incentive

1.0 GENERAL PROVISIONS

ARTICLE 1.1 RECOGNITION

On May 3, 1973, Local 347, Service Employees International Union (SEIU), AFL-CIO, was certified by the Employee Relations Board (hereinafter "ERB") as the majority representative of employees in the Service and Crafts Representation Unit (hereinafter "Unit"). Accordingly, Management recognizes Local 347, SEIU, AFL-CIO (hereinafter "Union"), as the exclusive representative of the employees in said Unit.

The term, "employee" or "employees" as used herein, shall refer only to the employees in the classifications listed in the Appendices herein, and such employees as are in classes of positions subsequently accreted to the Unit.

ARTICLE 1.2 PARTIES TO MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into on Nov. 1, 2001 by the City Administrative Officer, as the authorized management representative of the City Council, and the authorized management representatives of the Departments of Airports, Animal Regulation, Controller, El Pueblo de Los Angeles, Fire, General Services, Harbor, Library, Los Angeles Convention Center, Personnel, Police, Public Works, Recreation and Parks, Transportation, and Zoo (hereinafter referred to as "Management"), and authorized representatives of, S.E.I.U., Local 347, (hereinafter referred to as "Union") as the exclusive recognized employee organization for the Service and Crafts Unit.

ARTICLE 1.3 IMPLEMENTATION OF MOU

This MOU constitutes a joint recommendation of Management and the Union. It shall not be binding in whole or in part on the parties hereto unless and until:

- a. The Union has notified the City Administrative Officer (hereinafter "CAO") in writing that it has approved this MOU in its entirety.
- b. The determining bodies and the heads of those departments, offices or bureaus represented herein have approved this MOU in its entirety in the manner required by law, and they have taken such other actions as might be required to fully implement the provisions of this MOU.
- c. The City Council (hereinafter "Council") has: (1) approved this MOU in its entirety; (2) amended applicable provisions of the Los Angeles Administrative Code (hereinafter "LAAC"); (3) amended departmental personnel ordinances and applicable codes; and,

(4) appropriated the funds necessary to implement those provisions herein which require funding.

ARTICLE 1.4 OBLIGATION TO SUPPORT

Union and Management agree that during the period this MOU is being considered by the Mayor, City Council, Council Committees, or the heads of those departments, offices or bureaus who are parties hereto, that neither Management, Union, nor their authorized representatives will communicate with any of the foregoing public officials to advocate any addition, deletion or other change to the terms and conditions of this MOU. However, this Article shall neither preclude Management, Union nor their authorized representatives from communicating with said public officials to advocate the adoption of this MOU.

ARTICLE 1.5 TERM

The term of this MOU shall commence on the date when the terms and conditions for its effectiveness, as set forth in Article 1.3 have been met, but in no event shall this MOU become effective prior to 12:01 a.m. on July 1, 2001. This MOU shall expire and otherwise be fully terminated at 11:59 p.m. on June 30, 2004.

Notwithstanding the above, the provisions of this MOU shall remain in effect until a successor MOU is implemented or impasse proceedings are completed as long as the parties have met their obligations under the provisions of Article 1.6, Calendar for a Successor MOU and are continuing to meet and confer in good faith.

ARTICLE 1.6 CALENDAR FOR SUCCESSOR MOU

Should either the Union or Management desire a successor MOU, that party shall serve upon the other during the period February 15, 2004, through March 15, 2004, its written proposals for such successor MOU.

ARTICLE 1.7 NONDISCRIMINATION

The parties mutually reaffirm their respective policies of non-discrimination in the treatment of any employee because of race, religious creed, color, sex, sexual orientation, age, disability, union activity, national origin, or ancestry.

ARTICLE 1.8 FULL UNDERSTANDING

A. This MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understandings or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

- B. Except as specifically provided for herein, the parties voluntarily and unqualifiedly waive their respective rights to meet and confer in good faith during the term of this MOU, with respect to any subject or matter covered herein, or with respect to any other matters within the scope of the meet and confer in good faith process. However, this Article shall not be deemed to preclude mutually agreed upon meet and confer in good faith sessions for the purpose of altering, waiving, modifying, or amending this MOU.

Notwithstanding the foregoing:

- C. No alteration, variation, waiver, modification or amendment of any of the Articles, terms, or provisions requiring approval of the Council contained herein, shall in any manner be binding upon the Union or Management unless and until jointly recommended in writing to the Council and approved and implemented in accordance with Article 1.3c.
- D. The waiver of any breach, term or condition of this MOU by any party to this MOU shall not constitute a precedent in the future enforcement of all its articles, terms and provisions.

ARTICLE 1.9 PROVISIONS OF LAW AND SEPARABILITY

The parties agree that this MOU is subject to all applicable Federal and State laws, the City Charter, City ordinances, and any lawful rules and regulations enacted by the Civil Service Commission, Employee Relations Board (ERB), or similar independent commissions of the City. If any Article, part, or provision of this MOU is in conflict or inconsistent with such applicable provisions of Federal, State, local law, or the Charter of the City of Los Angeles, or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, said Article, part, or provision shall be suspended and superseded by such applicable law or regulations and the remainder of this MOU shall not be affected thereby.

ARTICLE 1.10 NO STRIKE - NO LOCKOUT

In consideration of the mutual desire of the parties to promote and ensure harmonious relations and in consideration of this mutual pledge of accord, the City agrees that there shall be no lock out or the equivalent of the members of the Union; and the Union and its members agree that there shall be no strike or other concerted action resulting in the withholding of service by members during the term of this MOU. In the event of a work action by its members, the Union shall make concerted and reasonable efforts to ensure the return of its members to work. Failure by the Union to act or failure of the Union's actions to secure the return of striking employees shall constitute sufficient cause for the City to take whatever corrective action it deems appropriate.

The curtailing of operations by the City in whole or part for operational or economic reasons shall not be construed as a lock out.

The provisions of this Article shall not detract in any way from any restrictions imposed by law on strikes and other types of work stoppages by public employees.

2.0 UNION SECURITY

ARTICLE 2.1 UNIT INFORMATION

Management will provide Union within thirty (30) calendar days from the effective date of this MOU and each thirty (30) calendar days thereafter, with a list of employees in alphabetical order, their employee numbers, class titles, and work location by department, office or bureau, as well as division if such information is readily available.

ARTICLE 2.2 UNION SECURITY

Management will disseminate to each new employee with an informational booklet provided by the Union which shall be approved by Management prior to dissemination and a printed card supplied by the Union to each department, office or bureau containing the following information only:

- a. Your classification is included in the Service and Crafts Representation Unit.
- b. SEIU Local 347, AFL-CIO, located at 1015 Wilshire Boulevard, Los Angeles, California 90017, has been certified to meet and confer in good faith with management on all matters pertaining to your wages, hours of work, employee benefits and conditions of employment, and is the exclusive recognized employee organization for all employees in the Service and Crafts Unit.
- c. If you want additional information, you may telephone Local 347 at (213) 482-6660 during your off duty hours.

ARTICLE 2.3 AGENCY SHOP

The following agency shop provisions shall apply to employees in classifications listed in the Appendices herein.

A. DUES/FEES

- 1.a. Each employee in this unit who has completed six continuous months of City service and who is not on unpaid leave of absence, shall, as a condition of continued employment, become a member of SEIU, Local 347, or pay said Union a service fee in an amount not to exceed periodic dues and general assessments of the Union for the term of this MOU, or a period of three (3) years, whichever comes first; provided, however, that said fee shall not be assessed in any biweekly pay period in which the affected employee does

not work a minimum of thirty (30) hours. Such amounts shall be determined by the Union and implemented by Management in the first payroll period which starts 30 days after written notice of the new amount is received by the Controller.

- b. Notwithstanding any provisions of Article 2, Section 4.203 of the LAAC to the contrary, during the term of this MOU, payroll deductions requested by employees in this Unit for the purpose of becoming a member and/or to obtain benefits offered by any qualified organization other than Local 347, will not be accepted by the Controller. For the purpose of this provision, qualified organization means any organization of employees whose responsibility or goal is to represent employees in the City's meet and confer process.
2. The CAO and Union shall jointly notify all members of the representation unit that they are required to pay dues or a service fee as a condition of continued employment and that such amounts will be automatically deducted from their paychecks. The religious exclusion will also be explained. The cost of this communication and the responsibility for its distribution shall be borne by Management.

B. EXCEPTIONS

1. Management, Supervisory or Confidential Employees

In accordance with Section 3502.5(e) of the Government Code, the provisions of this article shall not apply to management, confidential, or supervisory employees.

- a. Management and confidential employees shall be as defined in Section 4.801 and designated in accordance with Section 4.830d of the Los Angeles Administrative Code.
- b. Supervisory employees shall be defined as follows:

"Supervisory employee" means any individual, regardless of the job description or title, having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Employees whose duties are substantially similar to those of their subordinates shall not be considered to be supervisory employees.

Management shall designate supervisory employees. Said designation or claim shall be reviewed jointly by Management and Union. Any dispute shall be referred to the Employee Relations Board for resolution.

2. Religious Objections

Any employee who is a member of a bonafide religion, body, or sect which has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support the organization. Such employee shall in lieu of periodic dues or agency shop fees, pay sums equal to said amounts to a non-religious, non-labor charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, which has been selected by the employee from a list of such funds designated by the parties hereto in a separate agreement. Such payments shall be made by payroll deduction as a condition of continued exemption from the requirements of financial support to Union and as a condition of continued employment.

C. MANAGEMENT RESPONSIBILITIES

1. The Controller shall cause the amount of the dues or service fee to be deducted from twenty-four (24) biweekly payroll checks of each employee in this unit as specified by Union under the terms contained herein. "Dues," as distinct from "service fee," shall be the result of voluntary consent in the form of a payroll deduction card signed by the individual employee.
 - a. Remittance of the aggregate amount of all dues, fees, and other proper deductions made from the salaries of employees hereunder shall be made to Union by the Controller within thirty (30) working days after the conclusion of the month in which said dues, fees and/or deductions were deducted.
 - b. A fee of nine cents (\$.09) per deduction shall be assessed by the City Controller for the processing of each payroll deduction taken. The City Controller will deduct the aggregate amount of said fees on a biweekly basis.
2. The Controller shall also apply this provision to every permanent employee who, following the operative date of this article, becomes a member of this representation unit, within sixty (60) calendar days of such reassignment or transfer. Such deduction shall be a condition of continued employment.

3. Management will provide Union with the name, home address, and employee number of each permanent employee.
4. The Controller shall notify the organization within sixty (60) calendar days of any employee who, because of a change in employment status, is no longer a member of the representation unit or subject to the provisions of this article.

D. UNION RESPONSIBILITIES

1. The Union shall keep an adequate itemized record of its financial transactions and shall make available annually to the City Clerk, and to all unit employees, within sixty (60) calendar days after the end of its fiscal year, a detailed written financial report thereof in the form of a balance sheet and an operating statement, certified as to its accuracy by its president and the treasurer or corresponding principal officer, or by a certified public accountant.
2. The Union certifies to the City that it has adopted, implemented and will maintain constitutionally acceptable procedures to enable non-member agency shop service fee payers to meaningfully challenge the propriety of the uses to which service funds are put.

Those procedures shall be in accordance with the decision of the United States Supreme Court in Chicago Teachers Union, Local No. 1, AFT, AFL-CIO, et al. v. Hudson, 106 S. Ct. 1066 (1986).

3. The Union agrees to indemnify and hold harmless the City for any loss or damage arising from the operation of this article. It is also agreed that neither any employee nor the Union shall have any claim against the City for any deductions (made or not made, as the case may be, unless a claim of error is made in writing to the Controller within thirty (30) calendar days) after the date such deductions were or should have been made.

E. RESCISSION

The agency shop provisions herein may be rescinded in accordance with the procedures contained in Rule 12 of the Employee Relations Board adopted January 11, 1982. In the event that this article is overturned by the employees in this representation unit, all other articles of the MOU shall remain in full force and the prior agreement, rules, regulations and past practices relating to organizational dues

deductions authorizations shall be reinstated until a successor MOU or amendment shall have been approved.

ARTICLE 2.4 WORK ACCESS

- A. A Union Staff Representative, with the prior approval of Management, shall be admitted to City facilities or work sites during working hours to assist employees in adjusting their grievances, or to investigate complaints concerning working conditions.

If access cannot be permitted at the time requested, the Union Staff Representative will be given the date and time when such access will be permitted. It is mutually understood that only the minimum amount of time necessary to handle complaints or grievances will be utilized by the Union Staff Representative.

- B. A Union Staff Representative may also be admitted to City facilities or work sites, at reasonable intervals, for the purpose of communicating with Unit members who are off duty. Such communications shall be limited to an exchange of information concerning the lawful and legitimate activities of Union and/or its membership. Authorization to make such visits shall be obtained by contacting either the person that has been designated by Management to grant access to a specific City facility or work site, or the Management Representative of the department, office or bureau affected.
- C. Union shall provide Management with a list of its Union Staff Representatives. Management will provide Union with a list of persons designated to grant access to specific City facilities or work locations.
- D. The provisions of this Article shall not be deemed to be a limitation on the authority of Management to deny access to facilities or work sites designated "security" or "confidential".

ARTICLE 2.5 USE OF CITY FACILITIES

City facilities may be used with the prior approval of Management for the purpose of holding meetings, if such facilities can be made available without disrupting the normal operations of the departments, offices, or bureaus affected. The Union will pay such usual and customary fee(s) and/or other charges as are required by the City. Such charges normally cover rentals, special set-ups, cleanups, and security services.

ARTICLE 2.6 BULLETIN BOARDS

Section I

Each department, office or bureau agrees to provide a bulletin board or reasonable space at work locations which may be used by the Union for the following purposes:

- a. Notices of Union meetings.
- b. Notices of Union elections and their results.
- c. Notices of Union recreational and social events.
- d. Notices of official Union business.
- e. Any other communication which has received the prior approval of the Departmental Management Representative.

Section II

It is agreed that all communications prior to being posted shall be submitted to the designated representative of management for posting within 24 hours of submission.

Section III

It is further agreed that the Union shall place a removal date on all communications to be posted.

ARTICLE 2.7 ACTIONS BY ERB

Should any action(s) by ERB prior to the expiration of this MOU, result in any significant changes to the composition of this representational unit, the parties to this MOU will meet as soon as possible thereafter to consider any revisions or amendments thereto that may be required to ensure that the interest of the employees are protected.

ARTICLE 2.8 EMPLOYEE RELATIONS

Meetings at reasonable intervals may be scheduled at the request of a full-time Union Staff Representative or the management representative of a department, office or bureau for the purpose of informally discussing potential employer-employee relations problems.

ARTICLE 2.9 POLITICAL ACTION COMMITTEE

The Controller shall deduct fifty cents (\$.50) per pay period from the salary to be paid to each Union member, identified on a list prepared and submitted by the Union, as a contribution to the Local 347 Political Action Committee ("347PAC"). Union members may voluntarily contribute an amount greater than fifty cents (\$.50) per pay period to the 347 PAC; provided the Union provides the Controller timely notice of the members' names and the additional amount they wish to contribute on a bi-weekly basis. Such contribution is to be deducted from twenty-four (24) bi-weekly payroll checks annually.

Remittance of the amount of the 347PAC deductions shall be sent to the Union by the Controller within thirty (30) working days after the end of the month in which such deductions are made.

A fee of nine cents (\$.09) per deduction shall be assessed by the Controller for the processing of each 347PAC deduction taken. The Controller will deduct the aggregate amount of such fees on a bi-weekly basis.

Neither an employee nor the Union shall have any claim against the City for a 347PAC deduction made or not made, as the case may be, unless a claim of error is presented to the Controller in writing within 30 calendar days after the date such deduction was or should have been made.

The Union indemnifies the City, its officers (present and former), and its employees (present and former) for, and holds them harmless against, any liability or expense (including without limitation any judgment, reasonable attorney's fees, and costs of suit) arising out of the adoption or implementation of this Article.

ARTICLE 2.10 CONTRACTING OF UNIT WORK

The parties agree that during the term of this MOU the following terms and conditions shall apply to the contracting of unit work:

1. No bargaining unit employee shall be laid off, demoted or suffer loss of pay or benefits as a result of the contracting of unit work.
2. If any employee subject to the provisions herein is displaced as a result of contracting, he/she shall be retained in a position within a classification represented by the Los Angeles City Employees Union, Local 347, SEIU.

3. Notwithstanding any provision of this MOU to the contrary and excluding the provisions of paragraph 6 below, the provisions of this article shall be subject to advisory arbitration only.
4. In lieu of the meet-and-confer process prescribed by the Employee Relations Ordinance (ERO), the parties agree to meet and discuss, in accordance with the provisions outlined below, all contracts to perform unit work except for contracts required by bona fide emergencies.
5. The parties agree that the following expedited procedure shall replace the impasse resolution provisions of the ERO for disputes arising out of the meet-and-discuss process specified above:
 - a. The City shall continue to provide timely notice, through the existing "clearinghouse" procedure, of proposed contracts to perform unit work. In addition, the City shall provide the union a list of individuals responsible for coordinating contracting information in each department.
 - b. Local 347 may request to meet and discuss such proposed contracts within five (5) working days following notice as indicated in "a." above. Failure by the union to request such meeting(s) within the prescribed five days shall constitute a waiver of the union's right to continue this process.
 - c. Meeting(s), if requested, shall begin within five (5) working days following notice to the City by the union of its desire to discuss the proposed contract(s).
 - d. If the parties cannot reach agreement through the meet-and-discuss process, the union may request expedited advisory arbitration within five (5) working days following the last meet-and-discuss session. Failure by the union to request arbitration within the specified five days shall constitute a waiver of the union's right to continue in this process. The parties will attempt to establish a mutually agreeable, expedited process for selecting arbitrators. Absent any such agreement, arbitrators will be selected in accordance with Rules 11.03 and 11.04 of the Employee Relations Board.
 - e. The parties agree that for contracts with a value of less than \$ 1 million the hearing and issuance of the advisory decision by the arbitrator shall be concluded within thirty (30) calendar days following request for arbitration; and within (90) calendar days for contracts of \$ 1 million or more.

- f. The arbitrators advisory decision and recommendation shall be transmitted to the appropriate determining body simultaneously with the proposed contract.
 - g. The time limits in this process may be extended only by the mutual, written agreement of the parties.
 - h. The expedited arbitration process herein shall be informal. Court reporters shall not be used; rules of evidence shall be informal; the production of witnesses and documentary evidence shall be at the discretion of each party; the arbitrator's notes, exhibits (if any), and the written advisory decision and recommendation shall constitute the record of the proceedings; post hearing briefs shall not be required or submitted.
 - i. Arbitration fees shall be shared equally by the union and the City.
6. Disputes over the practical consequences of the contracting of unit work, other than those occurring under paragraphs 4 and 5 above, shall be resolved in accordance with the provisions of the Grievance Procedure, Article 3.1 of the MOU, and shall not delay the implementation of the contract if all other provisions of this article have been met.

The parties agree that the review of "practical consequence" grievances shall begin with the first formal level of review of the grievance procedure and that said grievances shall be subject to advisory arbitration, except as provided in the Arbitration step (Step 6) of the Grievance Procedure.

ARTICLE 2.11 JOB SECURITY

Effective March 1, 1994, a total of 6,237 full-time positions were filled in Council-controlled units represented by Local 347. The parties agree that if at any time, during the term of this MOU, this number falls to 90% of the March 1 total (5,613) for any reason, the City shall refrain from awarding any new contract for work currently being performed by Local 347 until such time as the number of the subject positions reaches at least the prescribed 90% level. Contracts in effect on March 1, 1994 may be renewed at the City's discretion. The parties agree, however, that the scope of work or services covered by said contracts shall not exceed that which was in effect on March 1, 1994.

This language explicitly refers to contracting decisions and does not diminish the City's discretion in staffing decisions relative to basic departmental organization or level of service.

3.0 GRIEVANCE

ARTICLE 3.1 GRIEVANCE PROCEDURE

Section I - Definitions

A grievance is defined as any dispute concerning the interpretation or application of this written MOU or departmental rules and regulations governing personnel practices or working conditions applicable to employees covered by this MOU. An impasse in meeting and conferring upon the terms of a proposed MOU is not a grievance.

Section II - Responsibilities and Rights

- A. Nothing in this grievance procedure shall be construed to apply to matters for which an administrative remedy is provided before the Civil Service Commission. Where a matter within the scope of this grievance procedure is alleged to be both a grievance and an unfair labor practice under the jurisdiction of ERB, the employee may elect to pursue the matter under either the grievance procedure herein provided, or by action before ERB. The employee's election of either procedure shall constitute a binding election of the remedy chosen and a waiver of the alternative remedy.
- B. No grievant shall lose his/her right to process his/her grievance because of Management-imposed limitations in scheduling meetings.
- C. The grievant has the responsibility to discuss his/her grievance informally with his/her immediate supervisor. The immediate supervisor will, upon request of a grievant, discuss the grievance with him/her at a mutually satisfactory time. The grievant may be represented by a representative of his/her choice in the informal discussion with his/her immediate supervisor, and in all formal review levels, and in arbitration; provided, however, that such representative may not be an employee or officer of another qualified organization except with the written consent of the organization granted exclusive representation.
- D. The time limits between steps of the grievance procedure provided herein may be extended by mutual agreement, or by mutual agreement, the grievant and Management may waive one or more levels of review from this grievance procedure.
- E. Management shall notify the Union of any formal grievance filed that involves the interpretation and/or application of the provisions of this MOU, and a full-time Union

Staff Representative shall have the right to be present at any formal grievance meeting concerning such a grievance. If the full-time Union Staff Representative elects to attend said grievance meeting, he/she shall inform the head of the department, office or bureau of his/her intention. The Union will be notified of the resolution of all other formal grievances.

Section III - Procedure

The grievance procedure for employees covered by this MOU shall be as follows:

Step 1 - Informal Discussion

The grievant shall discuss his/her grievance with his/her immediate supervisor on an informal basis in an effort to resolve the grievance and said grievance shall be considered waived if not so presented to the immediate supervisor within ten (10) calendar days following the day when the event upon which the grievant is based occurred. Said ten (10) calendar days may be waived by mutual consent of the parties involved.

The immediate supervisor shall respond within five (5) calendar days following his/her meeting with the grievant. Failure of the immediate supervisor to respond within such time limit shall entitle the grievant to process his/her grievance at the next step.

Step 2 - First Level of Review

If the grievance is not settled at Step 1, the grievant may serve written notice of the grievance on a form provided by Management upon the person designated to review the grievance at Step 2 within seven (7) calendar days of receipt of the grievance response at Step 1. Failure of the grievant to serve such written notice shall constitute a waiver of the grievance.

If such written notice is served, said person shall meet with the grievant, and a written decision or statement of the facts and issues shall be rendered to the grievant and his/her representative, if any, within fifteen (15) calendar days from the date of service. Failure of Management to respond within such time limit shall entitle the grievant to process his/her grievance at the next level of review.

Step 3 - Second Level of Review

If the grievance is not settled at Step 2, the grievant may serve written notice of the grievance on said form upon the person designated to review the grievance at Step 3 within

seven (7) calendar days of receipt of the Step 2 grievance response. Failure of the grievant to serve such written notice shall constitute a waiver of the grievance.

If such written notice is served, said person shall meet with the grievant, and a written decision or statement of the facts and issues shall be rendered to the grievant and his/her representative, if any, within fifteen (15) calendar days from the date of service. Failure of Management to respond within such time limit shall entitle the grievant to process his/her grievance at the next level of review.

Step 4 - General Manager/Commission Review (Third Level of Review)

If the grievance is not settled at Step 3, the grievant may serve written notice of the grievance on said form upon his/her General Manager or designee within seven (7) calendar days following receipt of the grievance response at Step 3.

Failure of the grievant to serve such notice shall constitute a waiver of the grievance. If such notice is served, the grievance shall be heard by the General Manager or his/her designee, or in the case of departments under the administrative control of a board of commissioners, by the Commission or the General Manager or their designee, and a written decision shall be rendered within 120 calendar days of such notice being served.

Step 5 - Mediation (optional)

If the grievance is not resolved at Step 4, the Union representative may, within ten (10) calendar days following receipt of Management's response at Step 4, request that the grievance be submitted to mediator prior to proceeding to arbitration. This step is optional and requires the concurrence of Management and the Union.

A request for mediation must be in writing and must be submitted to the affected department's personnel officer or the Employee Relations Administrator in the Police Department within the above-prescribed time limits. The personnel officer or Employee Relations Administrator shall, within ten (10) calendar days following receipt of the mediation request, return the request to the Union representative with a denial or an agreement that the parties jointly request the Employee Relations Board (ERB) to appoint a mediator.

The Executive Director of the Employee Relations Board shall attempt to obtain the services of a mediator from the State Mediation and Conciliation Service. If a State mediator is unavailable, Union and Management may jointly agree to a mediator selected by the Executive Director of the Employee Relations Board. The fees for mediation shall be shared equally by Union and Management.

The mediation procedure shall be informal. The primary effort will be to assist the parties in settling the grievance. Court reporters shall not be used, the rules of evidence shall not apply, and no record shall be made. The mediator shall determine whether witnesses are necessary.

If the grievance is resolved through mediation, notwithstanding the provisions of Section 4.865 of the Employee Relations Ordinance, the parties may agree to accept the results of mediation as binding.

If the grievance is not resolved in mediation, the mediator may be requested to provide an immediate oral opinion as to how the grievance would be decided if it went to arbitration. Such opinion shall be advisory only. However upon mutual agreement of the parties, the mediator may be requested to furnish such opinion in writing, including a brief statement of the reasons for the opinion. Such opinion, as well as confidential discussions by the parties in mediation, shall not be used during any subsequent arbitration.

Step 6 - Arbitration

If the written decision at Step 4 does not settle the grievance; or if no written decision is rendered within the time limits set forth at Step 4 and if mediation, as provided in Step 5, is not requested; or if mediation is not agreed to; or if mediation does not resolve the grievance; the Union may serve upon the head of the department, office or bureau a request for arbitration at the same time that such request is filed with ERB. The request for arbitration must be filed within ten (10) calendar days following the date of any of the above qualifying events. Failure of the *Union* to serve such written request within said period shall constitute a waiver of the grievance.

If such written notice is served, the parties shall meet for the purpose of selecting an arbitrator from a list of seven arbitrators furnished by ERB, within seven (7) calendar days following receipt of said list:

- a. Arbitration of a grievance hereunder shall be limited to the formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. The proceedings shall be conducted in accordance with applicable rules and procedures adopted or specified by ERB, unless the parties hereto agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties involved, it being mutually agreed that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred during such arbitration will be the responsibility of the parties incurring them.

- b. Notwithstanding Section 4.865 a.(4) of the Employee Relations Ordinance, the decision of an arbitrator resulting from any arbitration of a grievance hereunder shall be binding upon the parties(*); provided, however, that grievances arising from the practical consequences of the contracting of unit work shall be subject to advisory arbitration unless said grievances involve 1) claims of loss of basic compensation (herein defined as base salary and regularly assigned bonus compensation) or 2) claims that the grievant has suffered capricious, arbitrary or discriminatory treatment as a result of the contracting decision. (* Binding arbitration of grievances as herein provided shall be applicable in each of the following proprietary departments at such time as the head of each said department submits its written concurrence with said provision to the Mayor and Council : Airports, Harbor, Library, Recreation and Parks, Pensions and the City Employees' Retirement System.)

Disputes as to whether a grievance involving the practical consequences of a contracting decision is subject to advisory or binding arbitration shall be referred to an arbitrator for a binding decision on this threshold question prior to proceeding to arbitration on the merits of the claim.

- c. The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this MOU.

ARTICLE 3.2 UNION STEWARDS

The Union may designate a reasonable number of Union Stewards who must be members of the Unit, and shall provide all departments, offices, or bureaus with a written list of employees who have been so designated. Management will accept on a quarterly basis any changes to the list. A steward may represent a grievant in the presentation of a grievance at all levels of the grievance procedure. A steward may represent an employee in pre-disciplinary hearings (Skelly) or pre-disciplinary interviews where there is a reasonable expectation that disciplinary action will follow.

An employee and his/her steward may have a reasonable amount of paid time off for the above-listed activities. However, a steward will receive paid time off only if he/she is the representative of record; is a member of the same Unit and the same Union as the employee; is employed by the same department, office or bureau; and, is employed within a reasonable distance from the work location of the employee.

If a steward must leave his/her work location to represent an employee, he/she shall first obtain permission from his/her supervisor on a form provided for such purpose. Permission to leave will be granted unless such absence would cause an undue interruption of work.

If such permission cannot be granted promptly, the steward will be informed when time can be made available. Such time will not be more than forty-eight (48) hours, excluding scheduled days off and/or legal holidays, after the time of the steward's request unless otherwise mutually agreed to. Denial of permission to leave at the time requested will automatically constitute an extension of time limits provided in the grievance procedure herein, equal to the amount of the delay.

Before leaving his/her work location, the steward shall call the requesting employee's supervisor to determine when the employee can be made available. Upon arrival, the steward will report to the employee's supervisor who will make arrangements for the meeting requested.

Time spent on grievances, or the pre-disciplinary representation activities described above, outside of regular working hours of the employee or his/her steward shall not be counted as work time for any purpose. Whenever these activities occur during the working hours of the employee and/or the steward, only that amount of time necessary to bring about a prompt disposition of the matter will be allowed. City time, as herein provided, is limited to the actual representation of employees and does not include time for investigation, preparation or any other preliminary activity.

4.0 ON THE JOB

ARTICLE 4.1 SAFETY

Section I

Safety clothing and devices currently provided by Management shall continue to be provided, as long as the need exists; Union will encourage all members of the Unit to utilize said safety clothing and devices to the fullest extent possible.

Section II

Management will make every reasonable effort to provide safe working conditions. Union will encourage all members in the Unit to perform their work in a safe manner. Each employee should be alert to unsafe practices, equipment and conditions, and should report any hazardous condition promptly to his immediate supervisor. Said supervisor should:

- a. Correct or eliminate the hazardous condition if correction or elimination thereof is within the authority and capability of the supervisor; or

- b. Safeguard a hazardous condition in such a manner as to preclude injury to personnel and/or property damage, and promptly report the nature and location of the hazardous condition to next level of supervision designated by departmental management for said purpose, if elimination of the hazardous condition is not within the immediate supervisor's capability.
- c. If elimination of the hazardous condition is not within the capability of the second level of supervision to correct, he shall promptly report the problem to the next designated level of supervision or inform the Departmental Safety Coordinator about the problem.

Section III

If the procedures for handling a reported hazardous condition are not initiated, or if initiated, fail to effect a satisfactory solution of the problem within a reasonable time, the employee or his representative may call the City Occupational Safety Office and report such hazard.

Unresolved complaints hereunder may be referred to the State Safety Engineer for processing under the CAL/OSHA rules and regulations.

ARTICLE 4.2 PERSONNEL FOLDERS

- A. Upon request, an employee shall be entitled to review the contents of his/her official departmental personnel file at reasonable intervals, during hours when his/her personnel office is open for business. Such review shall not interfere with the normal business of the department, office or bureau.
- B. No disciplinary document shall be placed in an employee's official departmental personnel file without providing said employee with a copy; however, the Police Department may decide in lieu thereof to notify the employee that such a document has been placed in the employee's file and that it is available for review. This provision shall not apply to documents placed in said file prior to July 1, 1975.
- C. A "Notice to Correct Deficiencies" may be sealed upon the request of an affected employee if he/she has not been involved in any subsequent incidents that resulted in written corrective counseling or other management action for a period of four (4) years from the date the most recent notice was issued or management action taken; however, it is mutually understood that a "Notice to Correct Deficiencies" is not considered a form of discipline by the Police Department and a copy is not placed

in the departmental personnel folder; therefore, the Police Department is excluded from the provisions of this paragraph.

ARTICLE 4.3 REST PERIODS

Section I

Each employee shall be granted a minimum of fifteen (15) minutes rest period in each four (4) hour period; provided, however, that no such rest period shall be taken during the first or last hour of any employee's working day nor in excess of fifteen (15) minutes without the express consent of the designated supervisor.

Section II

Management reserves the right to suspend any rest period or any portion thereof during an emergency. Any rest period so suspended or not taken at the time permitted shall not be accumulated or carried over from one day to any subsequent day, nor compensated for in any form.

ARTICLE 4.4 PERFORMANCE EVALUATIONS

- A. The Supervisor who signs an employee's performance evaluation, shall have been in a position to review the employee's work for a reasonable period of time during the evaluation period. If the employee has worked under more than one supervisor for a significant period of time during an evaluation period, the rating will reflect the opinion of each such supervisor.
- B. An annual performance evaluation that has been appealed shall not be placed in an employee's personnel file until it has been determined whether the evaluation will be changed.

ARTICLE 4.5 CREDIT FOR TRAINING

- A. Whenever Management approves, an employee may be permitted to assume tasks which are outside the scope of the normal duties of his/her position for the purpose of gaining experience in the performance of duties in higher level positions or learning to operate such City equipment as is used by his/her department in order to gain work experience on such job or equipment. A qualified person shall be designated and shall be available to instruct and supervise the employee in the performance of such tasks or in the safe and proper operation of said equipment. Any dispute

concerning the person's qualifications to instruct and supervise shall be decided by the employee's Departmental Management Representative.

B. If the employee so requests:

1. The employee and his/her supervisor will jointly log the successful performance of such tasks on a form provided by Management. The form will be kept updated; and,
2. The employee's department will provide confirmation of such performance on a form titled "Verification of Work Experience" (Personnel Department form PD 21R #11-74), so that it may be utilized by the employee whenever such verification is required to establish eligibility to take an examination.

ARTICLE 4.6 PART-TIME EMPLOYMENT

Notwithstanding the provisions of Section 4.110 of the Los Angeles Administrative Code (LAAC), the following provisions shall apply to part-time employees covered by this Memorandum of Understanding.

1. Except as provided in Section 4.117 of the LAAC and/or any Departmental Personnel Ordinance to the contrary, a work schedule of less than the number of hours of full-time employment shall be considered part-time employment. The following categories of part-time employment are hereby defined and shall be controlling for purposes of this Article:
 - a. **Half-time:** Half-time employees are those who are regularly assigned to a work schedule of one thousand and forty (1040) hours or more in a calendar year, but less than full-time. Compensation shall be prorated on the basis of the total number of scheduled hours of work in relation to the total number of hours required for full-time employment. Benefits provided in this MOU for half-time employees also shall apply on a prorated basis, as defined.
 - b. **Intermittent:** Intermittent employees are those who are assigned to a regular or on-call work schedule of less than the number of working hours required for half-time employment (less than 1040 hours) in a calendar year. The hourly rates provided in the Appendices to this MOU shall be considered full compensation for intermittent employees. Employees who concurrently hold more than one intermittent position still shall be considered intermittent, as herein defined, irrespective of the total number of hours scheduled.

2. Part-time employees hired into classifications covered by this MOU after the effective date of the MOU shall be notified of their status as half-time or intermittent at the time of hire. Half-time employees shall be notified of their eligibility for prorated benefits. Intermittent employees shall be notified that they are not entitled to benefits except as provided in paragraph 3 below.

- 3a. Intermittent employees shall be eligible to accrue compensated personal time off at the 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 compensated personal time off. This benefit may be used in no less than one hour increments for the following:
 1. Sick leave;
 2. Urgent personal business, subject to approval of the supervisor;
 3. Holidays, upon the request of the employee. The holiday must fall on the employees' regularly assigned schedule, and the employees must not be required to work on that holiday. If the qualifying employees choose not to use compensated personal time off for the holiday, the employees may be allowed, subject to approval of the supervisor, to adjust their work schedules and make up the time in full not later than the next succeeding payroll period.

Compensated personal time off may be accumulated for up to a maximum of 48 hours. Any time accumulated in excess of such amount shall be deemed waived and lost.

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

Employees who hold more than one intermittent position concurrently shall be eligible to accrue compensated personal time off in only one position.

- 3b. Notwithstanding paragraph 2 above, an employee hired on an intermittent basis who, following two consecutive years of City service, has been compensated for 1000 or more hours during each of the two years shall be considered a half-time employee and become entitled to qualify for prorated benefits provided to half-time employees. Upon designation as half-time under these circumstances, such employees shall be allowed to carry over into the 100% sick leave bank up to a maximum of 16 hours of unused compensated personal time. Any unused personal time in excess of 16 hours shall be deemed waived and lost. Such employees shall immediately begin accruing vacation

and sick leave, and become eligible to use vacation, sick leave and holiday benefits at the appropriate prorated rate. Their anniversary date shall be based upon the date they are designated as half-time employees. No such benefits shall be provided retroactively. This paragraph shall not preclude an appointing authority from changing an intermittent employee's status to half-time anytime following appointment.

- 3c. Half-time employees who immediately prior to such appointment were on intermittent status, and who completed six consecutive months of City service and were compensated for less than 2,000 hours during the preceding two years, shall be allowed to carry over into the 100% sick leave bank up to a maximum of 16 hours of unused compensated personal time. Any unused personal time in excess of 16 hours shall be deemed waived and lost. Such employees shall immediately begin accruing vacation and sick leave, and become eligible to use sick leave and holiday benefits at the appropriate prorated rate. Employees shall not be eligible to use vacation benefits until one year from their anniversary date. Their anniversary date shall be based upon the date they were designated as half-time employees. No such benefits shall be provided retroactively. This paragraph shall not preclude an appointing authority from changing an intermittent employee's status to half-time anytime following appointment.
4. The part-time benefits provided herein shall apply prospectively from the effective date of the MOU. However, part-time employees who were receiving benefits at the level provided herein prior to said effective date shall continue to receive such benefits as long as they retain their qualifying status without a break in service.

5.0 COMPENSATION

ARTICLE 5.1 OVERTIME

Distribution of Overtime

Management will attempt to assign overtime work as equitably as possible among all qualified employees in the same classification, in the same organizational unit and work location. However, Management may consider special skills required to perform particular work.

Nothing herein is intended to abridge or limit the right of city management to determine the means and methods for the delivery of public services, including but not limited to decisions regarding staffing requirements and the use of overtime.

Non-emergency Overtime

Whenever Management deems it necessary to perform non-emergency work on an overtime basis, employees required to work will be given at least forty-eight (48) hours notice.

Work Schedules

Pursuant to FLSA, employees shall have a fixed workweek that consists of a regular recurring period of 168 consecutive hours (seven 24-hour periods) which can begin and end on any day of the week and at any time of the day. The designated workweek for an employee may be changed only if the change is intended to be permanent and not designed to evade overtime requirements of the Fair Labor Standards Act. Management may assign employees to work a five/forty, four/ten, nine/eighty, or other work schedule. Management shall have the right to refuse an employee's request to work a four/ten, nine/eighty, or other modified work schedule, and to require the reversion to a five/forty work schedule, providing that the exercise of such right is not arbitrary, capricious or discriminatory. The parties further agree that management may require employees to change their work schedules (change days off, except the split day, or working hours) within the same FLSA workweek.

Employees on a nine/eighty modified work schedule shall have designated a regular day off (also known as the 9/80 day off) which shall remain fixed. Temporary changes to the designated 9/80 day off at the request of management or the employee is prohibited unless it is intended for the employee to work additional hours (overtime.)

Assignment of Overtime

Management will attempt to assign overtime work as equitably as possible among all qualified employees in the same classification, in the same organizational unit and work location. However, Management may consider special skills required to perform particular work. The parties understand that no employee shall work overtime without prior approval from his or her supervisor and that unofficial overtime "white time" is absolutely prohibited. FLSA non-exempt employees may not work outside of scheduled working hours, or during unpaid meal periods, without the written approval of a supervisor consistent with department policy. Failure to secure prior approval may result in discipline.

Rate and Method of Overtime Compensation - (FLSA) Non-Exempt Employees

Compensation for overtime shall be for all hours worked in excess of 40 hours in a workweek including all absences with pay authorized by law. Compensation for employees

in this unit who are employed in a class or paygrade with a fifth step regular biweekly rate, without bonuses, at or below the fifth step regular biweekly rate for the class of Senior Electrical Tester, Code 7516 in Council-controlled departments shall be in time off at the rate of one and one-half hours for each hour of overtime worked or in cash at one and one-half times the employee's regular rate of pay, at the discretion of management.

Compensated Time Off

Employees shall be permitted to accumulate up to 80 hours of compensated time and take such accumulated time off for overtime worked upon request unless granting of such time would "unduly disrupt" the operations of the City department. This standard does not apply to non-FLSA overtime (i.e. overtime earned pursuant to this agreement that does not meet the FLSA definition of overtime). On occasion, employees may accumulate hours in excess of 80 hours for a temporary period of time. If an employee does not schedule and take time off over 80 hours for overtime prior to the end of the fiscal year in which the overtime was worked, management may require employees to use accumulated overtime that exceeds 80 hours prior to the end of the fiscal year; require employees to use such time in lieu of vacation or other leave time; or authorize cash payment. In the event sufficient funds are not available to provide cash compensation for all or a portion of the hours in excess of 80, management may extend the time limit for a period not to exceed one year. In accordance with FLSA, no employee shall lose accumulated time off.

Under no circumstances shall compensated time off in excess of 240 hours be accumulated.

1040/2080 Plan

Management reserves the right to develop 26 Week/1040 or 52 Week/2080 hours work periods under FLSA Section 7(b) [29 USC §207(b)(1) and (2)] during the term of this MOU for the purpose of increasing scheduling flexibility. Implementation of this work schedule is subject to agreement by the parties and certification of the Union as bona fide by the National Labor Relations Board (NLRB),

Rate and Method of Compensation

Operative the effective date of the Ordinance implementing this MOU, compensation for overtime worked by employees in classifications listed in the Appendices herein shall be made in accordance with the provisions of Sections 4.113 through 4.116 of the Los Angeles Administrative Code (LAAC) which pertain thereto. However, notwithstanding the provisions of Section 4.113(d) of the LAAC, compensation for all overtime worked shall, unless specific authorization for cash payment exists, be in time off at the rate of one and one-half (1 ½)

hours for each hour of overtime worked. If authorization for cash payment exists, the rate of compensation shall be one and one-half (1-1/2) the employee's regular rate of pay.

Fair Labor Standards Act Provisions

Notwithstanding the provisions of LAAC Section 4.113 concerning the accumulation of compensated time off for overtime worked, employees deemed non-exempt from the overtime provisions of the Fair Labor Standards Act, shall not lose any accumulated overtime.

ARTICLE 5.2 CALL BACK PAY

Whenever Management orders an employee to return to duty following the termination of his/her work shift and departure from his/her work location, the employee shall receive a minimum payment equivalent to four hours of work at the rate of time and one-half (1-1/2) the employee's regular rate of pay.

ARTICLE 5.3 ACTING PAY ASSIGNMENT

- A. For the term of this MOU, whenever Management assigns a non-supervisory employee as an acting on-site supervisor in the temporary absence of a full-time supervisor, such employee shall become eligible for additional compensation upon completion of a qualifying period of five (5) consecutive working days in such assignment at his/her regular rate of compensation. Paid or unpaid absences of more than three days during the qualifying period shall extend the qualifying period by the length of the absence.
- B. Starting with the first working day following completion of a qualifying period, the employee shall receive the second premium level rate above the appropriate step rate of the salary range prescribed for his/her class, for each day on duty as an acting on-site supervisor. However, the maximum pay rate for such duty shall be limited to the top step of the salary range, or the hourly wage rate which has been established as compensation for the position to which the employee has been assigned.
- C. Any Management determination or decision pertaining to the implementation, interpretation, application, administration or cancellation of any or all of the provisions of this Article shall be final and conclusive and shall not be subject to the grievance procedure herein. Nothing in this Section, however, is intended to deny the premium payment specified herein to an employee who has been assigned, has qualified and has performed the acting assignment in accordance with the provisions of this Article.

ARTICLE 5.4 TRAVEL ALLOWANCE

- A. Notwithstanding Section 4.222 of the LAAC, whenever an employee is required to travel directly between his/her home and place of temporary assignment, as provided in Section 4.221 of the LAAC, he/she shall receive payment at the rate of two dollars (\$2.00) for each day that such travel occurs. All other provisions of Sec. 4.220 - 4.226 of the LAAC which relate to payment for travel of certain employees from their homes to temporary job locations remain unchanged.
- B. Notwithstanding Section 4.221.1 of the LAAC, whenever an employee is required to travel from one job site to another within a work day, he/she shall receive payment at the rate of two dollars (\$2.00) for each day that such travel occurs.
- C. Where an employee qualifies under both sections A and B above, such employee shall be entitled to receive three dollars (\$3.00) per day.

ARTICLE 5.5 EARLY REPORT PAY

A regularly assigned employee who is required to report earlier than his/her regularly-scheduled starting time for the convenience of his/her department, office or bureau, said employee shall receive time and one-half his/her regular hourly rate of pay for each hour of work performed prior to his/her regularly-scheduled starting time. Such compensation may be made in either cash or compensatory time off at the discretion of management.

Management maintains its authority to retain employees who are called in before the start of their regular starting time for their full, regularly scheduled shift. Hours worked prior to an employees regularly scheduled starting time qualify the employee to receive Early Report Pay. Consistent with any department procedures which may exist, employees may or may not be retained beyond eight hours, subject to operational needs.

In the event an employee receives Early Report Pay and is required to work his/her full regularly scheduled shift in addition to the Early Report Pay hours, the employee shall not receive overtime for working his/her full, regular shift. Prescheduled shift adjustments with at least 48 hours notice do not qualify for Early Report Pay.

ARTICLE 5.6 STAND-BY PAY

Notwithstanding any provisions of the LAAC or Departmental Personnel Ordinances to the contrary, employees assigned stand-by duty shall receive one dollar (\$1.00) per hour for each hour on such assignment.

ARTICLE 5.7 BILINGUAL DIFFERENTIAL

Management's present practices with regard to premium pay for employees required to use a language other than English will be continued during the term of this Memorandum of Understanding. Such practices of additional compensation for employees required to use a language other than English shall be in accordance with Section 4.84 of the Los Angeles Administrative code.

ARTICLE 5.8 SALARIES

Employees covered by this MOU shall be compensated in accordance with the salary ranges or rates listed in Appendices A through H herein.

ADJUSTED SALARY FOR SPECIFIED ASSIGNMENTS

Employees covered by this MOU shall not be eligible for adjusted salary under the provisions of Notes "H" and "K" of Schedule A of Section 4.61 of the Los Angeles Administrative Code. In lieu thereof unit employees shall receive additional salary for specified assignments, in specified classes, as follows:

1. **Hazardous Conditions:**

Employees in any unit class required to perform duties more than 50% of a work day consisting of working on a ladder, scaffolding, a hydraulic lift platform, or working from a scaffold or other device that is suspended by ropes or cables; or operating compressed air spray apparatus to spray emulsified asphalt or weed control chemicals from a moving vehicle or to spray paint, or using a steam cleaning apparatus employing a heavy-duty caustic soda as a detergent; or performing duties in a deep sewer over eight feet in depth consisting of timbering, shoring, tunneling, pipe laying and concreting shall receive, for each day so assigned, salary at the appropriate step of the second premium level above the salary range prescribed for the class.

2. **Obnoxious Conditions:**

A. Employees in unit classes who are regularly assigned, as defined in Section 4.75 of the Los Angeles Administrative Code, to perform maintenance, service or repair of motor sweepers or sewage disposal facilities and equipment, or cleaning catch basins, or transporting sewage or catch basin debris; or when required to perform such duties more than 50% of a work day shall receive,

for each day so assigned, salary at the appropriate step of the second premium level above the salary range prescribed for the class.

- B. Employees in the classes listed in Attachment "1" of this MOU who are regularly assigned, as defined in Section 4.75 of the Los Angeles Administrative Code, to perform the indicated assignments shall receive salary at the appropriate step of the first premium level above the salary range prescribed for the class:

Employees in the classes of Vocational Worker, Gardener Caretaker and Senior Gardener in the Department of Recreation and Parks who provide temporary relief, i.e., vacation, sick leave, IOD, etc., for Light Equipment Operators in the above-designated assignment(s), shall receive, for each day on which they perform the required duties at least 50% of the work day, salary at the appropriate step of the first premium level above the salary range prescribed for the class.

ARTICLE 5.9 LEAD ASSIGNMENT

Non-supervisory employees (employees whose classification or paygrade description does not include supervisory duties) who are designated and assigned by management to act as lead workers over other employees in the same classification or paygrade, either on a regularly assigned or on a daily basis, shall receive compensation at the second premium level rate above the appropriate step of the salary range prescribed for the class, while so assigned.

The designation, redesignation or removal of a lead assignment shall be a management prerogative and may occur any time management deems it appropriate. Such management decisions shall be final and conclusive and shall not be subject to the grievance procedure herein. Nothing in this Section, however, is intended to deny the premium payment specified herein to an employee who has been assigned, has qualified and has performed the lead assignment in accordance with the provisions of this Article.

6.0 BENEFITS

ARTICLE 6.1 HEALTH/DENTAL AND FLEX BENEFITS PROGRAM

During the term of this MOU, the City will provide health, dental and other welfare benefits in accordance with the Civilian Modified Flexible Benefits Program (hereinafter Flex Program), including modifications thereto, as recommended by the Joint Labor-Management Benefits Committee (hereinafter JL-MBC) and approved by the City Council. The Flex

Program currently provides, in addition to health and dental coverage, life and accidental death and dismemberment insurance; a disability plan; and a Cash in-lieu program for employees who can secure health coverage through a spouse or other sources.

The sections below are intended to reflect the terms of the Flex Program as approved in July, 1996. If there are discrepancies between the benefits described herein and the actual Flex Program benefits, the Flex Program benefits will take precedence.

Section I - Health Plans

The health plans offered, and benefits provided by those plans, shall be determined by the Personnel Department in accordance with Section 4.303 of the Los Angeles Administrative Code upon the recommendation of the JL-MBC.

Through December 31, 1997, Management will contribute a monthly sum not to exceed \$472 for each full-time employee who is a member of the City Employee Retirement System (CERS) toward the cost of any approved health plan.

Operative January 1, 1998, Management will provide for each full-time employee who is a member of CERS a subsidy in an amount not to exceed \$349.72 toward the cost of his/her health plan.

During the term of this MOU Management's monthly subsidy for full-time employees shall increase by the increase, if any, in the Kaiser family rate. Increases in this monthly subsidy shall be effective at the beginning of the pay period in which the Kaiser yearly premium rate change is implemented.

Management will apply the subsidy first to the employee's coverage. Any remaining balance will be applied to the coverage of the employee's dependents under the plan.

The definition of dependent shall include an employee's domestic partner and the dependents of such domestic partner.

Any employee claiming a domestic partner and/or the dependents of such domestic partner for purposes of this article shall complete a confidential affidavit to be filed in the Employee Benefits Office, Personnel Department, which shall be signed by the employee and the domestic partner declaring the existence of the domestic partnership.

By extending to an employee the specific benefits defined in this article, the City does not intend to confer or imply any other unspecified benefits to such employee, the employee's domestic partner or the dependents of such domestic partner.

For each half-time employee, as defined in Section 4.110 of the Los Angeles Administrative Code, who becomes a member of CERS following the effective date of this MOU, management will contribute a monthly sum not to exceed \$170.00 per employee. Half-time employees who, prior to the effective date of this MOU, were receiving the same subsidy as full-time employees shall continue to receive that subsidy and shall be subject to any adjustments applied to that subsidy as provided in this article.

Employees who transfer from full-time to half-time under the provisions of the Family and Medical Leave article of this MOU, shall continue to receive the same subsidy as full-time employees and shall be subject to any adjustments applied to that subsidy as provided herein.

Operative January 1, 1998, management's contribution toward the subsidy of a half-time employee's health plan shall be in an amount not to exceed the Kaiser single party rate. Changes in this maximum subsidy shall be effective at the beginning of the pay period in which the Kaiser yearly premium rate change is implemented.

Section II - Dental Plans

The dental plans offered, and the benefits provided by those plans, shall be determined by the Personnel Department in accordance with Section 4.303 of the Los Angeles Administrative Code upon the recommendation of the JL-MBC.

Management will expend for full-time employees in the classifications listed in the Appendices to this MOU, who are members of the CERS, the monthly sum necessary to cover the cost of the employee-only coverage under the City-sponsored Dental Plan Program. Coverage for dependents of eligible employees may be obtained in a City-sponsored plan at the employee's expense provided that sufficient enrollment is maintained to continue to make such coverage available.

The definition of dependent shall include the domestic partner of an employee and the dependents of such domestic partner.

Any employee claiming a domestic partner and/or the dependents of such domestic partner for purposes of this article shall complete a confidential affidavit to be filed in the Employee Benefits Office, Personnel Department, which shall be signed by the City employee and the domestic partner declaring the existence of the domestic partnership.

By extending to an employee the specific benefits defined by this article, the City does not intend to confer or imply any other unspecified benefits to such employee, the employee's domestic partner or the dependents of such domestic partner.

For half-time employees, as defined in Section 4.110 of the Los Angeles Administrative Code, who become members of CERS following the effective date of this MOU, and for employees who transfer from full-time to half-time status, Management will expend an amount equivalent to one-half of the cost of the employee-only coverage of the most expensive plan under the City-sponsored Dental Program. Half-time employees, who prior to the effective date of this MOU were receiving the full employee-only subsidy, shall continue to receive the full employee-only subsidy

Section III - General Provisions

An open enrollment period of at least 30 days shall be declared by the Personnel Department in April of each year. During this open period employees may enroll themselves and, at their option, their dependents in the City-sponsored plans. Employees who fail to enroll during this period will be ineligible to participate in City-sponsored plans unless another open enrollment period subsequently is declared by the Personnel Department.

The parties mutually understand that the City will expend the above-cited amounts only for those employees who enroll in these plans and remain on active payroll status with the City, and that the City retains all rights to any unused funds which may be allocated for the purpose of implementing this article.

Management will retain all duties and responsibilities it has had for the administration of the City's health and dental plans.

Section IV - Subsidy During Family and Medical Leave

Employees who are on family and medical leave under the provisions of this MOU shall continue to receive the City's medical and dental plan subsidies for a maximum of nine (9) pay periods following the qualifying date of the family or medical leave, including paid and unpaid portions of said leave. Continuation of this subsidy will be subject to the following conditions:

- a. The employee shall have been continuously employed by the City for a period of one year prior to the beginning of the leave.
- b. The employee shall have been enrolled in a City health plan prior to the beginning of the leave in order to continue to receive the health plan subsidy. The employee shall have been enrolled in a City dental plan prior to the beginning of the leave in order to continue to receive the dental plan subsidy.

- c. The continuance of the health plan subsidy shall include coverage of any new dependent(s). Employees are responsible for notifying the Employee Benefits Office of any additional dependent(s).
- d. In accordance with the Family and Medical Leave Act of 1993 (FMLA), employees on unpaid family or medical leave shall not be required to repay the City subsidy if (1) they return to work, or (2) they terminate City employment following the leave due to a continuing serious health problem or other extenuating circumstances beyond their control. If an employee fails to return to work for reasons other than the foregoing, he/she shall reimburse the City for the subsidy provided during the unpaid leave. Such reimbursement shall be deducted from any compensation owed to the employee upon termination of City employment.
- e. Employees who desire to be covered by these subsidy provisions must make the appropriate request to:

Employee Benefits Office
Personnel Department
Room 867 City Hall

Employees shall be required to file an affidavit with the Employee Benefits Office stating that they will comply with the provisions herein before the subsidy will be provided.

ARTICLE 6.2 UNION SPONSORED, SUPPLEMENTAL INSURANCE PROGRAMS

Each employee in the unit will be enrolled in supplemental insurance programs designated and administered by SEIU, Local 347.

The City will forward for each employee in the Unit who is a member of CERS on paid status, eight dollars and fourteen cents (\$8.14) biweekly to Local 347 for distribution, by the union, to designated carriers in the amounts necessary to cover enrollment in these programs.

Employees wishing to avail themselves of the Union sponsored dental benefits must be enrolled in the City sponsored indemnity plan in order to access said benefits.

The Controller and Personnel Department will establish such controls over the disbursement of funds as they deem necessary.

Union agrees to indemnify and hold harmless the City against all claims, including costs of suits and reasonable attorney fees and/or other forms of liability arising from the implementation of the provisions of this Article.

ARTICLE 6.3 HOLIDAYS AND HOLIDAY PAY

A. Notwithstanding any provisions of the LAAC that may conflict, the following days shall be treated as holidays.

1. New Year's Day (January 1)
2. Martin Luther King's Birthday (the third Monday in January)
3. Washington's Birthday (the third Monday in February)
4. Cesar E. Chavez' Birthday (the last Monday in March)*
5. Memorial Day (the last Monday in May)
6. Independence Day (July 4)
7. Labor Day (the first Monday in September)
8. Columbus Day (the second Monday in October)
9. Veterans Day (November 11)
10. Thanksgiving Day (the fourth Thursday in November)
11. The Friday after Thanksgiving Day
12. Christmas Day (December 25)
13. The last four hours of an employee's scheduled work shift on the last working day preceding Christmas Day.
14. Any day or portion thereof declared to be a holiday by proclamation of the Mayor, and the concurrence of the City Council by resolution.
15. Two unspecified holidays.

* Celebration of Cesar E. Chavez' birthday, as a City holiday, shall be operative on 2002. Columbus Day will cease to be a City holiday in calendar year 2002.

B. When any holiday from 1 through 12 falls on a Sunday, it shall be observed on the following Monday.

C. When any holiday from 1 through 12 above falls on a Saturday, it shall be observed on the preceding Friday.

D. Any holiday declared by proclamation of the Mayor, shall not be deemed to advance the last scheduled working day before a holiday for purposes of computing any additional time off.

- E. Whenever a holiday from 1 through 12 above occurs during an employee's regularly scheduled work week, eight (8) hours of paid leave shall be credited for the purpose of computing overtime pay for work performed after forty (40) hours.
- F. Whenever a holiday listed under 12 and/or 13 above occurs during an employee's regularly scheduled work week, the appropriate number of hours of paid leave shall be credited for the purpose of computing overtime pay for work performed after forty (40) hours.
- G. Whenever a holiday falls on an employee's 9/80 or modified day off, the employee shall take an alternate day off within the same calendar week as the holiday.
- H. An employee who works in excess of: eight (8) hours on any holiday listed from 1 through 12 above; or works in excess of four (4) hours on the last working day preceding Christmas Day, or works in excess of any day or portion thereof declared to be a holiday by proclamation of the Mayor shall be paid at the appropriate holiday pay rate for his/her class but such time shall not be included when calculating the employee's work week for overtime pay purposes.
- I. An employee who works on any holiday above will be compensated at the rate of time and one-half (1-1/2) for each hour worked, in addition to his/her regular compensation for the day, provided that the employee has (1) worked his/her assigned shift immediately before and his/her assigned shift immediately after the holiday, or, (2) prior to such holiday Management has authorized the employee to take paid leave time off in lieu of the requirement to work said shifts. Any employee who fails to meet these requirements will be paid at the rate of one hour for each hour worked.
- J. For each holiday listed above which results in time off with pay for employees working a Monday through Friday work week, employees who are scheduled to work other than the Monday through Friday work week shall be entitled to such day off with pay or shall be compensated in accordance with all pertinent provisions of B through H above. If such holiday falls on the employee's scheduled day off, an alternative day off in lieu shall be scheduled within the same calendar week as the holiday. However, nothing herein is intended to preclude departments from establishing internal policies regarding the scheduling of said alternate days off.
- K. The additional compensation for work performed on a holiday as provided herein shall not apply to employees whose regular rate of pay is bonused to include pay for holidays worked.

- L. Except in emergencies, no employees assigned to refuse collection crews or crews supporting such refuse collection crews will be required to work on any of the following major holidays: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Such employees shall work the next Saturday in which a major holiday occurs during their regular work week, at the rate of time and one-half (1-1/2) the employee's regular hourly rate of pay.
- M. Management shall have the sole authority and responsibility to determine whether the compensation for any holiday worked shall be in cash or paid leave time off.
- N. The unspecified holidays shall be taken in accordance with the following requirements:
 - 1. Each unspecified holiday must be taken in one full normal working day increment of eight (8) hours during the calendar year in which it is credited or it will be forfeited. The request for such time off, if timely submitted by the employee, will be promptly approved by Management subject to the operating needs of the employee's department, office or bureau. If an unforeseen operating requirement prevents the employee from taking such previously-approved holiday(s), Management will reschedule the holiday(s) so that it/they may be taken on some other reasonably satisfactory date(s) within the calendar year.
 - 2. Any break in service (i.e., resignation, discharge, retirement, etc.) prior to taking said holiday(s) shall forfeit any right thereto.
 - 3. The holiday(s) shall not be utilized to extend the date of any layoff.
 - 4. No employee shall be entitled to such unspecified holiday(s) until he/she has completed six months of service.
 - 5. Employees who work in intermittent, on call, vacation relief, or seasonal positions shall not be entitled to any unspecified holiday(s).
 - 6. No employee shall receive more than two unspecified holidays each calendar year. Thus, (a) an employee transferring from the Department of Water and Power (D.P.) to any other City department, office or bureau will not receive any unspecified holiday(s) after taking such holiday(s) prior to leaving the D.P., and (b) employees who resign or are terminated and then rehired during the same calendar year, will not receive and/any additional unspecified holiday(s) when rehired.

ARTICLE 6.4 UNIFORMS AND UNIFORM ALLOWANCE

Unit employees who are required by their appointing authority to wear a work uniform shall receive uniform benefits and/or maintenance allowances as provided below. In the event that an appointing authority changes the type and/or style of required uniforms, or requires additional employees to wear a uniform, said appointing authority will, subject to review and approval by the City Administrative Officer, provide an appropriate initial issue and will provide for the maintenance and replacement either through a contract service or a bi-weekly allowance for said purpose.

- A. All maintenance and construction personnel assigned to the Los Angeles Zoo.
- B. Employees in the class of Mechanical Helper, Code 3771, assigned to the Wastewater Collection Division, (uniforms for these employees may consist of shirts and pants, coveralls or a combination thereof).

These uniforms will be replaced, maintained and cleaned at the employees' expense. However, Management will provide to each affected employee a uniform maintenance allowance of \$20.00 per pay period.

- C. Employees assigned to the Wastewater Treatment Plants, Bureau of Sanitation, shall be issued four (4) sets of uniforms (work shirts and work pants) annually during the term of this MOU. These employees also shall receive \$20.00 per pay period for the cleaning and maintenance of these uniforms.
- D. Employees who are required by management to wear a specific safety-type workshoe/boot or a uniform shoe/boot and whose employing department does not already provide said shoes or boots, or a cash allowance, shall receive a cash allowance of one hundred dollars (\$100.00) for the purchase, repair and maintenance of said shoes or boots provided they are on active payroll status each January 1 during the term of this MOU. In no event shall an employee receive more than \$100.00 under the provisions of this Article. This payment shall be made by separate check distributed in February for the term of the MOU.

ARTICLE 6.5 RAIN GEAR

Management will continue to stock Department-approved rain gear for employees in the Police Department's Motor Transport Division in accordance with the following list. The rain gear will be assigned to the locations shown for the use of employees as the need arises. The employees who use the rain gear will be responsible for its maintenance except that Management will replace unserviceable rain gear during the term of this MOU.

<u>Location</u>	<u>Number of Sets of Rain gear</u>
16 Geographical Garages (2 each)	32
Van Nuys Garage	3
Central Facilities	9
Central Garage	3
Auto Parts Room	3
Parker Center Auto Shop	3
Parker Center Wash Rack	4
Parker Center Gas Island	4
Parker Center Dispatchers Office	2
Parker Center Gates	<u>2</u>
	65

ARTICLE 6.6 EMPLOYEE BENEFITS

The City's present practices with regard to the following employee benefits will be continued during the term of this MOU. Such practices shall be in accordance with the Sections of the LAAC listed below; provided however, that an employee's usage of sick leave for family illness shall not exceed twelve (12) days in a calendar year; provided further that the definition of immediate family for benefits subject to said definition shall include employees' grandparents, stepparents, grandchildren, stepchildren and domestic partners.

- Sick Leave Section 4.126, 4.126.1 and 4.128
- Bereavement Leave Section 4.127.1
- * Family Illness Section 4.127
- Shift Differential Sections 4.61, 4.72, 4.74. and 4.75

* Notwithstanding the provisions of the LAAC, Section 4.127, employees who are not otherwise subject to attendance monitoring shall not be required to submit a doctor's note for the first day's usage of family illness or for the use of one day of family illness.

ARTICLE 6.7 EMPLOYEE ASSISTANCE PROGRAM

Operative the effective date of this MOU, unit employees shall be covered by the EMPLOYEE ASSISTANCE PROGRAM available to all other council-controlled civilian employees.

ARTICLE 6.8 FAMILY AND MEDICAL LEAVE

I. Authorization for Leave

During the term of this MOU, up to four (4) months [nine (9) pay periods] of family or medical leave shall be provided for the purpose of childbirth, adoption, foster care of a child, or serious health condition of an immediate family member (as defined in Article 7.4), upon the request of the employee, notwithstanding any other provisions of this MOU or the Los Angeles Administrative Code to the contrary.

An employee may take leave under the provisions of this Article if he/she has a serious health condition that makes him/her unable to perform the functions of his/her position.

Leave under the provisions of this Article shall be limited to four (4) months [nine (9) pay periods] during a twelve (12) month period, regardless of the number of incidents. A 12-month period shall begin on the first day of leave for each individual taking such leave. The succeeding 12-month period will begin the first day of leave taken under the provisions of this Article after completion of the previous 12-month period.

II. Definitions

- A. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in this State.
- B. Domestic partner means a named domestic partner in a confidential affidavit declaring the existence of said domestic partner and signed by the City employee, which is on file in the Employee Benefits Office, Personnel Department.
- C. Parent means a biological, step, adoptive or foster parent, an individual who stands or stood *in loco parentis* to an employee, or a legal guardian. This term does not mean parents-in-law.
- D. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward or child of a person standing *in loco parentis*, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.

- E. Persons who are *in loco parentis* include those with day-to-day responsibilities to care for and financially support a child, or in the case of an employee who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

III. Eligibility

- A. The provisions of this Article shall apply to all employees in this Unit in all City departments who have been employed by the City for at least 12 months and who have worked at least 1,040 hours during the 12 months immediately preceding the beginning of the leave.
- B. Parents (including those who are domestic partners) who both work for the City may take leave under the provisions of this Article at the same time to care for a new child by birth or adoption, or foster care of a child. However, the aggregate period of time to which both are entitled is limited to the time allowed for only one employee. Spouses or domestic partners who both work for the City may take leave under the provisions of this Article at the same time to take care of a sick parent. However, the aggregate period of time to which both are entitled is limited to the time allowed for only one employee.

Each employee must notify his/her employing department at the time the leave is requested of the name and department of the second family member who is requesting leave for the same incident. Such notification must include the starting and ending dates of the time period for which each employee is requesting leave.

The time limitations described above does not apply to leave taken by one spouse or one domestic partner to care for the other who is seriously ill, or to care for a child with a serious health condition.

IV. Conditions

- A. The start of a family leave for a woman giving birth, may, at the employee's discretion, be at the beginning of the period of disability that a doctor certifies is necessary.
- B. The start of a family leave for adoption shall begin on a date reasonably close to the date the child is placed in the custody of the employee. Leave for adoption or foster care of a child may also be granted prior to placement if an absence from work is required.

- C. The start of a family leave for a serious health condition of a family member shall begin on the date requested by the employee.
- D. The start of a leave for the employee's own serious health condition shall begin on the date requested by the employee.
- E. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:
 - 1. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility; or
 - 2. A period of incapacity requiring an absence of greater than three calendar days involving continuing treatment by or under the ~~or~~ supervision of a health care provider; or
 - 3. Any period of incapacity (or treatment therefore) due to a chronic serious health condition; or
 - 4. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; or
 - 5. Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity or more than three consecutive days if left untreated; or
 - 6. Any period of incapacity due to pregnancy or for prenatal care.
- F. All leave granted under this Article shall normally be for a continuous period of time for each incident.

An employee shall be permitted to take intermittent leave or work on a reduced schedule to take care of a family member with a serious health condition or for his/her own serious health condition when it is medically necessary. Management may require the employee to transfer temporarily to an available alternative position with equivalent compensation for which the employee is qualified that accommodates recurring periods of leave better than the employee's regular position. Employees who elect a part-time schedule shall receive prorated compensated time off benefits in accordance with Section 4.110 of the Los Angeles Administrative Code during the duration of their part-time schedule.

Intermittent leave or work on a reduced schedule for the birth, adoption or foster care of a child shall only be permitted at the discretion of Management.

- G. If any employee requires another leave for a separate incident under the provisions of this Article during the same 12-month period, a new request must be submitted.
- H. In accordance with State law, employees may be eligible for up to four months [nine (9) pay periods] of pregnancy-disability leave in addition to the four months [nine (9) pay periods] of family or medical leave. Such leave may be taken before or after the family or medical leave, depending on the period of time that a doctor certifies the employee as unable to work due to a pregnancy-related condition.
- I. A personal leave beyond the four (4) month [nine (9) pay periods] leave provided in this Article may be requested, subject to the approval of the appointing authority and, if required, the Personnel Department, as provided under other City leave provisions.
- J. An employee receiving temporary workers' compensation benefits (either IOD or the rate provided in Division IV of the California Labor Code) who meets the eligibility requirements in III.A. of this Article shall automatically be considered to be on family or medical leave, effective the first day of the employee's absence.
- K. Management has the right to verify the certification of a serious health condition by a health care provider for a leave under the provisions of this Article. Management shall allow the employee at least 15 calendar days to obtain the medical certification.
- L. Upon return from family or medical leave, an employee shall be returned to his/her original job or to an equivalent job.

V. Notice Requirements

A. Employee

When an employee requests family or medical leave, he/she must state the reason for the requested leave (e.g., childbirth, to care for an immediate family member with a serious health condition, etc.). When the necessity for a leave is foreseeable, the employee must provide at least 30 days notice.

However, if the leave must begin in less than 30 days, the employee must provide as much advance notice as is practicable.

B. Management

In response to employee's request for family or medical leave, Management shall indicate whether or not the employee is eligible for such leave, if such leave will be counted against the employee's annual family or medical leave entitlement, and any requirement for the employee to furnish medical certification. Management may designate leave, paid or unpaid, taken by an employee as family or medical leave-qualifying, regardless of whether or not the employee initiates a request to take family or medical leave,

VI. Applicable Time Off

Employees who are granted leave in accordance with this Article shall take time off in the following order:

A. Childbirth (Mother)

1. Accrued sick leave (100% and 75%) for the entire period of disability that a health care provider certifies is necessary (including prenatal care or the mother's inability to work prior to the birth), may be taken at the employee's discretion.
2. Accrued vacation available at the start of the leave shall be used prior to the use of time under 3 , 4, 5 and 6 below.
3. Accrued 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
4. Accrued 75% sick leave, following use of all 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
5. Unpaid leave.
6. Accrued compensatory time off may be used at the employee's discretion, with management approval, after exhaustion of 100% sick leave (No. 3 above). However, FLSA compensatory time off shall not be counted against the employee's four-month (4) [nine (9) pay period] family or medical leave entitlement. Therefore, any use of

FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

B. Childbirth (Father), Adoption, Foster Care, or Family Illness

1. Annual family illness sick leave up to twelve (12) days may be used at the employee's discretion. Such leave may be taken before or after the vacation described in 2 below.
2. Accrued vacation available at the start of the leave shall be taken. Such time must be used prior to the use of time under 3, 4, 5 and 6 below.
3. Accrued 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
4. Accrued 75% sick leave, following use of all 100% sick leave. The use of sick leave under this subsection is at the employee's discretion.
5. Unpaid leave.
6. Accrued compensatory time off may be used at the employee's discretion, with management approval, after exhaustion of 100% sick leave (No. 3 above). However, FLSA compensatory time off shall not be counted against the employee's four-month (4) [nine (9) pay period] family or medical leave entitlement. Therefore, any use of FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

C. Personal Medical Leave

1. Accrued 100% sick leave may be used at the employee's discretion. Such leave may be taken before or after the vacation described in No. 3 below.
2. Accrued 75% sick leave may be used following use of all 100% sick leave at the employee's discretion. Such leave may be taken before or after the vacation described in No. 3 below.

3. Accrued vacation time.
4. Unpaid leave.
5. Accrued compensatory time off may be used at the employee's discretion, with management approval, after exhaustion of 100% sick leave (No. 1 above). However, FLSA compensatory time off shall not be counted against the employee's four-month (nine (9) pay period) family or medical leave entitlement. Therefore, any use of FLSA compensatory time off under this Section shall extend the employee's family or medical leave by the total amount of FLSA compensatory time off used.

VII. Sick Leave Rate of Pay

Payment for sick leave usage under VI.A, B, and C shall be at the regular accrued rate of 100% or 75% as appropriate.

VIII. Monitoring

Management shall maintain such records as are required to monitor the usage of leave as defined in this Article. Such records are to be made available to the Association upon request.

It is the intent of the parties that the provisions and administration of this Article be in compliance with the Family and Medical Leave Act of 1993 and the California Family Rights Act of 1993.

ARTICLE 6.9 TEMPORARY DISABILITY: WORKER'S COMPENSATION (IOD)

Management agrees to continue providing Workers' Compensation benefits in accordance with Section 4.104 of the Los Angeles Administrative Code, except that salary continuation payments during absences for temporary disabilities arising from job-related injuries or illnesses shall be in an amount equal to the employee's regular biweekly, take-home pay at the time of incurring the disability condition. For the purposes of this article, take-home pay is defined as an employee's biweekly gross salary rate less the mandatory deductions for Federal and State income tax withholding, and employee retirement contributions. An employee may make adjustments in the amount of voluntary deductions while on temporary disability leave but cannot change the amount normally deducted for State and Federal income taxes.

The provisions of this article shall be applicable to disability conditions incurred on or after the operative date of the ordinance implementing this MOU.

ARTICLE 6.10 VACATION

Notwithstanding the provisions of Section 4.245 of the Los Angeles Administrative Code (LAAC), operative the effective date of the Ordinance implementing this MOU, each employee in this unit who has completed his/her qualifying year on or after that date shall be entitled to the following number of vacation days with full pay, based on the number of years of City service completed; accrued and credited at the rates indicated, subject to deductions for absences as provided in Section 4.246 of the LAAC.

Years of Service Completed	Number of Vacation Days	Monthly Accrual Rate in Hours/Minutes
1	11	7.20
5	17	11.20
13	18	11.20
14	19	11.20
15	20	11.20
16	21	11.20
17	22	14.40
18	23	14.40
19	24	16.00
25	25	16.40

7.0 TIME OFF

ARTICLE 7.1 JURY SERVICE

An employee duly summoned to attend any court for the purpose of performing jury service shall, for those days during which jury service is actually performed and those days necessary to qualify for jury service, receive his/her regular salary. Provided however, that any jury attendance fees received by an employee who receives his/her regular salary

pursuant to this provision shall be paid to the City. Such fees may be retained by the employee if the jury service is performed on the employee's regular day off or on a holiday. During the time the employee is reporting to the Court for jury service, the head of the department, office or bureau or his/her designate will convert the employee's usual shift to a regular five-day, Monday through Friday day shift. The employee will report to work to his/her department, office or bureau on any day of his/her converted shift that he/she is not required by the Court to perform jury service. The absence of the employee for the purpose of performing jury service shall be deemed to be an authorized absence with pay within the meaning of Section 4.75 of the LAAC.

ARTICLE 7.2 CIVIC DUTY

- A. Subject to the exceptions and provisions of paragraphs 2, 3, and 4 of this Article, whenever an employee is subpoenaed to appear as a witness, that employee will be granted a leave of absence with pay calculated pursuant to this Article. Such an employee will be paid the difference between the pay he/she regularly receives for a normal working day (without considering any potential overtime pay he/she may have received) and the amount he/she receives as witness fees. Any money received as compensation for mileage is not to be considered as a part of the employee's witness fees.

- B. This Article does not apply to any employee:
 - 1. Subpoenaed to appear in any proceeding as a litigant or as an expert witness;
 - 2. Subpoenaed to appear as a witness in any action brought about as a result of his/her own misconduct, or brought about through his/her connivance;
 - 3. Making an appearance for which he/she receives compensation in excess of his/her regular earnings; or
 - 4. Subpoenaed to appear or appearing during his/her off duty hours.

- C. The Police Department may reschedule an employee so that his/her subpoena does not conflict with his/her hours of work; arrange with the subpoenaing authority to place the employee in an "on call" status; or reschedule an employee subpoenaed to appear during off duty hours to alternate hours. All departments other than the Police Department may so reschedule with the consent of the subpoenaed employee.

ARTICLE 7.3 EMPLOYMENT OPPORTUNITIES

Section I

The Personnel Department will mail to the Union copies of all recruitment bulletins. Tentative examination bulletins approved by the Head of the Examining Division of the Personnel Department, will be mailed two (2) calendar days prior to the date that said bulletins are scheduled to be approved by the Civil Service Commission.

Section II

Employees shall be granted reasonable time off with pay for the purpose of taking oral promotional examinations when such examinations are given by the City and scheduled during the employee's normal working period; provided, however, that each employee entitled to such time off with pay shall give reasonable advance notice to his/her supervisor. Such time off with pay shall include travel time.

8.0 RETIREMENT

ARTICLE 8.1 RETIREMENT BENEFITS

A. Benefits

For employees hired prior to January 1, 1983, retirement benefits including the Beta Retirement Formula and subsidies of: (1) one-half the employees' retirement contribution rates, and (2) an additional two percent (2%) of compensation earnable after one-half subsidy, shall be continued during the term of this MOU. For employees hired January 1, 1983, and thereafter, the Beta Retirement Formula and a flat-rated employee retirement contribution of six percent (6%) shall be continued.

B. Procedure for Benefits Modifications

Proposals for major retirement benefit modifications will be negotiated in joint meetings with the certified employee organizations whose memberships will be directly affected. Agreements reached between Management and organizations whereby a majority of the members in the City Employees' Retirement System are affected shall be recommended to the City Council by the City Administrative Officer as affecting the membership of all employees in the City Employees' Retirement System. Such modifications need not be included in the Memorandum of Understanding in order to be considered appropriately negotiated.

Proposals for minor benefit modifications and technical changes will be considered and reported on as appropriate, but no more than once a year, in a report from the

City Administrative Officer to the City Council. Affected organizations shall be given the opportunity to review the proposed minor changes prior to the release of the report, and their views shall be included in the report.

If agreement is not reached between Management and the organizations representing a majority of the members in the City Employees' Retirement System as to whether a particular proposal constitutes either a major or a minor modification, the proposal shall be treated as a major modification.

9.0 MISCELLANEOUS

ARTICLE 9.1 DEFINITION OF EMERGENCY

For the purpose of administering the provisions of this MOU, an emergency shall be defined as an occurrence, situation, or condition which could not have been reasonably foreseen or anticipated.

ARTICLE 9.2 LICENSE FEES

- A. Subject to such rules and regulations as the Controller may establish, the Department of Building and Safety shall waive its usual fee or charge for any license or permit an employee is required to possess to operate equipment in the performance of his/her duties. Such license or permit shall be limited to cover work performed for the City.
- B. Unit employees who are required by their appointing authority to obtain and maintain a valid class A or B California Drivers license, not otherwise required as a condition of employment, shall be reimbursed by his/her appointing authority for the fees required to obtain and renew such license(s).

Nothing herein shall obligate the City to pay for licenses which may become a condition of employment by mandate of the state or other regulatory agency subsequent to an employee's date of employment or the operative date of this MOU, whichever is applicable.

10.0 CONTINUATION OF MERIT PRINCIPLES

ARTICLE 10.1 CONTINUATION OF MERIT PRINCIPLES

- 1. Statement of Intent. At the time of execution of this MOU, applications for special reorganization of the City of Los Angeles have been filed in regard to the San Fernando Valley and Harbor Area and are being processed by the Los Angeles

County Local Agency Formation Commission (“LAFCO”). The completion of these proceedings could result in bargaining unit employees being transferred to another public entity during the term of this MOU (hereinafter referred to as “Transferred Employees”). Former California Government Code § 56844.2 provides:

Status of public employees under special reorganization; Collective bargaining agreement; Retiree benefits; Representation

- (a) This section shall only apply to a special reorganization.
- (b) All public employees to which Chapter 10 (commencing with Section 3500) of Division 4 of Title 1 applies shall continue to be deemed public employees of the original local agency or of the newly incorporated local agency for all the purposes of that chapter, including, but not limited to, the continuation and application of any collective bargaining agreement that applies to these employees, and all representational and collective bargaining rights under that chapter.
- (c) Any existing collective bargaining agreement shall remain in effect and be fully binding on the original local agency or on the newly incorporated local agency, and on the employee organizations that are parties to the agreement for the balance of the term of the agreement, and until a subsequent agreement has been established.
- (d) Any existing retiree benefits, including, but not limited to, health, dental, and vision care benefits, shall not be diminished.
- (e) Notwithstanding any other provision of law, an employee organization that has been recognized as the exclusive representative of local agency public employees affected by a special reorganization shall retain exclusive representation of the unit employees of the original local agency, or of the newly incorporated local agency.

In consideration of this provision of law, it is the intent of the parties to this MOU to provide in this article, to the extent permitted by law, that Transferred Employees will enjoy certain substantially similar civil service and other protections for the term

of the MOU, as described in paragraph 2 below, as they would have enjoyed if they had not been transferred, without unduly constraining the operations of the new jurisdiction. In the event that this article, or any part of this article is found invalid or unenforceable by a court of competent jurisdiction, that event shall not affect the validity of enforceability of the other articles of this MOU. However, if any provision of this article is judicially determined to be invalid, said provision or part shall be deemed invalid and unenforceable but the remainder shall not be affected thereby.

2. *Merit Principles.* If a new jurisdiction that has become subject to this MOU pursuant to former California Government Code § 56844.2 fails to adopt or enforce laws which provide, in substance for the employment principles listed below, or those laws do not remain in effect for Transferred Employees during the entire term of this MOU, the following provisions shall apply to Transferred Employees:

- A. Examinations: All appointments shall be based on merit. All candidates taking a competitive examination shall be given a score and placed in a rank based on the whole score. The appointing authority shall select from the top three ranks. Applicants who receive a passing score on the examination shall be given a 5% credit added to their whole score for military service, if such persons have served in the armed forces of the United States during time of war or armed insurrection, or during any time when the United States engaged in active military operations against any foreign power, provided such person has been honorably discharged from active service during the five years preceding the examination. All candidates taking a competitive examination for promotion shall receive a credit for past service, the amount of which may be determined by the new jurisdiction prior to the examination.
- B. Probation: The probationary period for persons appointed in the class of Police Officer shall be eighteen months, measured from the commencement of recruit training. The probationary period for persons appointed in management classes shall be twelve months. The probationary period for persons appointed to entry level positions shall be 6 months, except that the the new jurisdiction may establish a longer period, not to exceed 12 months, if the period is set in advance of the examination and after public hearing. The probationary period for all other non-entry level positions shall be six months, except that the new jurisdiction may establish a shorter period, if the period is set in advance of the examination and after public hearing.
- C. Transfer: An employee shall be allowed to transfer into an equal or lower paying class without further examination, provided he or she possesses the

minimum qualifications and the capability of performing the required duties, in the following situations: (a) the employee is incapable of performing his or her duties because of injury, sickness, or disability; or (b) the employee has completed a probationary period.

- D. Layoffs: Any layoff shall be based on seniority in that the employee with the least amount of seniority within the class-group shall be laid off first. Seniority shall be calculated as including all service within the class-group plus any service in a higher class. Any employee laid off shall have the right to revert to a vacant position or displace ("bump") a person in a lower class-group if there are no vacant positions, provided the displacing employee has (a) prior service in the lower class-group and (b) greater seniority than the employee being displaced.
- E. Discipline: An appointing authority may suspend or discharge an employee but only for cause.
- F. Military Leave: An employee who leaves his or her position to serve in the armed forces of the United States shall be entitled to a leave of absence and, upon returning from military service, restoration to his or her position, subject to applicable state and federal law and as further provided by ordinance.
- G. Non-discrimination in benefits: There shall be no discrimination in the provision of employee benefits between employees with spouses and employees with domestic partners.

These provisions (A-G) shall be deemed to be modified to conform to Los Angeles City law in effect on the effective date of the special reorganization.

- 3. *Disputes*. The grievance procedure shall not apply to disputes concerning the interpretation or application of this article, unless any such dispute would be grievable by a Los Angeles City employee as a matter of law. The Union waives its right to meet and confer in the event that the new City proposes to incorporate the limitation in the preceding sentence into its Employee Relations Ordinance or Resolution.
- 4. *No Waiver*. Except as provided in ¶ 3, this article shall not be construed as a waiver by the Union of any right it might have under law to meet and confer over the impact

that any transfer of employees to another public entity may have on wages, hours, and other terms and conditions of employment.

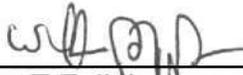
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IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this MOU the day, month, and year first above written.

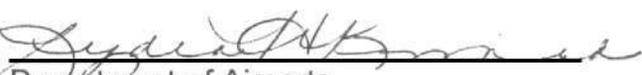
SEIU, Local 347
Service and Crafts Unit,
Authorized Representatives

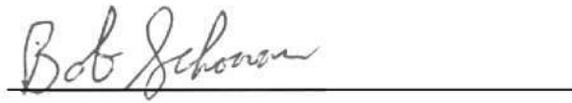

Julie Butcher
General Manager, Local 347

City of Los Angeles, Authorized
Representatives


William T Fujioka
City Administrative Officer


Louis C Abraham
Department of Airports


Department of Airports


Bob Schouon
Fire Department

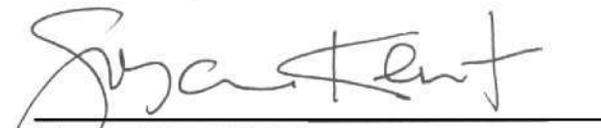

William R. Zamatta
Fire Department

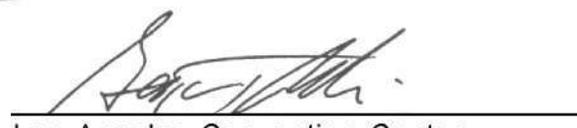

James Ross
Department of General Services

Department of General Services


George A. McJ
Harbor Department

Harbor Department


Library Department


Los Angeles Convention Center

Police Department

Department of Public Works

Europpukim

Department of Recreation & Parks

Department of Transportation

Controller's Office

Personnel Department

El Pueblo de Los Angeles

Los Angeles Zoo

Zoe Rothwell Austin

City Attorney's Office

Gary M. Linney

Housing Department

MOU 14
NOTES TO SALARY APPENDICES

- A. One Book Repairer, Code 1491, in the Library Department, when regularly assigned as a leadperson, shall receive, in addition to all regular and premium compensation, fifty cents (\$.50) per hour. The employee may be regularly assigned as defined in Section 4.75 of the LAAC.
- B. Whenever a Welder, Code 3796, or a Machinist, Code 3763, in the Department of General Services, is assigned to perform repair tasks on asphalt plant equipment while the plant is not in operation, he/she shall receive, in addition to all regular and premium compensation, forty cents (\$.40) per hour for each hour so assigned. Section 4.75 of the LAAC shall not apply to this provision.
- C. Any Garage Attendant, Code 3531, in the Department of General Services, who is assigned to drive a bus which requires a Class 2 driver's license, the employee shall receive, in addition to all regular and premium compensation, \$2.40 for each day on said assignment.
- D. Any employee in the class of Warehouse and Toolroom Worker I, Code 1832-1, who is regularly assigned, as defined in Section 4.75 of the LAAC, as a yardperson in a Bureau of Street Maintenance district yard shall receive compensation at the first premium level above the appropriate step of the salary range for the class.
- E. Any employee in the class of Storekeeper I, Code 1835-1, in the Department of General Services, who is regularly assigned to the 36th Street warehouse, shall receive compensation at the first premium level above the appropriate step rate of the salary range for the class.
- F. Employees in the class of Heavy Duty Equipment Mechanic, Code 3743; Auto Body Builder/Repairer, Code 3704-5; Auto Painter, Code 3721-5, Auto Electrician, Code 3707-5; Welder, Code 3796; and Machinist, Code 3763, who are regularly assigned to perform repairs and maintenance on lift equipment, or when assigned to perform such duties during any part of a day, shall receive compensation, at the second premium level above the appropriate step rate of the salary range for the class for each day so assigned.
- G. Any employee in the class of Welder, Code 3796, in the Department of General Services or in the Department of Airports, who is regularly assigned to repair off road construction equipment, shall receive, in addition to all regular and premium compensation, twenty five cents (\$.25) per hour.

- H. Any employee in the class of Gallery Attendant, Code 2442, within the Department of Cultural Affairs, who is regularly assigned to the Municipal Arts Gallery at Barnsdall Park, shall receive, in addition to all regular and premium compensation, additional compensation while so assigned at the second premium level above the appropriate step rate of the salary range for the class.
- I. Any employee in the class of Warehouse and Toolroom Worker I, Code 1832-1, in the Department of General Services, who is assigned to drive a delivery truck for more than 50% of the time during his/her shift, shall receive, in addition to all regular and premium compensation, compensation at the first premium level above the appropriate step rate of the salary range prescribed for the class , for each shift so assigned.
- J. Any employee in the Harbor Department, who is required to perform the duties listed below during more than 50% of a work shift, shall receive compensation for the work shift at the second premium level above the appropriate step rate of the salary range for the class.
1. Working on a swing stage, bosun's chair or hydraulic lift platform, or
 2. Working above the road level on the superstructure of the Badger Avenue Bridge, a high water tank, cargo mast or on an incinerator stack, or
 3. Applying coal-tar pitch, or
 4. Operating compressed air spraying apparatus to spray emulsified asphalt or weed control chemical from a moving vehicle, or
 5. Working on a container crane, excluding ascending and descending via a normal access route to and from the machinery house and also excluding all work performed in a machinery house of the container crane, or climbing, descending and working on floodlight poles over 60 feet in height.
- K. Any employee in the Harbor Department who is required to work a rescheduled shift made necessary due to changing tides, shall receive salary at the appropriate overtime rate for each full hour worked prior to his/her regular starting time and/or after his/her regular quitting time; provided, however, that such overtime rate shall not include shift differential premium pay for night work unless the employee is regularly assigned, as defined in Section 4.75 of the LAAC, to receive this premium.
- L. Any employee in the Harbor Department assigned to work with pressure-treated creosote lumber shall receive fifty cents (\$.50) per hour for each hour so assigned in

3704-5	Auto Body Builder and Repairer
3704-6	Auto Body Builder and Repairer
3707	Auto Electrician
3711	Equipment Mechanic
3711-5	Equipment Mechanic
3711-6	Equipment Mechanic
3712	Senior Equipment Mechanic
3712-5	Senior Equipment Mechanic
3712-6	Senior Equipment Mechanic
3743	Heavy Duty Equipment Mechanic
3743-6	Heavy Duty Equipment Mechanic
3745	Senior Heavy Duty Equipment Mechanic
3742	Helicopter Mechanic
3763	Machinist
3796	Welder

If tools of a city employee, required by the nature of his employment to be furnished at the employee's own expense, are damaged or destroyed by fire or are stolen or disappear mysteriously while such employee is engaged in the performance of his/her duties either on or off city premises, or while such tools, though not in use in the performance of the employee's duties, are on city premises with the consent of the employee's supervisor, the city will reimburse such employee for the loss incurred, subject to the conditions and limitations provided in Sec. 4.106.1, et sec, of the Los Angeles Administrative Code.

- S. One employee in the class of Warehouse and Toolroom Worker II, Code 1832-2, in the Office of the Controller, who is regularly assigned as supervisor of the archives in that Office shall receive, in addition to all other regular and premium compensation, compensation at the appropriate step of the second premium level rate above the salary range prescribed for the class.
- T. Subject to the availability of Federal funds for reimbursement, non-supervisory employees covered by this MOU who are assigned, on a daily basis, i.e., more than 50% of the work shift to train, mentor, lead or otherwise orient Vocational Workers, shall be compensated at the second premium level above the appropriate step rate of the salary range prescribed for the class.

APPENDIX A

Operative on July 1, 2001

<u>CLASS CODE</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	
3808	Assistant Communications Cable Worker	1886	
7511	Assistant Electrical Tester	1607	
3704	5 Auto Body Builder & Repairer	1,998.40	BW
3704	6 Auto Body Builder & Repairer	2,163.20	BW
3707	5 Auto Electrician	1,998.40	BW
3707	6 Auto Electrician	2,163.20	BW
3721	5 Auto Painter	1,998.40	BW
3721	6 Auto Painter	2,163.20	BW
3725	Battery Technician	1,941.60	BW
1485	1 Bindery Equipment Operator I	2113	(3)
1485	2 Bindery Equipment Operator II	2354	
1497	Bindery Worker	1440	
3733	Blacksmith	2,113.60	BW
3733	H Blacksmith - Harbor	2,156.00	BW
1491	Book Repairer	1166	
3333	1 Building Repairer I	1607	
3333	2 Building Repairer II	1742	
3139	Camp Repairer	1551	
3351	Cement Finisher Worker	1691	
3802	Communications Cable Worker	2223	
3541	Construction Equipment Service Worker	1551	
3541	6 Construction Equipment Service Worker	1681	
7514	Electrical Equipment Tester	2354	(3)
7513	Electrical Tester	2354	(3)
3711	Equipment Mechanic	1,941.60	BW
3711	5 Equipment Mechanic	1,998.40	BW
3711	6 Equipment Mechanic	2,163.20	BW
3711	H Equipment Mechanic - Harbor	2,019.20	BW
3352	1 Floor Finisher	1787	(3)
3352	2 Floor Finisher II	1894	
2442	Gallery Attendant	1293	
3531	Garage Attendant	1391	
3531	6 Garage Attendant	1503	
3743	Heavy Duty Equipment Mechanic	2,176.80	BW
3743	6 Heavy Duty Equipment Mechanic	2,356.00	BW
3742	Helicopter Mechanic	2,248.00	BW
3763	Machinist	2,113.60	BW
3763	6 Machinist	2,288.80	BW
3763	H Machinist - Harbor	2,496.80	BW
3771	Mechanical Helper	1515	
3771	6 Mechanical Helper	1649	
3413	Microfilm Camera Repairer	1607	
6220	Observatory Mechanic	2,113.60	BW
3414	Office Equipment & Machine Repairer	1691	
3738	Parking Meter Technician	1714	
1481	1 Pre-Press Operator I	2113	(3)
1481	2 Pre-Press Operator II	2354	
1489	Print Shop Trainee	1707	
1494	1 Printing Press Operator I	2113	(3)
1494	2 Printing Press Operator II	2354	
7516	Senior Electrical Equipment Tester	2637	(3)
3712	Senior Equipment Mechanic	2,057.60	BW
3712	5 Senior Equipment Mechanic	2,113.60	BW

APPENDIX A

Operative on July 1, 2001

<u>CLASS CODE</u>		<u>TITLE</u>	<u>SALARY RANGE</u>	
3712	6	Senior Equipment Mechanic	2,289.60	BW
3745		Senior Heavy Duty Equipment Mechanic	2,299.20	BW
3797		Senior Welder	2,237.60	BW
1835	1	Storekeeper I	1640	
1835	2	Storekeeper II	1681	
1835	M	Storekeeper II	1831	
3727		Tire Repairer	1551	(3)
3727	6	Tire Repairer	1681	(3)
3723	5	Upholsterer	1,998.40	BW
3723		Upholsterer	1838	(3)
3590		Vehicle Maintenance Coordinator	1649	
1832	1	Warehouse & Toolroom Worker I	1434	
1832	G	Warehouse & Toolroom Worker I	1549	
1832	2	Warehouse & Toolroom Worker II	1505	
3796		Welder	2,113.60	BW
3796	6	Welder	2,289.60	BW
3796	5	Welder	2,171.20	BW
3796	H	Welder - Harbor	2,156.00	BW

APPENDIX A

Operative on July 1, 2001

RANGE: 1166

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	11.66	12.31	13.00	13.72	14.48
BI-WEEKLY	932.80	984.80	1,040.00	1,097.60	1,158.40
MONTHLY	2,028.84	2,141.94	2,262.00	2,387.28	2,519.52
ANNUAL	24,346.08	25,703.28	27,144.00	28,647.36	30,234.24

RANGE: 1293

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	12.93	13.65	14.41	15.21	16.06
BI-WEEKLY	1,034.40	1,092.00	1,152.80	1,216.80	1,284.80
MONTHLY	2,249.82	2,375.10	2,507.34	2,646.54	2,794.44
ANNUAL	26,997.84	28,501.20	30,088.08	31,758.48	33,533.28

RANGE: 1391

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.91	14.69	15.51	16.37	17.28
BI-WEEKLY	1,112.80	1,175.20	1,240.80	1,309.60	1,382.40
MONTHLY	2,420.34	2,556.06	2,698.74	2,848.38	3,006.72
ANNUAL	29,044.08	30,672.72	32,384.88	34,180.56	36,080.64

RANGE: 1434

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.34	15.14	15.98	16.87	17.81
BI-WEEKLY	1,147.20	1,211.20	1,278.40	1,349.60	1,424.80
MONTHLY	2,495.16	2,634.36	2,780.52	2,935.38	3,098.94
ANNUAL	29,941.92	31,612.32	33,366.24	35,224.56	37,187.28

RANGE: 1440

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.40	15.20	16.05	16.94	17.88
BI-WEEKLY	1,152.00	1,216.00	1,284.00	1,355.20	1,430.40
MONTHLY	2,505.60	2,644.80	2,792.70	2,947.56	3,111.12
ANNUAL	30,067.20	31,737.60	33,512.40	35,370.72	37,333.44

APPENDIX A

Operative on July 1, 2001

RANGE: 1503

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.03	15.87	16.75	17.68	18.67
BI-WEEKLY	1,202.40	1,269.60	1,340.00	1,414.40	1,493.60
MONTHLY	2,615.22	2,761.38	2,914.50	3,076.32	3,248.58
ANNUAL	31,382.64	33,136.56	34,974.00	36,915.84	38,982.96

RANGE: 1505

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.05	15.89	16.78	17.72	18.71
BI-WEEKLY	1,204.00	1,271.20	1,342.40	1,417.60	1,496.80
MONTHLY	2,618.70	2,764.86	2,919.72	3,083.28	3,255.54
ANNUAL	31,424.40	33,178.32	35,036.64	36,999.36	39,066.48

RANGE: 1515

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.15	15.99	16.88	17.82	18.81
BI-WEEKLY	1,212.00	1,279.20	1,350.40	1,425.60	1,504.80
MONTHLY	2,636.10	2,782.26	2,937.12	3,100.68	3,272.94
ANNUAL	31,633.20	33,387.12	35,245.44	37,208.16	39,275.28

RANGE: 1549

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.49	16.35	17.26	18.22	19.24
BI-WEEKLY	1,239.20	1,308.00	1,380.80	1,457.60	1,539.20
MONTHLY	2,695.26	2,844.90	3,003.24	3,170.28	3,347.76
ANNUAL	32,343.12	34,138.80	36,038.88	38,043.36	40,173.12

RANGE: 1551

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.51	16.37	17.28	18.24	19.26
BI-WEEKLY	1,240.80	1,309.60	1,382.40	1,459.20	1,540.80
MONTHLY	2,698.74	2,848.38	3,006.72	3,173.76	3,351.24
ANNUAL	32,384.88	34,180.56	36,080.64	38,085.12	40,214.88

APPENDIX A

Operative on July 1, 2001

RANGE: 1607

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.07	16.97	17.92	18.92	19.97
BI-WEEKLY	1,285.60	1,357.60	1,433.60	1,513.60	1,597.60
MONTHLY	2,796.18	2,952.78	3,118.08	3,292.08	3,474.78
ANNUAL	33,554.16	35,433.36	37,416.96	39,504.96	41,697.36

RANGE: 1640

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.40	17.31	18.28	19.30	20.38
BI-WEEKLY	1,312.00	1,384.80	1,462.40	1,544.00	1,630.40
MONTHLY	2,853.60	3,011.94	3,180.72	3,358.20	3,546.12
ANNUAL	34,243.20	36,143.28	38,168.64	40,298.40	42,553.44

RANGE: 1649

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.49	17.41	18.38	19.40	20.48
BI-WEEKLY	1,319.20	1,392.80	1,470.40	1,552.00	1,638.40
MONTHLY	2,869.26	3,029.34	3,198.12	3,375.60	3,563.52
ANNUAL	34,431.12	36,352.08	38,377.44	40,507.20	42,762.24

RANGE: 1681

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.81	17.75	18.74	19.78	20.88
BI-WEEKLY	1,344.80	1,420.00	1,499.20	1,582.40	1,670.40
MONTHLY	2,924.94	3,088.50	3,260.76	3,441.72	3,633.12
ANNUAL	35,099.28	37,062.00	39,129.12	41,300.64	43,597.44

RANGE: 1691

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.91	17.85	18.85	19.90	21.01
BI-WEEKLY	1,352.80	1,428.00	1,508.00	1,592.00	1,680.80
MONTHLY	2,942.34	3,105.90	3,279.90	3,462.60	3,655.74
ANNUAL	35,308.08	37,270.80	39,358.80	41,551.20	43,868.88

APPENDIX A

Operative on July 1, 2001

RANGE: 1707

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.07	18.02	19.02	20.08	21.20
BI-WEEKLY	1,365.60	1,441.60	1,521.60	1,606.40	1,696.00
MONTHLY	2,970.18	3,135.48	3,309.48	3,493.92	3,688.80
ANNUAL	35,642.16	37,625.76	39,713.76	41,927.04	44,265.60

RANGE: 1714

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.14	18.10	19.11	20.18	21.31
BI-WEEKLY	1,371.20	1,448.00	1,528.80	1,614.40	1,704.80
MONTHLY	2,982.36	3,149.40	3,325.14	3,511.32	3,707.94
ANNUAL	35,788.32	37,792.80	39,901.68	42,135.84	44,495.28

RANGE: 1742

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.42	18.39	19.42	20.50	21.64
BI-WEEKLY	1,393.60	1,471.20	1,553.60	1,640.00	1,731.20
MONTHLY	3,031.08	3,199.86	3,379.08	3,567.00	3,765.36
ANNUAL	36,372.96	38,398.32	40,548.96	42,804.00	45,184.32

RANGE: 1787

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.87	18.87	19.92	21.03	22.20
BI-WEEKLY	1,429.60	1,509.60	1,593.60	1,682.40	1,776.00
MONTHLY	3,109.38	3,283.38	3,466.08	3,659.22	3,862.80
ANNUAL	37,312.56	39,400.56	41,592.96	43,910.64	46,353.60

RANGE: 1831

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.31	19.33	20.41	21.55	22.75
BI-WEEKLY	1,464.80	1,546.40	1,632.80	1,724.00	1,820.00
MONTHLY	3,185.94	3,363.42	3,551.34	3,749.70	3,958.50
ANNUAL	38,231.28	40,361.04	42,616.08	44,996.40	47,502.00

APPENDIX A

Operative on July 1, 2001

RANGE: 1838

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.38	19.40	20.48	21.62	22.83
BI-WEEKLY	1,470.40	1,552.00	1,638.40	1,729.60	1,826.40
MONTHLY	3,198.12	3,375.60	3,563.52	3,761.88	3,972.42
ANNUAL	38,377.44	40,507.20	42,762.24	45,142.56	47,669.04

RANGE: 1886

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.86	19.91	21.02	22.19	23.43
BI-WEEKLY	1,508.80	1,592.80	1,681.60	1,775.20	1,874.40
MONTHLY	3,281.64	3,464.34	3,657.48	3,861.06	4,076.82
ANNUAL	39,379.68	41,572.08	43,889.76	46,332.72	48,921.84

RANGE: 1894

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.94	20.00	21.12	22.30	23.54
BI-WEEKLY	1,515.20	1,600.00	1,689.60	1,784.00	1,883.20
MONTHLY	3,295.56	3,480.00	3,674.88	3,880.20	4,095.96
ANNUAL	39,546.72	41,760.00	44,098.56	46,562.40	49,151.52

RANGE: 2113

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.13	22.31	23.55	24.86	26.25
BI-WEEKLY	1,690.40	1,784.80	1,884.00	1,988.80	2,100.00
MONTHLY	3,676.62	3,881.94	4,097.70	4,325.64	4,567.50
ANNUAL	44,119.44	46,583.28	49,172.40	51,907.68	54,810.00

RANGE: 2223

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.23	23.47	24.78	26.16	27.62
BI-WEEKLY	1,778.40	1,877.60	1,982.40	2,092.80	2,209.60
MONTHLY	3,868.02	4,083.78	4,311.72	4,551.84	4,805.88
ANNUAL	46,416.24	49,005.36	51,740.64	54,622.08	57,670.56

APPENDIX A

Operative on July 1, 2001

RANGE: 2354

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.54	24.85	26.24	27.70	29.24
BI-WEEKLY	1,883.20	1,988.00	2,099.20	2,216.00	2,339.20
MONTHLY	4,095.96	4,323.90	4,565.76	4,819.80	5,087.76
ANNUAL	49,151.52	51,886.80	54,789.12	57,837.60	61,053.12

RANGE: 2637

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.37	27.84	29.39	31.03	32.76
BI-WEEKLY	2,109.60	2,227.20	2,351.20	2,482.40	2,620.80
MONTHLY	4,588.38	4,844.16	5,113.86	5,399.22	5,700.24
ANNUAL	55,060.56	58,129.92	61,366.32	64,790.64	68,402.88

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 1,941.60	24.27	1,941.60	4,222.98	50,675.76

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 1,998.40	24.98	1,998.40	4,346.52	52,158.24

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,019.20	25.24	2,019.20	4,391.76	52,701.12

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,057.60	25.72	2,057.60	4,475.28	53,703.36

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,113.60	26.42	2,113.60	4,597.08	55,164.96

APPENDIX A

Operative on July 1, 2001

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,156.00	26.95	2,156.00	4,689.30	56,271.60
BI-WEEKLY RANGE: 2,163.20	27.04	2,163.20	4,704.96	56,459.52
BI-WEEKLY RANGE: 2,171.20	27.14	2,171.20	4,722.36	56,668.32
BI-WEEKLY RANGE: 2,176.80	27.21	2,176.80	4,734.54	56,814.48
BI-WEEKLY RANGE: 2,237.60	27.97	2,237.60	4,866.78	58,401.36
BI-WEEKLY RANGE: 2,248.00	28.10	2,248.00	4,889.40	58,672.80
BI-WEEKLY RANGE: 2,288.80	28.61	2,288.80	4,978.14	59,737.68
BI-WEEKLY RANGE: 2,289.60	28.62	2,289.60	4,979.88	59,758.56

APPENDIX A

Operative on July 1, 2001

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,299.20	28.74	2,299.20	5,000.76	60,009.12
BI-WEEKLY RANGE: 2,356.00	29.45	2,356.00	5,124.30	61,491.60
BI-WEEKLY RANGE: 2,496.80	31.21	2,496.80	5,430.54	65,166.48

APPENDIX B

Operative on July 1, 2002

<u>CLASS CODE</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	
3808	Assistant Communications Cable Worker	1924	
7511	Assistant Electrical Tester	1640	
3704	5 Auto Body Builder & Repairer	2,038.40	BW
3704	6 Auto Body Builder & Repairer	2,206.40	BW
3707	5 Auto Electrician	2,038.40	BW
3707	6 Auto Electrician	2,206.40	BW
3721	5 Auto Painter	2,038.40	BW
3721	6 Auto Painter	2,206.40	BW
3725	Battery Technician	1,980.80	BW
1485	1 Bindery Equipment Operator I	2156	(3)
1485	2 Bindery Equipment Operator II	2401	
1497	Bindery Worker	1469	
3733	Blacksmith	2,156.00	BW
3733	H Blacksmith - Harbor	2,199.20	BW
1491	Book Repairer	1189	
3333	1 Building Repairer I	1640	
3333	2 Building Repairer II	1776	
3139	Camp Repairer	1582	
3351	Cement Finisher Worker	1725	
3802	Communications Cable Worker	2268	
3541	Construction Equipment Service Worker	1582	
3541	6 Construction Equipment Service Worker	1714	
7514	Electrical Equipment Tester	2401	(3)
7513	Electrical Tester	2401	(3)
3711	Equipment Mechanic	1,980.80	BW
3711	5 Equipment Mechanic	2,038.40	BW
3711	6 Equipment Mechanic	2,206.40	BW
3711	H Equipment Mechanic - Harbor	2,059.20	BW
3352	1 Floor Finisher	1822	(3)
3352	2 Floor Finisher II	1932	
2442	Gallery Attendant	1319	
3531	Garage Attendant	1419	
3531	6 Garage Attendant	1533	
3743	Heavy Duty Equipment Mechanic	2,220.00	BW
3743	6 Heavy Duty Equipment Mechanic	2,403.20	BW
3742	Helicopter Mechanic	2,292.80	BW
3763	Machinist	2,156.00	BW
3763	6 Machinist	2,334.40	BW
3763	H Machinist - Harbor	2,546.40	BW
3771	Mechanical Helper	1545	
3771	6 Mechanical Helper	1682	
3413	Microfilm Camera Repairer	1640	
6220	Observatory Mechanic	2,156.00	BW
3414	Office Equipment & Machine Repairer	1725	
3738	Parking Meter Technician	1749	
1481	1 Pre-Press Operator I	2156	(3)
1481	2 Pre-Press Operator II	2401	
1489	Print Shop Trainee	1741	
1494	1 Printing Press Operator I	2156	(3)
1494	2 Printing Press Operator II	2401	
7516	Senior Electrical Equipment Tester	2691	(3)
3712	Senior Equipment Mechanic	2,098.40	BW
3712	5 Senior Equipment Mechanic	2,156.00	BW

APPENDIX B

Operative on July 1, 2002

<u>CLASS CODE</u>		<u>TITLE</u>	<u>SALARY RANGE</u>	
3712	6	Senior Equipment Mechanic	2,335.20	BW
3745		Senior Heavy Duty Equipment Mechanic	2,344.80	BW
3797		Senior Welder	2,282.40	BW
1835	1	Storekeeper I	1674	
1835	2	Storekeeper II	1714	
1835	M	Storekeeper II	1868	
3727		Tire Repairer	1582	(3)
3727	6	Tire Repairer	1714	(3)
3723	5	Upholsterer	2,038.40	BW
3723		Upholsterer	1875	(3)
3590		Vehicle Maintenance Coordinator	1682	
1832	1	Warehouse & Toolroom Worker I	1462	
1832	G	Warehouse & Toolroom Worker I	1579	
1832	2	Warehouse & Toolroom Worker II	1536	
3796		Welder	2,156.00	BW
3796	6	Welder	2,335.20	BW
3796	5	Welder	2,214.40	BW
3796	H	Welder - Harbor	2,199.20	BW

APPENDIX B

Operative on July 1, 2002

RANGE: 1189

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	11.89	12.55	13.25	13.99	14.77
BI-WEEKLY	951.20	1,004.00	1,060.00	1,119.20	1,181.60
MONTHLY	2,068.86	2,183.70	2,305.50	2,434.26	2,569.98
ANNUAL	24,826.32	26,204.40	27,666.00	29,211.12	30,839.76

RANGE: 1319

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.19	13.93	14.71	15.53	16.40
BI-WEEKLY	1,055.20	1,114.40	1,176.80	1,242.40	1,312.00
MONTHLY	2,295.06	2,423.82	2,559.54	2,702.22	2,853.60
ANNUAL	27,540.72	29,085.84	30,714.48	32,426.64	34,243.20

RANGE: 1419

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.19	14.98	15.82	16.70	17.63
BI-WEEKLY	1,135.20	1,198.40	1,265.60	1,336.00	1,410.40
MONTHLY	2,469.06	2,606.52	2,752.68	2,905.80	3,067.62
ANNUAL	29,628.72	31,278.24	33,032.16	34,869.60	36,811.44

RANGE: 1462

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.62	15.44	16.30	17.21	18.17
BI-WEEKLY	1,169.60	1,235.20	1,304.00	1,376.80	1,453.60
MONTHLY	2,543.88	2,686.56	2,836.20	2,994.54	3,161.58
ANNUAL	30,526.56	32,238.72	34,034.40	35,934.48	37,938.96

RANGE: 1469

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.69	15.51	16.37	17.28	18.24
BI-WEEKLY	1,175.20	1,240.80	1,309.60	1,382.40	1,459.20
MONTHLY	2,556.06	2,698.74	2,848.38	3,006.72	3,173.76
ANNUAL	30,672.72	32,384.88	34,180.56	36,080.64	38,085.12

APPENDIX B

Operative on July 1, 2002

RANGE: 1533

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.33	16.18	17.08	18.03	19.04
BI-WEEKLY	1,226.40	1,294.40	1,366.40	1,442.40	1,523.20
MONTHLY	2,667.42	2,815.32	2,971.92	3,137.22	3,312.96
ANNUAL	32,009.04	33,783.84	35,663.04	37,646.64	39,755.52

RANGE: 1536

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.36	16.22	17.12	18.07	19.08
BI-WEEKLY	1,228.80	1,297.60	1,369.60	1,445.60	1,526.40
MONTHLY	2,672.64	2,822.28	2,978.88	3,144.18	3,319.92
ANNUAL	32,071.68	33,867.36	35,746.56	37,730.16	39,839.04

RANGE: 1545

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.45	16.31	17.22	18.18	19.19
BI-WEEKLY	1,236.00	1,304.80	1,377.60	1,454.40	1,535.20
MONTHLY	2,688.30	2,837.94	2,996.28	3,163.32	3,339.06
ANNUAL	32,259.60	34,055.28	35,955.36	37,959.84	40,068.72

RANGE: 1579

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.79	16.67	17.60	18.58	19.62
BI-WEEKLY	1,263.20	1,333.60	1,408.00	1,486.40	1,569.60
MONTHLY	2,747.46	2,900.58	3,062.40	3,232.92	3,413.88
ANNUAL	32,969.52	34,806.96	36,748.80	38,795.04	40,966.56

RANGE: 1582

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.82	16.70	17.63	18.61	19.65
BI-WEEKLY	1,265.60	1,336.00	1,410.40	1,488.80	1,572.00
MONTHLY	2,752.68	2,905.80	3,067.62	3,238.14	3,419.10
ANNUAL	33,032.16	34,869.60	36,811.44	38,857.68	41,029.20

APPENDIX B

Operative on July 1, 2002

RANGE: 1640

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.40	17.31	18.28	19.30	20.38
BI-WEEKLY	1,312.00	1,384.80	1,462.40	1,544.00	1,630.40
MONTHLY	2,853.60	3,011.94	3,180.72	3,358.20	3,546.12
ANNUAL	34,243.20	36,143.28	38,168.64	40,298.40	42,553.44

RANGE: 1674

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.74	17.67	18.66	19.70	20.80
BI-WEEKLY	1,339.20	1,413.60	1,492.80	1,576.00	1,664.00
MONTHLY	2,912.76	3,074.58	3,246.84	3,427.80	3,619.20
ANNUAL	34,953.12	36,894.96	38,962.08	41,133.60	43,430.40

RANGE: 1682

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.82	17.76	18.75	19.80	20.90
BI-WEEKLY	1,345.60	1,420.80	1,500.00	1,584.00	1,672.00
MONTHLY	2,926.68	3,090.24	3,262.50	3,445.20	3,636.60
ANNUAL	35,120.16	37,082.88	39,150.00	41,342.40	43,639.20

RANGE: 1714

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.14	18.10	19.11	20.18	21.31
BI-WEEKLY	1,371.20	1,448.00	1,528.80	1,614.40	1,704.80
MONTHLY	2,982.36	3,149.40	3,325.14	3,511.32	3,707.94
ANNUAL	35,788.32	37,792.80	39,901.68	42,135.84	44,495.28

RANGE: 1725

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.25	18.21	19.23	20.30	21.43
BI-WEEKLY	1,380.00	1,456.80	1,538.40	1,624.00	1,714.40
MONTHLY	3,001.50	3,168.54	3,346.02	3,532.20	3,728.82
ANNUAL	36,018.00	38,022.48	40,152.24	42,386.40	44,745.84

APPENDIX B

Operative on July 1, 2002

RANGE: 1741

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.41	18.38	19.40	20.48	21.62
BI-WEEKLY	1,392.80	1,470.40	1,552.00	1,638.40	1,729.60
MONTHLY	3,029.34	3,198.12	3,375.60	3,563.52	3,761.88
ANNUAL	36,352.08	38,377.44	40,507.20	42,762.24	45,142.56

RANGE: 1749

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.49	18.47	19.50	20.59	21.74
BI-WEEKLY	1,399.20	1,477.60	1,560.00	1,647.20	1,739.20
MONTHLY	3,043.26	3,213.78	3,393.00	3,582.66	3,782.76
ANNUAL	36,519.12	38,565.36	40,716.00	42,991.92	45,393.12

RANGE: 1776

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.76	18.75	19.80	20.90	22.07
BI-WEEKLY	1,420.80	1,500.00	1,584.00	1,672.00	1,765.60
MONTHLY	3,090.24	3,262.50	3,445.20	3,636.60	3,840.18
ANNUAL	37,082.88	39,150.00	41,342.40	43,639.20	46,082.16

RANGE: 1822

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.22	19.24	20.31	21.44	22.64
BI-WEEKLY	1,457.60	1,539.20	1,624.80	1,715.20	1,811.20
MONTHLY	3,170.28	3,347.76	3,533.94	3,730.56	3,939.36
ANNUAL	38,043.36	40,173.12	42,407.28	44,766.72	47,272.32

RANGE: 1868

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.68	19.72	20.82	21.98	23.21
BI-WEEKLY	1,494.40	1,577.60	1,665.60	1,758.40	1,856.80
MONTHLY	3,250.32	3,431.28	3,622.68	3,824.52	4,038.54
ANNUAL	39,003.84	41,175.36	43,472.16	45,894.24	48,462.48

APPENDIX B

Operative on July 1, 2002

RANGE: 1875

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.75	19.80	20.90	22.07	23.30
BI-WEEKLY	1,500.00	1,584.00	1,672.00	1,765.60	1,864.00
MONTHLY	3,262.50	3,445.20	3,636.60	3,840.18	4,054.20
ANNUAL	39,150.00	41,342.40	43,639.20	46,082.16	48,650.40

RANGE: 1924

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.24	20.31	21.44	22.64	23.90
BI-WEEKLY	1,539.20	1,624.80	1,715.20	1,811.20	1,912.00
MONTHLY	3,347.76	3,533.94	3,730.56	3,939.36	4,158.60
ANNUAL	40,173.12	42,407.28	44,766.72	47,272.32	49,903.20

RANGE: 1932

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.32	20.40	21.54	22.74	24.01
BI-WEEKLY	1,545.60	1,632.00	1,723.20	1,819.20	1,920.80
MONTHLY	3,361.68	3,549.60	3,747.96	3,956.76	4,177.74
ANNUAL	40,340.16	42,595.20	44,975.52	47,481.12	50,132.88

RANGE: 2156

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.56	22.76	24.03	25.37	26.78
BI-WEEKLY	1,724.80	1,820.80	1,922.40	2,029.60	2,142.40
MONTHLY	3,751.44	3,960.24	4,181.22	4,414.38	4,659.72
ANNUAL	45,017.28	47,522.88	50,174.64	52,972.56	55,916.64

RANGE: 2268

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.68	23.94	25.27	26.68	28.17
BI-WEEKLY	1,814.40	1,915.20	2,021.60	2,134.40	2,253.60
MONTHLY	3,946.32	4,165.56	4,396.98	4,642.32	4,901.58
ANNUAL	47,355.84	49,986.72	52,763.76	55,707.84	58,818.96

APPENDIX B

Operative on July 1, 2002

RANGE: 2401

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.01	25.35	26.76	28.25	29.83
BI-WEEKLY	1,920.80	2,028.00	2,140.80	2,260.00	2,386.40
MONTHLY	4,177.74	4,410.90	4,656.24	4,915.50	5,190.42
ANNUAL	50,132.88	52,930.80	55,874.88	58,986.00	62,285.04

RANGE: 2691

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	26.91	28.41	29.99	31.66	33.43
BI-WEEKLY	2,152.80	2,272.80	2,399.20	2,532.80	2,674.40
MONTHLY	4,682.34	4,943.34	5,218.26	5,508.84	5,816.82
ANNUAL	56,188.08	59,320.08	62,619.12	66,106.08	69,801.84

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 1,980.80	24.76	1,980.80	4,308.24	51,698.88

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,038.40	25.48	2,038.40	4,433.52	53,202.24

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,059.20	25.74	2,059.20	4,478.76	53,745.12

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,098.40	26.23	2,098.40	4,564.02	54,768.24

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,156.00	26.95	2,156.00	4,689.30	56,271.60

APPENDIX B

Operative on July 1, 2002

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,199.20	27.49	2,199.20	4,783.26	57,399.12
BI-WEEKLY RANGE: 2,206.40	27.58	2,206.40	4,798.92	57,587.04
BI-WEEKLY RANGE: 2,214.40	27.68	2,214.40	4,816.32	57,795.84
BI-WEEKLY RANGE: 2,220.00	27.75	2,220.00	4,828.50	57,942.00
BI-WEEKLY RANGE: 2,282.40	28.53	2,282.40	4,964.22	59,570.64
BI-WEEKLY RANGE: 2,292.80	28.66	2,292.80	4,986.84	59,842.08
BI-WEEKLY RANGE: 2,334.40	29.18	2,334.40	5,077.32	60,927.84
BI-WEEKLY RANGE: 2,335.20	29.19	2,335.20	5,079.06	60,948.72

APPENDIX B

Operative on July 1, 2002

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,344.80	29.31	2,344.80	5,099.94	61,199.28

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,403.20	30.04	2,403.20	5,226.96	62,723.52

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,546.40	31.83	2,546.40	5,538.42	66,461.04

APPENDIX C

Operative on January 1, 2003

<u>CLASS CODE</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	
3808	Assistant Communications Cable Worker	1963	
7511	Assistant Electrical Tester	1674	
3704	5 Auto Body Builder & Repairer	2,079.20	BW
3704	6 Auto Body Builder & Repairer	2,250.40	BW
3707	5 Auto Electrician	2,079.20	BW
3707	6 Auto Electrician	2,250.40	BW
3721	5 Auto Painter	2,079.20	BW
3721	6 Auto Painter	2,250.40	BW
3725	Battery Technician	2,020.80	BW
1485	1 Bindery Equipment Operator I	2199	(3)
1485	2 Bindery Equipment Operator II	2449	
1497	Bindery Worker	1498	
3733	Blacksmith	2,199.20	BW
3733	H Blacksmith - Harbor	2,243.20	BW
1491	Book Repairer	1213	
3333	1 Building Repairer I	1674	
3333	2 Building Repairer II	1811	
3139	Camp Repairer	1613	
3351	Cement Finisher Worker	1760	
3802	Communications Cable Worker	2312	
3541	Construction Equipment Service Worker	1613	
3541	6 Construction Equipment Service Worker	1749	
7514	Electrical Equipment Tester	2449	(3)
7513	Electrical Tester	2449	(3)
3711	Equipment Mechanic	2,020.80	BW
3711	5 Equipment Mechanic	2,079.20	BW
3711	6 Equipment Mechanic	2,250.40	BW
3711	H Equipment Mechanic - Harbor	2,100.00	BW
3352	1 Floor Finisher	1859	(3)
3352	2 Floor Finisher II	1972	
2442	Gallery Attendant	1347	
3531	Garage Attendant	1447	
3531	6 Garage Attendant	1563	
3743	Heavy Duty Equipment Mechanic	2,264.80	BW
3743	6 Heavy Duty Equipment Mechanic	2,451.20	BW
3742	Helicopter Mechanic	2,338.40	BW
3763	Machinist	2,199.20	BW
3763	6 Machinist	2,380.80	BW
3763	H Machinist - Harbor	2,597.60	BW
3771	Mechanical Helper	1575	
3771	6 Mechanical Helper	1715	
3413	Microfilm Camera Repairer	1674	
6220	Observatory Mechanic	2,199.20	BW
3414	Office Equipment & Machine Repairer	1760	
3738	Parking Meter Technician	1785	
1481	1 Pre-Press Operator I	2199	(3)
1481	2 Pre-Press Operator II	2449	
1489	Print Shop Trainee	1776	
1494	1 Printing Press Operator I	2199	(3)
1494	2 Printing Press Operator II	2449	
7516	Senior Electrical Equipment Tester	2744	(3)
3712	Senior Equipment Mechanic	2,140.00	BW
3712	5 Senior Equipment Mechanic	2,199.20	BW

APPENDIX C

Operative on January 1, 2003

<u>CLASS CODE</u>		<u>TITLE</u>	<u>SALARY RANGE</u>	
3712	6	Senior Equipment Mechanic	2,381.60	BW
3745		Senior Heavy Duty Equipment Mechanic	2,392.00	BW
3797		Senior Welder	2,328.00	BW
1835	1	Storekeeper I	1708	
1835	2	Storekeeper II	1749	
1835	M	Storekeeper II	1906	
3727		Tire Repairer	1613	(3)
3727	6	Tire Repairer	1749	(3)
3723	5	Upholsterer	2,079.20	BW
3723		Upholsterer	1912	(3)
3590		Vehicle Maintenance Coordinator	1715	
1832	1	Warehouse & Toolroom Worker I	1491	
1832	G	Warehouse & Toolroom Worker I	1610	
1832	2	Warehouse & Toolroom Worker II	1567	
3796		Welder	2,199.20	BW
3796	6	Welder	2,381.60	BW
3796	5	Welder	2,258.40	BW
3796	H	Welder - Harbor	2,243.20	BW

APPENDIX C

Operative on January 1, 2003

RANGE: 1213

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	12.13	12.81	13.52	14.27	15.07
BI-WEEKLY	970.40	1,024.80	1,081.60	1,141.60	1,205.60
MONTHLY	2,110.62	2,228.94	2,352.48	2,482.98	2,622.18
ANNUAL	25,327.44	26,747.28	28,229.76	29,795.76	31,466.16

RANGE: 1347

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.47	14.22	15.01	15.85	16.73
BI-WEEKLY	1,077.60	1,137.60	1,200.80	1,268.00	1,338.40
MONTHLY	2,343.78	2,474.28	2,611.74	2,757.90	2,911.02
ANNUAL	28,125.36	29,691.36	31,340.88	33,094.80	34,932.24

RANGE: 1447

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.47	15.28	16.13	17.03	17.98
BI-WEEKLY	1,157.60	1,222.40	1,290.40	1,362.40	1,438.40
MONTHLY	2,517.78	2,658.72	2,806.62	2,963.22	3,128.52
ANNUAL	30,213.36	31,904.64	33,679.44	35,558.64	37,542.24

RANGE: 1491

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.91	15.74	16.62	17.55	18.53
BI-WEEKLY	1,192.80	1,259.20	1,329.60	1,404.00	1,482.40
MONTHLY	2,594.34	2,738.76	2,891.88	3,053.70	3,224.22
ANNUAL	31,132.08	32,865.12	34,702.56	36,644.40	38,690.64

RANGE: 1498

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.98	15.82	16.70	17.63	18.61
BI-WEEKLY	1,198.40	1,265.60	1,336.00	1,410.40	1,488.80
MONTHLY	2,606.52	2,752.68	2,905.80	3,067.62	3,238.14
ANNUAL	31,278.24	33,032.16	34,869.60	36,811.44	38,857.68

APPENDIX C

Operative on January 1, 2003

RANGE: 1563

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.63	16.50	17.42	18.39	19.42
BI-WEEKLY	1,250.40	1,320.00	1,393.60	1,471.20	1,553.60
MONTHLY	2,719.62	2,871.00	3,031.08	3,199.86	3,379.08
ANNUAL	32,635.44	34,452.00	36,372.96	38,398.32	40,548.96

RANGE: 1567

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.67	16.54	17.46	18.43	19.46
BI-WEEKLY	1,253.60	1,323.20	1,396.80	1,474.40	1,556.80
MONTHLY	2,726.58	2,877.96	3,038.04	3,206.82	3,386.04
ANNUAL	32,718.96	34,535.52	36,456.48	38,481.84	40,632.48

RANGE: 1575

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.75	16.63	17.56	18.54	19.57
BI-WEEKLY	1,260.00	1,330.40	1,404.80	1,483.20	1,565.60
MONTHLY	2,740.50	2,893.62	3,055.44	3,225.96	3,405.18
ANNUAL	32,886.00	34,723.44	36,665.28	38,711.52	40,862.16

RANGE: 1610

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.10	17.00	17.95	18.95	20.01
BI-WEEKLY	1,288.00	1,360.00	1,436.00	1,516.00	1,600.80
MONTHLY	2,801.40	2,958.00	3,123.30	3,297.30	3,481.74
ANNUAL	33,616.80	35,496.00	37,479.60	39,567.60	41,780.88

RANGE: 1613

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.13	17.03	17.98	18.98	20.04
BI-WEEKLY	1,290.40	1,362.40	1,438.40	1,518.40	1,603.20
MONTHLY	2,806.62	2,963.22	3,128.52	3,302.52	3,486.96
ANNUAL	33,679.44	35,558.64	37,542.24	39,630.24	41,843.52

APPENDIX C

Operative on January 1, 2003

RANGE: 1674

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.74	17.67	18.66	19.70	20.80
BI-WEEKLY	1,339.20	1,413.60	1,492.80	1,576.00	1,664.00
MONTHLY	2,912.76	3,074.58	3,246.84	3,427.80	3,619.20
ANNUAL	34,953.12	36,894.96	38,962.08	41,133.60	43,430.40

RANGE: 1708

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.08	18.03	19.04	20.10	21.22
BI-WEEKLY	1,366.40	1,442.40	1,523.20	1,608.00	1,697.60
MONTHLY	2,971.92	3,137.22	3,312.96	3,497.40	3,692.28
ANNUAL	35,663.04	37,646.64	39,755.52	41,968.80	44,307.36

RANGE: 1715

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.15	18.11	19.12	20.19	21.32
BI-WEEKLY	1,372.00	1,448.80	1,529.60	1,615.20	1,705.60
MONTHLY	2,984.10	3,151.14	3,326.88	3,513.06	3,709.68
ANNUAL	35,809.20	37,813.68	39,922.56	42,156.72	44,516.16

RANGE: 1749

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.49	18.47	19.50	20.59	21.74
BI-WEEKLY	1,399.20	1,477.60	1,560.00	1,647.20	1,739.20
MONTHLY	3,043.26	3,213.78	3,393.00	3,582.66	3,782.76
ANNUAL	36,519.12	38,565.36	40,716.00	42,991.92	45,393.12

RANGE: 1760

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.60	18.58	19.62	20.71	21.86
BI-WEEKLY	1,408.00	1,486.40	1,569.60	1,656.80	1,748.80
MONTHLY	3,062.40	3,232.92	3,413.88	3,603.54	3,803.64
ANNUAL	36,748.80	38,795.04	40,966.56	43,242.48	45,643.68

APPENDIX C

Operative on January 1, 2003

RANGE: 1776

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.76	18.75	19.80	20.90	22.07
BI-WEEKLY	1,420.80	1,500.00	1,584.00	1,672.00	1,765.60
MONTHLY	3,090.24	3,262.50	3,445.20	3,636.60	3,840.18
ANNUAL	37,082.88	39,150.00	41,342.40	43,639.20	46,082.16

RANGE: 1785

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.85	18.85	19.90	21.01	22.18
BI-WEEKLY	1,428.00	1,508.00	1,592.00	1,680.80	1,774.40
MONTHLY	3,105.90	3,279.90	3,462.60	3,655.74	3,859.32
ANNUAL	37,270.80	39,358.80	41,551.20	43,868.88	46,311.84

RANGE: 1811

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.11	19.12	20.19	21.32	22.51
BI-WEEKLY	1,448.80	1,529.60	1,615.20	1,705.60	1,800.80
MONTHLY	3,151.14	3,326.88	3,513.06	3,709.68	3,916.74
ANNUAL	37,813.68	39,922.56	42,156.72	44,516.16	47,000.88

RANGE: 1859

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.59	19.63	20.72	21.88	23.10
BI-WEEKLY	1,487.20	1,570.40	1,657.60	1,750.40	1,848.00
MONTHLY	3,234.66	3,415.62	3,605.28	3,807.12	4,019.40
ANNUAL	38,815.92	40,987.44	43,263.36	45,685.44	48,232.80

RANGE: 1906

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.06	20.12	21.24	22.42	23.67
BI-WEEKLY	1,524.80	1,609.60	1,699.20	1,793.60	1,893.60
MONTHLY	3,316.44	3,500.88	3,695.76	3,901.08	4,118.58
ANNUAL	39,797.28	42,010.56	44,349.12	46,812.96	49,422.96

APPENDIX C

Operative on January 1, 2003

RANGE: 1912

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.12	20.19	21.32	22.51	23.77
BI-WEEKLY	1,529.60	1,615.20	1,705.60	1,800.80	1,901.60
MONTHLY	3,326.88	3,513.06	3,709.68	3,916.74	4,135.98
ANNUAL	39,922.56	42,156.72	44,516.16	47,000.88	49,631.76

RANGE: 1963

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.63	20.72	21.88	23.10	24.39
BI-WEEKLY	1,570.40	1,657.60	1,750.40	1,848.00	1,951.20
MONTHLY	3,415.62	3,605.28	3,807.12	4,019.40	4,243.86
ANNUAL	40,987.44	43,263.36	45,685.44	48,232.80	50,926.32

RANGE: 1972

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.72	20.82	21.98	23.21	24.50
BI-WEEKLY	1,577.60	1,665.60	1,758.40	1,856.80	1,960.00
MONTHLY	3,431.28	3,622.68	3,824.52	4,038.54	4,263.00
ANNUAL	41,175.36	43,472.16	45,894.24	48,462.48	51,156.00

RANGE: 2199

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	21.99	23.22	24.51	25.88	27.32
BI-WEEKLY	1,759.20	1,857.60	1,960.80	2,070.40	2,185.60
MONTHLY	3,826.26	4,040.28	4,264.74	4,503.12	4,753.68
ANNUAL	45,915.12	48,483.36	51,176.88	54,037.44	57,044.16

RANGE: 2312

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.12	24.41	25.77	27.21	28.73
BI-WEEKLY	1,849.60	1,952.80	2,061.60	2,176.80	2,298.40
MONTHLY	4,022.88	4,247.34	4,483.98	4,734.54	4,999.02
ANNUAL	48,274.56	50,968.08	53,807.76	56,814.48	59,988.24

APPENDIX C

Operative on January 1, 2003

RANGE: 2449

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.49	25.86	27.30	28.82	30.43
BI-WEEKLY	1,959.20	2,068.80	2,184.00	2,305.60	2,434.40
MONTHLY	4,261.26	4,499.64	4,750.20	5,014.68	5,294.82
ANNUAL	51,135.12	53,995.68	57,002.40	60,176.16	63,537.84

RANGE: 2744

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.44	28.97	30.59	32.30	34.10
BI-WEEKLY	2,195.20	2,317.60	2,447.20	2,584.00	2,728.00
MONTHLY	4,774.56	5,040.78	5,322.66	5,620.20	5,933.40
ANNUAL	57,294.72	60,489.36	63,871.92	67,442.40	71,200.80

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,020.80	25.26	2,020.80	4,395.24	52,742.88

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,079.20	25.99	2,079.20	4,522.26	54,267.12

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,100.00	26.25	2,100.00	4,567.50	54,810.00

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,140.00	26.75	2,140.00	4,654.50	55,854.00

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,199.20	27.49	2,199.20	4,783.26	57,399.12

APPENDIX C

Operative on January 1, 2003

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,243.20	28.04	2,243.20	4,878.96	58,547.52
	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,250.40	28.13	2,250.40	4,894.62	58,735.44
	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,258.40	28.23	2,258.40	4,912.02	58,944.24
	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,264.80	28.31	2,264.80	4,925.94	59,111.28
	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,328.00	29.10	2,328.00	5,063.40	60,760.80
	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,338.40	29.23	2,338.40	5,086.02	61,032.24
	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,380.80	29.76	2,380.80	5,178.24	62,138.88
	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,381.60	29.77	2,381.60	5,179.98	62,159.76

APPENDIX C

Operative on January 1, 2003

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,392.00	29.90	2,392.00	5,202.60	62,431.20

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,451.20	30.64	2,451.20	5,331.36	63,976.32

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,597.60	32.47	2,597.60	5,649.78	67,797.36

APPENDIX D

Operative on July 1, 2003

<u>CLASS CODE</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	
3808	Assistant Communications Cable Worker	2003	
7511	Assistant Electrical Tester	1708	
3704	5 Auto Body Builder & Repairer	2,120.80	BW
3704	6 Auto Body Builder & Repairer	2,295.20	BW
3707	5 Auto Electrician	2,120.80	BW
3707	6 Auto Electrician	2,295.20	BW
3721	5 Auto Painter	2,120.80	BW
3721	6 Auto Painter	2,295.20	BW
3725	Battery Technician	2,061.60	BW
1485	1 Bindery Equipment Operator I	2244	(3)
1485	2 Bindery Equipment Operator II	2499	
1497	Bindery Worker	1528	
3733	Blacksmith	2,243.20	BW
3733	H Blacksmith - Harbor	2,288.00	BW
1491	Book Repairer	1237	
3333	1 Building Repairer I	1708	
3333	2 Building Repairer II	1848	
3139	Camp Repairer	1645	
3351	Cement Finisher Worker	1794	
3802	Communications Cable Worker	2358	
3541	Construction Equipment Service Worker	1645	
3541	6 Construction Equipment Service Worker	1785	
7514	Electrical Equipment Tester	2499	(3)
7513	Electrical Tester	2499	(3)
3711	Equipment Mechanic	2,061.60	BW
3711	5 Equipment Mechanic	2,120.80	BW
3711	6 Equipment Mechanic	2,295.20	BW
3711	H Equipment Mechanic - Harbor	2,142.40	BW
3352	1 Floor Finisher	1896	(3)
3352	2 Floor Finisher II	2012	
2442	Gallery Attendant	1373	
3531	Garage Attendant	1476	
3531	6 Garage Attendant	1594	
3743	Heavy Duty Equipment Mechanic	2,310.40	BW
3743	6 Heavy Duty Equipment Mechanic	2,500.00	BW
3742	Helicopter Mechanic	2,384.80	BW
3763	Machinist	2,243.20	BW
3763	6 Machinist	2,428.80	BW
3763	H Machinist - Harbor	2,649.60	BW
3771	Mechanical Helper	1606	
3771	6 Mechanical Helper	1750	
3413	Microfilm Camera Repairer	1708	
6220	Observatory Mechanic	2,243.20	BW
3414	Office Equipment & Machine Repairer	1794	
3738	Parking Meter Technician	1821	
1481	1 Pre-Press Operator I	2244	(3)
1481	2 Pre-Press Operator II	2499	
1489	Print Shop Trainee	1811	
1494	1 Printing Press Operator I	2244	(3)
1494	2 Printing Press Operator II	2499	
7516	Senior Electrical Equipment Tester	2799	(3)
3712	Senior Equipment Mechanic	2,183.20	BW
3712	5 Senior Equipment Mechanic	2,243.20	BW

APPENDIX D

Operative on July 1, 2003

<u>CLASS CODE</u>		<u>TITLE</u>	<u>SALARY RANGE</u>	
3712	6	Senior Equipment Mechanic	2,429.60	BW
3745		Senior Heavy Duty Equipment Mechanic	2,440.00	BW
3797		Senior Welder	2,374.40	BW
1835	1	Storekeeper I	1742	
1835	2	Storekeeper II	1785	
1835	M	Storekeeper II	1944	
3727		Tire Repairer	1645	(3)
3727	6	Tire Repairer	1785	(3)
3723	5	Upholsterer	2,120.80	BW
3723		Upholsterer	1952	(3)
3590		Vehicle Maintenance Coordinator	1750	
1832	1	Warehouse & Toolroom Worker I	1521	
1832	G	Warehouse & Toolroom Worker I	1642	
1832	2	Warehouse & Toolroom Worker II	1598	
3796		Welder	2,243.20	BW
3796	6	Welder	2,429.60	BW
3796	5	Welder	2,303.20	BW
3796	H	Welder - Harbor	2,288.00	BW

APPENDIX D

Operative on July 1, 2003

RANGE: 1237

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	12.37	13.06	13.79	14.56	15.37
BI-WEEKLY	989.60	1,044.80	1,103.20	1,164.80	1,229.60
MONTHLY	2,152.38	2,272.44	2,399.46	2,533.44	2,674.38
ANNUAL	25,828.56	27,269.28	28,793.52	30,401.28	32,092.56

RANGE: 1373

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	13.73	14.50	15.31	16.16	17.06
BI-WEEKLY	1,098.40	1,160.00	1,224.80	1,292.80	1,364.80
MONTHLY	2,389.02	2,523.00	2,663.94	2,811.84	2,968.44
ANNUAL	28,668.24	30,276.00	31,967.28	33,742.08	35,621.28

RANGE: 1476

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.76	15.58	16.45	17.37	18.34
BI-WEEKLY	1,180.80	1,246.40	1,316.00	1,389.60	1,467.20
MONTHLY	2,568.24	2,710.92	2,862.30	3,022.38	3,191.16
ANNUAL	30,818.88	32,531.04	34,347.60	36,268.56	38,293.92

RANGE: 1521

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.21	16.06	16.96	17.91	18.91
BI-WEEKLY	1,216.80	1,284.80	1,356.80	1,432.80	1,512.80
MONTHLY	2,646.54	2,794.44	2,951.04	3,116.34	3,290.34
ANNUAL	31,758.48	33,533.28	35,412.48	37,396.08	39,484.08

RANGE: 1528

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.28	16.13	17.03	17.98	18.98
BI-WEEKLY	1,222.40	1,290.40	1,362.40	1,438.40	1,518.40
MONTHLY	2,658.72	2,806.62	2,963.22	3,128.52	3,302.52
ANNUAL	31,904.64	33,679.44	35,558.64	37,542.24	39,630.24

APPENDIX D

Operative on July 1, 2003

RANGE: 1594

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.94	16.83	17.77	18.76	19.81
BI-WEEKLY	1,275.20	1,346.40	1,421.60	1,500.80	1,584.80
MONTHLY	2,773.56	2,928.42	3,091.98	3,264.24	3,446.94
ANNUAL	33,282.72	35,141.04	37,103.76	39,170.88	41,363.28

RANGE: 1598

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.98	16.87	17.81	18.80	19.85
BI-WEEKLY	1,278.40	1,349.60	1,424.80	1,504.00	1,588.00
MONTHLY	2,780.52	2,935.38	3,098.94	3,271.20	3,453.90
ANNUAL	33,366.24	35,224.56	37,187.28	39,254.40	41,446.80

RANGE: 1606

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.06	16.96	17.91	18.91	19.96
BI-WEEKLY	1,284.80	1,356.80	1,432.80	1,512.80	1,596.80
MONTHLY	2,794.44	2,951.04	3,116.34	3,290.34	3,473.04
ANNUAL	33,533.28	35,412.48	37,396.08	39,484.08	41,676.48

RANGE: 1642

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.42	17.34	18.31	19.33	20.41
BI-WEEKLY	1,313.60	1,387.20	1,464.80	1,546.40	1,632.80
MONTHLY	2,857.08	3,017.16	3,185.94	3,363.42	3,551.34
ANNUAL	34,284.96	36,205.92	38,231.28	40,361.04	42,616.08

RANGE: 1645

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.45	17.37	18.34	19.36	20.44
BI-WEEKLY	1,316.00	1,389.60	1,467.20	1,548.80	1,635.20
MONTHLY	2,862.30	3,022.38	3,191.16	3,368.64	3,556.56
ANNUAL	34,347.60	36,268.56	38,293.92	40,423.68	42,678.72

APPENDIX D

Operative on July 1, 2003

RANGE: 1708

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.08	18.03	19.04	20.10	21.22
BI-WEEKLY	1,366.40	1,442.40	1,523.20	1,608.00	1,697.60
MONTHLY	2,971.92	3,137.22	3,312.96	3,497.40	3,692.28
ANNUAL	35,663.04	37,646.64	39,755.52	41,968.80	44,307.36

RANGE: 1742

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.42	18.39	19.42	20.50	21.64
BI-WEEKLY	1,393.60	1,471.20	1,553.60	1,640.00	1,731.20
MONTHLY	3,031.08	3,199.86	3,379.08	3,567.00	3,765.36
ANNUAL	36,372.96	38,398.32	40,548.96	42,804.00	45,184.32

RANGE: 1750

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.50	18.48	19.51	20.60	21.75
BI-WEEKLY	1,400.00	1,478.40	1,560.80	1,648.00	1,740.00
MONTHLY	3,045.00	3,215.52	3,394.74	3,584.40	3,784.50
ANNUAL	36,540.00	38,586.24	40,736.88	43,012.80	45,414.00

RANGE: 1785

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.85	18.85	19.90	21.01	22.18
BI-WEEKLY	1,428.00	1,508.00	1,592.00	1,680.80	1,774.40
MONTHLY	3,105.90	3,279.90	3,462.60	3,655.74	3,859.32
ANNUAL	37,270.80	39,358.80	41,551.20	43,868.88	46,311.84

RANGE: 1794

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.94	18.94	20.00	21.12	22.30
BI-WEEKLY	1,435.20	1,515.20	1,600.00	1,689.60	1,784.00
MONTHLY	3,121.56	3,295.56	3,480.00	3,674.88	3,880.20
ANNUAL	37,458.72	39,546.72	41,760.00	44,098.56	46,562.40

APPENDIX D

Operative on July 1, 2003

RANGE: 1811

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.11	19.12	20.19	21.32	22.51
BI-WEEKLY	1,448.80	1,529.60	1,615.20	1,705.60	1,800.80
MONTHLY	3,151.14	3,326.88	3,513.06	3,709.68	3,916.74
ANNUAL	37,813.68	39,922.56	42,156.72	44,516.16	47,000.88

RANGE: 1821

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.21	19.23	20.30	21.43	22.62
BI-WEEKLY	1,456.80	1,538.40	1,624.00	1,714.40	1,809.60
MONTHLY	3,168.54	3,346.02	3,532.20	3,728.82	3,935.88
ANNUAL	38,022.48	40,152.24	42,386.40	44,745.84	47,230.56

RANGE: 1848

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.48	19.51	20.60	21.75	22.96
BI-WEEKLY	1,478.40	1,560.80	1,648.00	1,740.00	1,836.80
MONTHLY	3,215.52	3,394.74	3,584.40	3,784.50	3,995.04
ANNUAL	38,586.24	40,736.88	43,012.80	45,414.00	47,940.48

RANGE: 1896

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.96	20.02	21.14	22.32	23.56
BI-WEEKLY	1,516.80	1,601.60	1,691.20	1,785.60	1,884.80
MONTHLY	3,299.04	3,483.48	3,678.36	3,883.68	4,099.44
ANNUAL	39,588.48	41,801.76	44,140.32	46,604.16	49,193.28

RANGE: 1944

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.44	20.52	21.66	22.87	24.15
BI-WEEKLY	1,555.20	1,641.60	1,732.80	1,829.60	1,932.00
MONTHLY	3,382.56	3,570.48	3,768.84	3,979.38	4,202.10
ANNUAL	40,590.72	42,845.76	45,226.08	47,752.56	50,425.20

APPENDIX D

Operative on July 1, 2003

RANGE: 1952

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.52	20.61	21.76	22.97	24.25
BI-WEEKLY	1,561.60	1,648.80	1,740.80	1,837.60	1,940.00
MONTHLY	3,396.48	3,586.14	3,786.24	3,996.78	4,219.50
ANNUAL	40,757.76	43,033.68	45,434.88	47,961.36	50,634.00

RANGE: 2003

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.03	21.15	22.33	23.58	24.89
BI-WEEKLY	1,602.40	1,692.00	1,786.40	1,886.40	1,991.20
MONTHLY	3,485.22	3,680.10	3,885.42	4,102.92	4,330.86
ANNUAL	41,822.64	44,161.20	46,625.04	49,235.04	51,970.32

RANGE: 2012

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.12	21.24	22.42	23.67	24.99
BI-WEEKLY	1,609.60	1,699.20	1,793.60	1,893.60	1,999.20
MONTHLY	3,500.88	3,695.76	3,901.08	4,118.58	4,348.26
ANNUAL	42,010.56	44,349.12	46,812.96	49,422.96	52,179.12

RANGE: 2244

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	22.44	23.69	25.01	26.40	27.87
BI-WEEKLY	1,795.20	1,895.20	2,000.80	2,112.00	2,229.60
MONTHLY	3,904.56	4,122.06	4,351.74	4,593.60	4,849.38
ANNUAL	46,854.72	49,464.72	52,220.88	55,123.20	58,192.56

RANGE: 2358

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.58	24.89	26.28	27.75	29.30
BI-WEEKLY	1,886.40	1,991.20	2,102.40	2,220.00	2,344.00
MONTHLY	4,102.92	4,330.86	4,572.72	4,828.50	5,098.20
ANNUAL	49,235.04	51,970.32	54,872.64	57,942.00	61,178.40

APPENDIX D

Operative on July 1, 2003

RANGE: 2499

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.99	26.38	27.85	29.40	31.04
BI-WEEKLY	1,999.20	2,110.40	2,228.00	2,352.00	2,483.20
MONTHLY	4,348.26	4,590.12	4,845.90	5,115.60	5,400.96
ANNUAL	52,179.12	55,081.44	58,150.80	61,387.20	64,811.52

RANGE: 2799

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	27.99	29.55	31.20	32.94	34.78
BI-WEEKLY	2,239.20	2,364.00	2,496.00	2,635.20	2,782.40
MONTHLY	4,870.26	5,141.70	5,428.80	5,731.56	6,051.72
ANNUAL	58,443.12	61,700.40	65,145.60	68,778.72	72,620.64

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,061.60	25.77	2,061.60	4,483.98	53,807.76

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,120.80	26.51	2,120.80	4,612.74	55,352.88

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,142.40	26.78	2,142.40	4,659.72	55,916.64

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,183.20	27.29	2,183.20	4,748.46	56,981.52

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,243.20	28.04	2,243.20	4,878.96	58,547.52

APPENDIX D

Operative on July 1, 2003

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,288.00	28.60	2,288.00	4,976.40	59,716.80
BI-WEEKLY RANGE: 2,295.20	28.69	2,295.20	4,992.06	59,904.72
BI-WEEKLY RANGE: 2,303.20	28.79	2,303.20	5,009.46	60,113.52
BI-WEEKLY RANGE: 2,310.40	28.88	2,310.40	5,025.12	60,301.44
BI-WEEKLY RANGE: 2,374.40	29.68	2,374.40	5,164.32	61,971.84
BI-WEEKLY RANGE: 2,384.80	29.81	2,384.80	5,186.94	62,243.28
BI-WEEKLY RANGE: 2,428.80	30.36	2,428.80	5,282.64	63,391.68
BI-WEEKLY RANGE: 2,429.60	30.37	2,429.60	5,284.38	63,412.56

APPENDIX D

Operative on July 1, 2003

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,440.00	30.50	2,440.00	5,307.00	63,684.00
BI-WEEKLY RANGE: 2,500.00	31.25	2,500.00	5,437.50	65,250.00
BI-WEEKLY RANGE: 2,649.60	33.12	2,649.60	5,762.88	69,154.56

APPENDIX E

Operative on January 1, 2004

<u>CLASS CODE</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	
3808	Assistant Communications Cable Worker	2065	
7511	Assistant Electrical Tester	1760	
3704	5 Auto Body Builder & Repairer	2,184.80	BW
3704	6 Auto Body Builder & Repairer	2,364.00	BW
3707	5 Auto Electrician	2,184.80	BW
3707	6 Auto Electrician	2,364.00	BW
3721	5 Auto Painter	2,184.80	BW
3721	6 Auto Painter	2,364.00	BW
3725	Battery Technician	2,123.20	BW
1485	1 Bindery Equipment Operator I	2310	(3)
1485	2 Bindery Equipment Operator II	2574	
1497	Bindery Worker	1573	
3733	Blacksmith	2,310.40	BW
3733	H Blacksmith - Harbor	2,356.80	BW
1491	Book Repairer	1274	
3333	1 Building Repairer I	1760	
3333	2 Building Repairer II	1904	
3139	Camp Repairer	1695	
3351	Cement Finisher Worker	1849	
3802	Communications Cable Worker	2430	
3541	Construction Equipment Service Worker	1695	
3541	6 Construction Equipment Service Worker	1839	
7514	Electrical Equipment Tester	2574	(3)
7513	Electrical Tester	2574	(3)
3711	Equipment Mechanic	2,123.20	BW
3711	5 Equipment Mechanic	2,184.80	BW
3711	6 Equipment Mechanic	2,364.00	BW
3711	H Equipment Mechanic - Harbor	2,206.40	BW
3352	1 Floor Finisher	1954	(3)
3352	2 Floor Finisher II	2072	
2442	Gallery Attendant	1414	
3531	Garage Attendant	1521	
3531	6 Garage Attendant	1642	
3743	Heavy Duty Equipment Mechanic	2,380.00	BW
3743	6 Heavy Duty Equipment Mechanic	2,575.20	BW
3742	Helicopter Mechanic	2,456.00	BW
3763	Machinist	2,310.40	BW
3763	6 Machinist	2,501.60	BW
3763	H Machinist - Harbor	2,728.80	BW
3771	Mechanical Helper	1655	
3771	6 Mechanical Helper	1803	
3413	Microfilm Camera Repairer	1760	
6220	Observatory Mechanic	2,310.40	BW
3414	Office Equipment & Machine Repairer	1849	
3738	Parking Meter Technician	1875	
1481	1 Pre-Press Operator I	2310	(3)
1481	2 Pre-Press Operator II	2574	
1489	Print Shop Trainee	1867	
1494	1 Printing Press Operator I	2310	(3)
1494	2 Printing Press Operator II	2574	
7516	Senior Electrical Equipment Tester	2883	(3)
3712	Senior Equipment Mechanic	2,248.80	BW
3712	5 Senior Equipment Mechanic	2,310.40	BW

APPENDIX E

Operative on January 1, 2004

<u>CLASS CODE</u>		<u>TITLE</u>	<u>SALARY RANGE</u>	
3712	6	Senior Equipment Mechanic	2,502.40	BW
3745		Senior Heavy Duty Equipment Mechanic	2,513.60	BW
3797		Senior Welder	2,445.60	BW
1835	1	Storekeeper I	1794	
1835	2	Storekeeper II	1839	
1835	M	Storekeeper II	2002	
3727		Tire Repairer	1695	(3)
3727	6	Tire Repairer	1839	(3)
3723	5	Upholsterer	2,184.80	BW
3723		Upholsterer	2011	(3)
3590		Vehicle Maintenance Coordinator	1803	
1832	1	Warehouse & Toolroom Worker I	1569	
1832	G	Warehouse & Toolroom Worker I	1692	
1832	2	Warehouse & Toolroom Worker II	1646	
3796		Welder	2,310.40	BW
3796	6	Welder	2,502.40	BW
3796	5	Welder	2,372.00	BW
3796	H	Welder - Harbor	2,356.80	BW

APPENDIX E

Operative on January 1, 2004

RANGE: 1274

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	12.74	13.45	14.20	14.99	15.83
BI-WEEKLY	1,019.20	1,076.00	1,136.00	1,199.20	1,266.40
MONTHLY	2,216.76	2,340.30	2,470.80	2,608.26	2,754.42
ANNUAL	26,601.12	28,083.60	29,649.60	31,299.12	33,053.04

RANGE: 1414

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	14.14	14.93	15.76	16.64	17.57
BI-WEEKLY	1,131.20	1,194.40	1,260.80	1,331.20	1,405.60
MONTHLY	2,460.36	2,597.82	2,742.24	2,895.36	3,057.18
ANNUAL	29,524.32	31,173.84	32,906.88	34,744.32	36,686.16

RANGE: 1521

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.21	16.06	16.96	17.91	18.91
BI-WEEKLY	1,216.80	1,284.80	1,356.80	1,432.80	1,512.80
MONTHLY	2,646.54	2,794.44	2,951.04	3,116.34	3,290.34
ANNUAL	31,758.48	33,533.28	35,412.48	37,396.08	39,484.08

RANGE: 1569

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.69	16.56	17.48	18.45	19.48
BI-WEEKLY	1,255.20	1,324.80	1,398.40	1,476.00	1,558.40
MONTHLY	2,730.06	2,881.44	3,041.52	3,210.30	3,389.52
ANNUAL	32,760.72	34,577.28	36,498.24	38,523.60	40,674.24

RANGE: 1573

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	15.73	16.61	17.54	18.52	19.55
BI-WEEKLY	1,258.40	1,328.80	1,403.20	1,481.60	1,564.00
MONTHLY	2,737.02	2,890.14	3,051.96	3,222.48	3,401.70
ANNUAL	32,844.24	34,681.68	36,623.52	38,669.76	40,820.40

APPENDIX E

Operative on January 1, 2004

RANGE: 1642

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.42	17.34	18.31	19.33	20.41
BI-WEEKLY	1,313.60	1,387.20	1,464.80	1,546.40	1,632.80
MONTHLY	2,857.08	3,017.16	3,185.94	3,363.42	3,551.34
ANNUAL	34,284.96	36,205.92	38,231.28	40,361.04	42,616.08

RANGE: 1646

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.46	17.38	18.35	19.37	20.45
BI-WEEKLY	1,316.80	1,390.40	1,468.00	1,549.60	1,636.00
MONTHLY	2,864.04	3,024.12	3,192.90	3,370.38	3,558.30
ANNUAL	34,368.48	36,289.44	38,314.80	40,444.56	42,699.60

RANGE: 1655

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.55	17.47	18.44	19.47	20.56
BI-WEEKLY	1,324.00	1,397.60	1,475.20	1,557.60	1,644.80
MONTHLY	2,879.70	3,039.78	3,208.56	3,387.78	3,577.44
ANNUAL	34,556.40	36,477.36	38,502.72	40,653.36	42,929.28

RANGE: 1692

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.92	17.86	18.86	19.91	21.02
BI-WEEKLY	1,353.60	1,428.80	1,508.80	1,592.80	1,681.60
MONTHLY	2,944.08	3,107.64	3,281.64	3,464.34	3,657.48
ANNUAL	35,328.96	37,291.68	39,379.68	41,572.08	43,889.76

RANGE: 1695

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	16.95	17.90	18.90	19.95	21.06
BI-WEEKLY	1,356.00	1,432.00	1,512.00	1,596.00	1,684.80
MONTHLY	2,949.30	3,114.60	3,288.60	3,471.30	3,664.44
ANNUAL	35,391.60	37,375.20	39,463.20	41,655.60	43,973.28

APPENDIX E

Operative on January 1, 2004

RANGE: 1760

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.60	18.58	19.62	20.71	21.86
BI-WEEKLY	1,408.00	1,486.40	1,569.60	1,656.80	1,748.80
MONTHLY	3,062.40	3,232.92	3,413.88	3,603.54	3,803.64
ANNUAL	36,748.80	38,795.04	40,966.56	43,242.48	45,643.68

RANGE: 1794

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	17.94	18.94	20.00	21.12	22.30
BI-WEEKLY	1,435.20	1,515.20	1,600.00	1,689.60	1,784.00
MONTHLY	3,121.56	3,295.56	3,480.00	3,674.88	3,880.20
ANNUAL	37,458.72	39,546.72	41,760.00	44,098.56	46,562.40

RANGE: 1803

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.03	19.04	20.10	21.22	22.40
BI-WEEKLY	1,442.40	1,523.20	1,608.00	1,697.60	1,792.00
MONTHLY	3,137.22	3,312.96	3,497.40	3,692.28	3,897.60
ANNUAL	37,646.64	39,755.52	41,968.80	44,307.36	46,771.20

RANGE: 1839

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.39	19.42	20.50	21.64	22.85
BI-WEEKLY	1,471.20	1,553.60	1,640.00	1,731.20	1,828.00
MONTHLY	3,199.86	3,379.08	3,567.00	3,765.36	3,975.90
ANNUAL	38,398.32	40,548.96	42,804.00	45,184.32	47,710.80

RANGE: 1849

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.49	19.52	20.61	21.76	22.97
BI-WEEKLY	1,479.20	1,561.60	1,648.80	1,740.80	1,837.60
MONTHLY	3,217.26	3,396.48	3,586.14	3,786.24	3,996.78
ANNUAL	38,607.12	40,757.76	43,033.68	45,434.88	47,961.36

APPENDIX E

Operative on January 1, 2004

RANGE: 1867

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.67	19.71	20.81	21.97	23.19
BI-WEEKLY	1,493.60	1,576.80	1,664.80	1,757.60	1,855.20
MONTHLY	3,248.58	3,429.54	3,620.94	3,822.78	4,035.06
ANNUAL	38,982.96	41,154.48	43,451.28	45,873.36	48,420.72

RANGE: 1875

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	18.75	19.80	20.90	22.07	23.30
BI-WEEKLY	1,500.00	1,584.00	1,672.00	1,765.60	1,864.00
MONTHLY	3,262.50	3,445.20	3,636.60	3,840.18	4,054.20
ANNUAL	39,150.00	41,342.40	43,639.20	46,082.16	48,650.40

RANGE: 1904

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.04	20.10	21.22	22.40	23.65
BI-WEEKLY	1,523.20	1,608.00	1,697.60	1,792.00	1,892.00
MONTHLY	3,312.96	3,497.40	3,692.28	3,897.60	4,115.10
ANNUAL	39,755.52	41,968.80	44,307.36	46,771.20	49,381.20

RANGE: 1954

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	19.54	20.63	21.78	22.99	24.27
BI-WEEKLY	1,563.20	1,650.40	1,742.40	1,839.20	1,941.60
MONTHLY	3,399.96	3,589.62	3,789.72	4,000.26	4,222.98
ANNUAL	40,799.52	43,075.44	45,476.64	48,003.12	50,675.76

RANGE: 2002

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.02	21.14	22.32	23.56	24.87
BI-WEEKLY	1,601.60	1,691.20	1,785.60	1,884.80	1,989.60
MONTHLY	3,483.48	3,678.36	3,883.68	4,099.44	4,327.38
ANNUAL	41,801.76	44,140.32	46,604.16	49,193.28	51,928.56

APPENDIX E

Operative on January 1, 2004

RANGE: 2011

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.11	21.23	22.41	23.66	24.98
BI-WEEKLY	1,608.80	1,698.40	1,792.80	1,892.80	1,998.40
MONTHLY	3,499.14	3,694.02	3,899.34	4,116.84	4,346.52
ANNUAL	41,989.68	44,328.24	46,792.08	49,402.08	52,158.24

RANGE: 2065

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.65	21.80	23.02	24.30	25.65
BI-WEEKLY	1,652.00	1,744.00	1,841.60	1,944.00	2,052.00
MONTHLY	3,593.10	3,793.20	4,005.48	4,228.20	4,463.10
ANNUAL	43,117.20	45,518.40	48,065.76	50,738.40	53,557.20

RANGE: 2072

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	20.72	21.88	23.10	24.39	25.75
BI-WEEKLY	1,657.60	1,750.40	1,848.00	1,951.20	2,060.00
MONTHLY	3,605.28	3,807.12	4,019.40	4,243.86	4,480.50
ANNUAL	43,263.36	45,685.44	48,232.80	50,926.32	53,766.00

RANGE: 2310

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	23.10	24.39	25.75	27.19	28.71
BI-WEEKLY	1,848.00	1,951.20	2,060.00	2,175.20	2,296.80
MONTHLY	4,019.40	4,243.86	4,480.50	4,731.06	4,995.54
ANNUAL	48,232.80	50,926.32	53,766.00	56,772.72	59,946.48

RANGE: 2430

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	24.30	25.65	27.08	28.59	30.18
BI-WEEKLY	1,944.00	2,052.00	2,166.40	2,287.20	2,414.40
MONTHLY	4,228.20	4,463.10	4,711.92	4,974.66	5,251.32
ANNUAL	50,738.40	53,557.20	56,543.04	59,695.92	63,015.84

APPENDIX E

Operative on January 1, 2004

RANGE: 2574

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	25.74	27.18	28.70	30.30	31.99
BI-WEEKLY	2,059.20	2,174.40	2,296.00	2,424.00	2,559.20
MONTHLY	4,478.76	4,729.32	4,993.80	5,272.20	5,566.26
ANNUAL	53,745.12	56,751.84	59,925.60	63,266.40	66,795.12

RANGE: 2883

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
HOURLY	28.83	30.44	32.14	33.93	35.82
BI-WEEKLY	2,306.40	2,435.20	2,571.20	2,714.40	2,865.60
MONTHLY	5,016.42	5,296.56	5,592.36	5,903.82	6,232.68
ANNUAL	60,197.04	63,558.72	67,108.32	70,845.84	74,792.16

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,123.20	26.54	2,123.20	4,617.96	55,415.52

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,184.80	27.31	2,184.80	4,751.94	57,023.28

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,206.40	27.58	2,206.40	4,798.92	57,587.04

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,248.80	28.11	2,248.80	4,891.14	58,693.68

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,310.40	28.88	2,310.40	5,025.12	60,301.44

APPENDIX E

Operative on January 1, 2004

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,356.80	29.46	2,356.80	5,126.04	61,512.48
BI-WEEKLY RANGE: 2,364.00	29.55	2,364.00	5,141.70	61,700.40
BI-WEEKLY RANGE: 2,372.00	29.65	2,372.00	5,159.10	61,909.20
BI-WEEKLY RANGE: 2,380.00	29.75	2,380.00	5,176.50	62,118.00
BI-WEEKLY RANGE: 2,445.60	30.57	2,445.60	5,319.18	63,830.16
BI-WEEKLY RANGE: 2,456.00	30.70	2,456.00	5,341.80	64,101.60
BI-WEEKLY RANGE: 2,501.60	31.27	2,501.60	5,440.98	65,291.76
BI-WEEKLY RANGE: 2,502.40	31.28	2,502.40	5,442.72	65,312.64

APPENDIX E

Operative on January 1, 2004

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,513.60	31.42	2,513.60	5,467.08	65,604.96

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,575.20	32.19	2,575.20	5,601.06	67,212.72

	HOURLY	BI-WEEKLY	MONTHLY	ANNUAL
BI-WEEKLY RANGE: 2,728.80	34.11	2,728.80	5,935.14	71,221.68

Attachment 1

Class Code	Title	Department(s)	Assignment(s)
1485	Bindery Equipment Operator	General Services	Operating a B26 Stahl Folder, daily
1494	Printing Press Operator	General Services	Operating a Roland-Parva 4-Color Printer
3112	Maintenance Laborer	Airport Street Services	Airfield Cleaning (daily) & Asphalt Crew at Airport; resurfacing crews at Street Svs.
3115	Maintenance & Construction Worker	Airport, Street Services	Airfield Cleaning(daily), Asphalt Crew, Airfield Painting at Airport; resurfacing crews at Street Svs.
3141	Gardener Caretaker	Airport	Operating a Ransome 1999 ZT100 series riding mower
3151	Tree Surgeon Assistant	Public Works, Rec. & Parks	All
3156	Custodial Services Attendant	Airport	Operating floor polisher
3173	Window Cleaner	Airport	Daily when on Bradley Terminal airfield side
3181	Security Officer (pending outcome of testing; CAO will certify to Controller positions to be added)	Airport	To be determined
3421	Traffic Painter & Sign Poster I, II	Airport	Airfield painting
3503	Compressor Operator	Street Services	Resurfacing crews
3523	Light Equipment Operator	Rec. & Parks	When operating a Toro 580D mower
3525	Equipment Operator	Airport, Street Services	Recycling & Asphalt Crew at Airport; resurfacing crews at Street Svs.
3557	Truck Crane Oiler	Street Services	Resurfacing crews
3558	Power Shovel Operator	Street Services, Harbor	St. Svc. Resurfacing crews; Harbor
3583	Truck Operator	Street Services	Resurfacing crew
3584	Heavy Duty Truck Operator	Airport, Street Services	Asphalt Crews at Airport; resurfacing crews at Street Svs.
3585	Motor Sweeper Operator	Airport, Street Services	Operating M9A Sweeper at Airport, or on street resurfacing crews at Street Svs.
3588	Bus Operator	Airport	Operating bus with no A/C (daily)
3704	Auto Body Builder & Repairer	Airport, GSD	All
3796	Welder	Airport, GSD, Harbor, LAPD	All

Class Code	Title	Department(s)	Assignment(s)
4143	Asphalt Plant Operator	Street Services	Resurfacing crews
4150	Street Services Worker, Street Maintenance Worker	Airport	Asphalt Crew at Airports; resurfacing crews at Street Svs.

LETTER OF INTENT

MOU 14

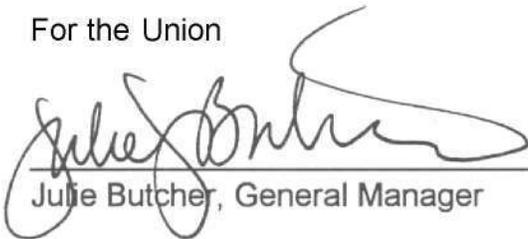
BY AND BETWEEN SEIU LOCAL 347 AND THE CITY ADMINISTRATIVE OFFICER
ON BEHALF OF AFFECTED DEPARTMENTS

SUBJECT: FIRE APPARATUS MAINTENANCE

During the term of the 2001-2004 Memorandum of Understanding for the Service and Crafts Unit (MOU 14) the parties will review the duties and responsibilities attendant to the maintenance and repair of fire apparatus and equipment in order to determine if said duties and responsibilities require a higher level of mechanical expertise than required by the class of Equipment Mechanic, Code 3711.

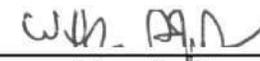
The parties acknowledge that the results of this review may require the reopening of the MOU to address meet and confer issues that may arise.

For the Union


Julie Butcher, General Manager

11/01/01
Date

For the City


William T. Fujioka, City Administrative Officer

11-01-01
Date


William R. Bamattre, Fire Chief

1-23-02
Date

LETTER OF INTENT

MOU 14

BY AND BETWEEN SEIU LOCAL 347 AND THE CITY ADMINISTRATIVE OFFICER
ON BEHALF OF AFFECTED DEPARTMENTS

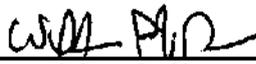
SUBJECT: PARKING METER TECHNICIAN

During the term of the 2001-2004 Memorandum of Understanding for the Service and Crafts Unit (MOU 14) the City and Local 347 agree to continue discussions, in a joint labor-management context, regarding the duties and responsibilities of employees in the class of Parking Meter Technician, Code 3738. Further, the parties recognize that recommendations that may result from the subject discussions may include changes to hours, wages and/or other terms and conditions of employment. In that event, the parties agree to reopen the MOU to consider amendments as may be appropriate.

For the Union

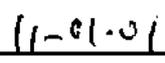
For the City

Julie Butcher, General Manager



William T Fujioka, City Administrative Officer

Date



Date

Frances T. Banerjee, General Manager
Department of Transportation

Date

LETTER OF INTENT

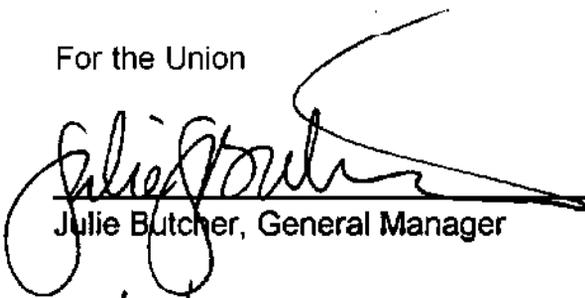
MOU 14

BY AND BETWEEN SEIU LOCAL 347 AND THE CITY ADMINISTRATIVE OFFICER
ON BEHALF OF AFFECTED DEPARTMENTS

SUBJECT: ALTERNATE FUEL HANDLING

During the term of the 2001-2004 Memorandum of Understanding for the Service and Crafts Unit (MOU 14) the City and Local 347 agree to study the requirements of the safe handling of Liquefied Natural Gas (LNG) and Compressed Natural Gas (CNG) and that the results of said study may require consideration of training, compensation or other meet and confer issues. Accordingly, the parties agree to reopen the MOU if such consideration is warranted.

For the Union



Julie Butcher, General Manager

11/01/01

Date

For the City



William T Pujioka, City Administrative Officer

11-01-01

Date

Jon Kirk Mukri, General Manager
Department of General Services

Date

LETTER OF INTENT

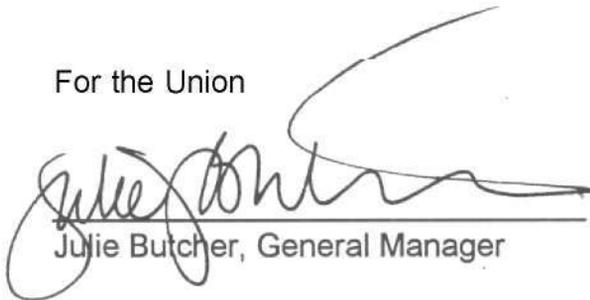
MOU 14

BY AND BETWEEN SEIU LOCAL 347 AND THE CITY ADMINISTRATIVE OFFICER
ON BEHALF OF AFFECTED DEPARTMENTS

SUBJECT: REFUSE VEHICLE MAINTENANCE

During the term of the 2001-2004 Memorandum of Understanding for the Service and Crafts Unit (MOU 14) the parties will review the issue of whether the class of Equipment Mechanic, Code 3711 or Heavy Duty Equipment Mechanic, or Code 3743 is the more appropriate class to maintain and repair refuse vehicles. The study will begin within 90 days of the signing of this letter.

For the Union



Julie Butcher, General Manager

11/01/01
Date

For the City



William T Fujioka, City Administrative Officer

11-01-01
Date

Jon Kirk Mukri, General Manager
Department of General Services

Date

LETTER OF INTENT

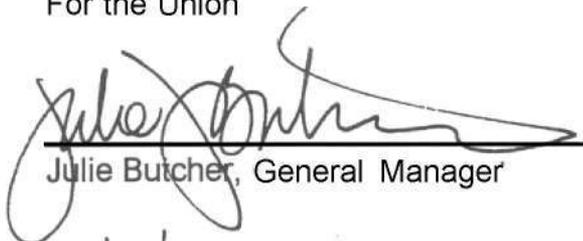
MOU 14

BY AND BETWEEN SEIU LOCAL 347 AND THE CITY ADMINISTRATIVE OFFICER
ON BEHALF OF AFFECTED DEPARTMENTS

SUBJECT: EQUIPMENT MECHANIC APPRENTICESHIP PROGRAM

During the term of the 2001-2004 Memorandum of Understanding for the Service and Crafts Unit (MOU 14) the City, represented by the Department of General Services, and Local 347 agree to discuss and evaluate the re-implementation of an Equipment Mechanic Apprenticeship Program substantially as outlined in Sec. 4.83 of the Los Angeles Administrative Code. Further, if re-implementation of this program is deemed to be appropriate, the parties agree to reopen the MOU to consider any meet and confer issues that may arise.

For the Union



Julie Butcher, General Manager

11/01/01
Date

For the City



William T Fujioka, City Administrative Officer

11-01-01
Date

Jon Kirk Mukri, General Manager
Department of General Services

Date

LETTER OF INTENT

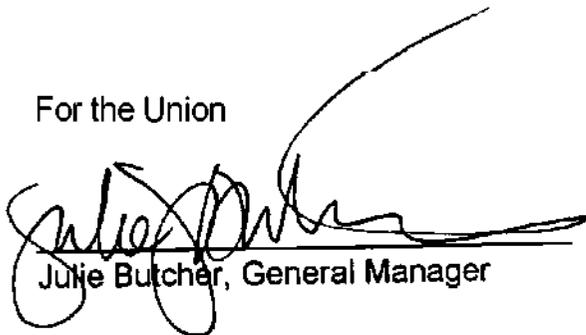
MOU 4, 14, 15 AND 18

BY AND BETWEEN SEIU LOCAL 347 AND THE CITY ADMINISTRATIVE OFFICER
ON BEHALF OF AFFECTED DEPARTMENTS

SUBJECT: PART-TIME EMPLOYMENT

During the term of the 2001-2004 Memoranda of Understanding for the Equipment Operation and Labor, Service and Crafts, Service Employees, and Safety/Security Units, the City and Local 347 agree that MOU provisions affecting part-time employees in these units will be reopened following conclusion of negotiations between the City and AFSCME relative to Recreation Assistants in the Department of Recreation and Parks.

For the Union



Julie Butcher, General Manager

11/01/01
Date

For the City



William T Fujioka, City Administrative Officer

11-01-01
Date

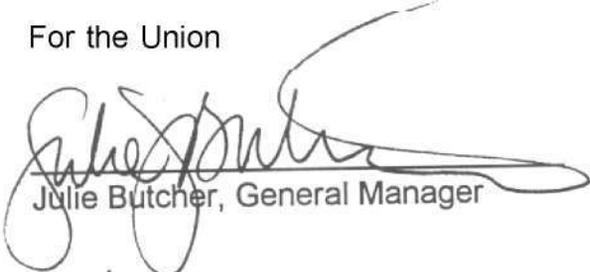
LETTER OF INTENT
MOU 4, 14, 15 AND 18

BY AND BETWEEN SEIU LOCAL 347 AND THE CITY ADMINISTRATIVE OFFICER
ON BEHALF OF AFFECTED DEPARTMENTS

SUBJECT: RESIDENCE INCENTIVE

During the first year of the 2001-2004 Memoranda of Understanding for the Equipment Operation and Labor, Service and Crafts, Service Employees and Safety/Security Units, the City and Local 347 agree to initiate discussions, in a joint labor-management context, regarding possible actions to establish incentives for Unit employees to reside within Los Angeles City limits. The parties recognize that recommendations that may result from the subject discussions may impact negotiable items, in which case, the parties agree to reopen the MOUs to consider any meet and confer issues that may arise. Further, the parties recognize that the City is under no obligation to establish residence incentives.

For the Union



Julie Butcher, General Manager

11/01/01
Date

For the City



William T Fujioka, City Administrative Officer

11-01-01
Date



Garry W. Pinney, General Manager
Los Angeles Housing Department

1/25/2002
Date