



City of Los Angeles

Handbook for City Employees

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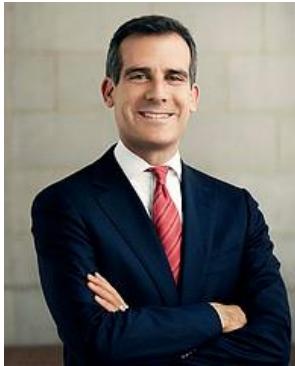
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ERIC GARCETTI
Mayor



Welcome to the City of Los Angeles.

It is my pleasure to congratulate you on your selection for City Service. It is a highly competitive process to become a City Employee. After rigorous testing and interviews, you have proven that you are qualified to serve the citizens of the City of Los Angeles. You have been chosen for an initial position based on your interest, talent and experience.

This handbook has been developed to assist you as an employee of the City of Los Angeles. It will provide you with an overview of the City, its policies and procedures, as well as what is expected of you. Additionally, staff has identified possible questions that may arise. Please review this handbook and become familiar with the references and resources available to you. I hope you find this a useful guide.

Again, welcome to your journey with the City of Los Angeles.

Eric Garcetti



Welcome to the City of Los Angeles.

Congratulations! Your work and preparation have paid off and you are now about to start work at one of the greatest cities in the world. The next step in your career starts now. As Los Angeles City employees, we serve residents of and visitors to this City, those working or conducting business in Los Angeles; as well as staff of other City departments, offices, and agencies. We are committed to providing quality service in a courteous manner and to ensure that our working environment is free of discrimination.

Take pride in your work and perform every task to the very best of your ability. The work you do makes a difference and impacts City departments, City residents, your coworkers, and you. Use your resources, keep honing your skills, and do your best. We hope this handbook will work as a guide and provide you with a better understanding of the City of Los Angeles. This handbook includes information about the City's form of government, and our major policies and procedures; as well as your rights, responsibilities, and benefits as a Los Angeles City employee.

Should you need assistance in the application or interpretation of these rules, the personnel staff supporting your department should be consulted. We are all part of the team and we can make our mission and goals a reality. Together, our hard work is what makes this City great!

Wendy G. Macy
General Manager
Personnel Department

I. OVERVIEW OF OUR CITY GOVERNMENT

A. CITY ORGANIZATION

The City of Los Angeles is a municipal organization established as a Mayor-Council-Commission form of government headed by elected officials and appointed officers. Through various departments, the City provides essential services such as water, electricity, fire, police, street and park maintenance, to a population of four million. More information about the City can be found on the City of Los Angeles' website

<http://www.lacity.org/government/index.htm>.

1. ELECTED OFFICIALS

The citizens of the City of Los Angeles elect officials into office. The elected officials serve as government leaders and direct the daily functions and activities of the City to the benefit of the citizenry. Elected officials include: Mayor, City Council, City Attorney and City Controller.

MAYOR – As the Executive Officer, oversees the functions of the Executive Branch of City government. Specific duties include proposing the annual budget, appointing Department General Managers and Commission Members, and approving or vetoing Council Ordinances. <http://www.lamayor.org/>

CITY COUNCIL – Members constitute the Legislative Branch of City government, responsible for activities such as enacting ordinances, adopting the annual budget, and confirming Mayoral appointments.

<http://www.lacity.org/government/ElectedOfficialOffices/CityCouncil/index.htm>

CITY ATTORNEY – The legal advisor to the City, who is responsible for approving contracts, defending against lawsuits, prosecuting misdemeanors, and reviewing legislation. <http://atty.lacity.org/index.htm>

CONTROLLER – The auditor and chief accounting officer for the City, is responsible for preparing official financial reports, estimating revenues, approving payments, preparing City payroll, and other related activities.

<http://controller.lacity.org/index.htm>

2. APPOINTED OFFICERS

The Mayor, with the approval of City Council, appoints various officers to direct the day-to-day operations of the City of Los Angeles. The officers include: City Administrative Officer, City Clerk, Department General Managers and Commission members. The Chief Legislative Analyst is appointed solely by the City Council.

CITY ADMINISTRATIVE OFFICER (CAO) - The chief financial advisor, reporting directly to both Mayor and Council, prepares the City budget, negotiates labor contracts, and oversees administrative processes and procedures.

<http://cao.lacity.org> or <http://caodocs.ci.la.ca.us/> ([CAO Documents – Intranet](#))

CITY CLERK – The Clerk of the City Council, in addition to maintaining official City records, conducts elections, and provides other administrative services to Council.

<http://clerk.lacity.org/index.htm>

GENERAL MANAGERS (GM) - Department heads responsible for managing and/or overseeing the various functions and services of the departments, to which they are appointed.

COMMISSION MEMBERS - Serve in an advisory, management, and/or oversight capacity with regard to the various functions and services of the department they are assigned.

<http://www.lacity.org/city-government/boards-and-commissions>

CHIEF LEGISLATIVE ANALYST - Advises Council on pending legislation and provides technical assistance to Council Committees.

3. CITY DEPARTMENTS

<http://www.lacity.org/government/DepartmentsandBureaus/index.htm>

There are approximately 42 Departments and Bureaus within the organizational structure of the City of Los Angeles. These Departments are charged with providing a vast number of functions and services for citizens, visitors, and other agencies. In accordance with the type of functions/services a department/bureau is responsible for, Departments and Bureaus are grouped into three separate categories: Infrastructure, People Services, and Support.

INFRASTRUCTURE

Airport
Building & Safety
Emergency Management
Fire
Harbor
Planning
Police
Public Works
Transportation
Water and Power

"PEOPLE" SERVICES

Aging
Animal Services
Convention Center
Cultural Affairs
Economic and Workforce Development
El Pueblo
Housing and Community Investment
Library
Neighborhood Empowerment
Recreation & Parks
Zoo

SUPPORT

Ethics Commission
Finance
General Services
Information Technology
Fire and Police Pensions
Personnel
Los Angeles City Employees' Retirement System

You are encouraged to visit the individual Department websites to learn more about their specific programs and services offered.

II. POLICIES AND PROCEDURES

In this handbook, you will become familiar with the array of policies and procedures established to regulate employment-related issues.

A. POLICIES

1. Employee Victims of Domestic Violence and Abuse

The City of Los Angeles, as an employer, promotes a work environment that is supportive of victims of domestic violence and is sensitive to the effects of domestic abuse. Assistance is readily available to all employees in this area. Should you need assistance, contact your supervisor and/or your department personnel section.

<http://per.lacity.org/eo/dpolicy.pdf>

2. **Equal Employment Opportunity**

The City of Los Angeles has a long history of being an equal employment opportunity employer, and is committed to ensuring all employment practices are based on merit. We are all responsible for upholding that commitment. If you feel that you have been the victim of discrimination, please contact your departmental personnel officer or the Personnel Department Office of Discrimination Complaint Resolution (ODCR).

<https://docs.google.com/a/lacity.org/spreadsheet/pub?key=oAodguXPnwHC9dGRzUHN4QXdYTU9tV2ZSbHIFVViOUE&single=true&gid=5&output=html>

<http://per.lacity.org/EEO/DiscriminationComplaintProcedure.pdf>

3. **Discrimination-Free Workplace**

The City of Los Angeles has a longstanding non-discrimination policy, which recognizes that all employees have a right to a workplace free from discriminatory actions, language or images. Consequently, any form of discrimination is strictly prohibited. For assistance, contact your immediate supervisor, department personnel section, and/or Personnel Department Office of Discrimination Complaint Resolution.

<http://per.lacity.org/eo/discrim.pdf>

4. **Sexual Harassment**

Sexual harassment is illegal and will not be tolerated in the City. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. The City's policy promotes and helps maintain a working environment free of sexual harassment, intimidation, and coercion. Contact your department sexual harassment counselor and/or the Personnel Department Citywide Sexual Harassment Awareness Coordinator for assistance.

<http://per.lacity.org/eo/sexharas.pdf>

5. **Sexual Orientation Discrimination**

Discrimination is prohibited on the basis of one's actual or perceived sexual orientation, including actual or perceived heterosexual,

lesbian, gay, or bisexual orientation, or gender identity, or gender expression. Discrimination and harassment on the basis of sexual orientation is illegal and will not be tolerated in the City. Contact your department personnel section and/or Personnel Department Sexual Orientation Discrimination Counselor for assistance.

<http://per.lacity.org/EEO/SexualOrientationComplaintProcedure.pdf>

6. **No Hazing Policy**

The City has a zero tolerance policy for any acts of hazing of fellow employees. Employees who engage in hazing acts, and supervisors who knowingly fail to act to prohibit, prevent, or investigate them, will be subject to appropriate disciplinary action, up to and including termination of employment, consistent with applicable Civil Service and personnel rules. If you believe that you have been a victim of hazing, contact your department's Equal Employment Opportunity coordinator and/or the Personnel Department Office of Discrimination Complaint Resolution (ODCR) for assistance.

<http://per.ci.la.ca.us/EEOD/hazing.pdf>

7. **Americans with Disabilities Act/Reasonable Accommodations**

The City is committed to providing equal employment opportunity to individuals with disabilities by ensuring that selection and employment practices include efforts to reasonably accommodate medically restricted employees by fully complying with Federal and State laws. Should you be in need of an accommodation, contact your immediate supervisor, department personnel section, and/or Personnel Department Citywide Disability Discrimination and Reasonable Accommodation Counselor.

<http://per.ci.la.ca.us/EEOD/Reasonable%20Accommodation%20Guideline%20-%20Final%20061809.pdf> (guideline)

http://per.lacity.org/eoo/exec_pe1.pdf (ed pe-1)

8. **Lactation Accommodation Policy**

The City of Los Angeles recognizes the need to promote a work environment that is supportive of breastfeeding employees who wish to continue nursing their children when they return to work.

Allowing employees to express milk at work is beneficial not only to the employee, but also the employer and the community. Should you be in need of an accommodation, contact your immediate supervisor and/or the Department's Reasonable Accommodation Coordinator.

<http://per.ci.la.ca.us/EEOD/LactationAccommodationPolicy2011.pdf>

9. **Drug-Free Workplace**

In accordance with the Federal Drug-Free Workplace Act of 1988, the City of Los Angeles is committed to providing a drug-free workplace for its employees. Thus, the use of drugs in the workplace or reporting to work under the influence is strictly prohibited.

10. **Workplace Violence**

The City of Los Angeles is committed to ensuring the safety and security of its employees, customers, and visitors. Threats, threatening behavior, or acts of violence against an employee, a customer, a visitor, or any other individual cannot and will not be tolerated.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly.

<http://per.lacity.org/eo/violence.htm>

https://docs.google.com/a/lacity.org/spreadsheet/pub?key=oAodg_uXPnwHC9dGRzUHN4QXdYTU9tV2ZSbHIFVVViOUE&single=true&gid=6&output=html

11. **Smoking**

The City has adopted smoking ordinances regulating places of employment and designating facilities in City buildings as non-smoking areas. For reasons of safety, public relations, and other concerns, smoking is prohibited in all City-owned or leased buildings and in City vehicles. Ask your supervisor how these ordinances apply to your job environment.

B. PROCEDURES (RULES)

1. City Charter

The Los Angeles City Charter, revised July 1, 2000, defines the City, its powers, the services, restrictions, laws, boundaries, and relationship to other governmental entities and functions of City government.

<http://www.amlegal.com/library/ca/losangeles.shtml>

2. Administrative Code

The Administrative Code (also referred to as Ad Code) of the City of Los Angeles was enacted and is amended by the adoption of City Ordinances. The Ad Code assists City offices, departments and other governmental agencies in their functions, and serves as the official source of information regarding the ordinances enacted by the City of Los Angeles regulating its administrative processes.

<http://www.amlegal.com/library/ca/losangeles.shtml>

3. Memoranda of Understanding

A Memorandum of Understanding (MOU) is a signed labor agreement between employee bargaining units (unions) and the City of Los Angeles (represented in negotiations by the City Administrative Officer.) Consult with your department's personnel section to determine your bargaining unit and specific MOU.

<http://cao.lacity.org/MOUs/>

The following bargaining units are accessible on the Internet:

American Federation of State, County, and Municipal Employees

<http://www.afscme36.org/>

Engineers and Architects Association

<http://eaaunion.org/>

International Brotherhood of Electrical Workers

<http://www.ibewlocal18.org/>

Laborer's International Union of North America

<http://www.liuna777.org>

4. **Civil Service Rules - Civil Service Commission**

The Civil Service Commission has oversight of the City's Civil Service System in accordance with Article X of the Charter. It has the power and duty to make changes to and enforce the Civil Service Rules. Additionally, the Commission hears and acts upon matters such as appeals from discharge or suspension, discrimination complaints, employment disqualifications, reinstatements and restorations, and examination protests.

<http://per.lacity.org/pdf/CSVCRules.pdf>

5. **Policies of the Personnel Department**

The guidelines established by the City of Los Angeles concerning employment are found in the Policies of the Personnel Department. These policies address, in detail, topics such as the examination process, appeals and disqualifications, eligibility lists, types of positions, transfers, and discipline.

<http://per.lacity.org/pdf/Policy.pdf>

6. **Department Working Rules**

Familiarize yourself with your department's working rules. These are the internal rules and regulations that govern your department's functions and your individual responsibilities. Your supervisor can be a helpful source.

7. **Probationary Period**

This is the working test period for new employees to demonstrate their fitness for the job. The probationary period for most employees is six months; management-level employees serve a one-year probation. For additional information, speak with your immediate supervisor or contact your department's personnel section.

8. **Performance Evaluations**

Supervisors routinely evaluate the work performance of employees for the purpose of maintaining the highest level of work standards possible. The six-month probationer is typically evaluated at the end of the second and fifth month, while the twelve-month

probationer at the third, seventh and tenth month. Upon completion of probation, it is expected that the performance evaluation will be conducted annually.

III. EMPLOYEE RIGHTS AND RESPONSIBILITIES

In your role as employee, you have an obligation to effectively carry out the assigned job duties. The City Team is only victorious when every employee meets their obligation by complying with the rules and regulations and successfully completing their duties. Your journey will allow you the opportunity to work successfully on a team. Below are some key responsibilities critical to your City success.

A. ATTENDANCE

The most important responsibility you have as a Los Angeles City employee is your attendance. You may be the best employee, but if you don't come to work no one will ever know it. You are required and expected to report to work on time. If you are going to be late or absent, notify your supervisor either by telephone within the first half hour of work and on each day of absence thereafter, unless you have made other arrangements with your supervisor.

B. DISCIPLINE / EMPLOYEE CONDUCT

As a City employee, you are expected to adhere to all rules and regulations, as well as accurately perform the job functions in a timely manner. Inappropriate and/or unacceptable behavior will not be tolerated. If you engage in inappropriate or unacceptable behavior, you will be subjected to discipline, which may include an oral warning, written reprimand, suspension, or discharge.

In addition, City employees are to conduct themselves in a professional and courteous manner at all times. You are not to engage in any conduct or activities that reflect unfavorably upon or conflict with the best interest of the City of Los Angeles. You are expected to do your part to ensure that the work environment is free from inappropriate and/or discriminatory actions, language, and images, as well as demonstrate sensitivity and respect for others.

For a more detailed review of the City's disciplinary standards, you may refer to the Policies of the Personnel Department, Guide to Disciplinary Standards, 33.2.

<http://per.lacity.org/pdf/Policy.pdf>

C. ETHICS

City employees are to refrain from taking part in any activity that may be in conflict with the best interest of the City. An example of this would be to use City

equipment or time for private gain or interest. As a City employee you are expected to act with integrity and good judgment at all times.

<http://ethics.lacity.org/>

D. GRIEVANCE PROCEDURE

As a City employee, you have the right to file a grievance at any time in accordance with the guidelines outlined in your Memorandum of Understanding (MOU). A grievance is defined as any dispute between management and an employee regarding interpretation or application of MOU provisions or department rules. Also, in the grievance process, you have the right to a representative of choice. Refer to your specific MOU for more details on the grievance process. Non-represented employees should refer to their respective Department's working rules.

<http://cao.lacity.org/MOUs/>

E. OUTSIDE EMPLOYMENT

Why would you want to work anywhere else? As a Los Angeles City employee, you are required to report any outside employment which requires the use of qualifications, skills, expertise, knowledge, and license, or which perform or oversee functions similar to those required as part of your City position. The City of Los Angeles considers itself to be the primary employer of all its full-time employees. See your immediate supervisor for further instructions in this area.

F. COMMUNICATION

To communicate is to make known, disclose the exchange of ideas, messages or information. As you may imagine, communication among departments, within divisions, and among co-workers is very important to our success. There are six primary communication vehicles in the City.

1. **Electronic Mail (e-mail)** – All e-mail messages and related hardware, software, and computer systems are the property of the City. Therefore, as an employee, you should not have the expectation of privacy when using the City system. The City's e-mail system is commonly referred to as LA GEECS and is accessed through the desktop icon on your office computer. To locate e-mail addresses throughout the City, you may refer to CityFone.
2. **CityFone** – CityFone is the directory service located on the Los

Angeles City intranet that will provide you with most of the contact numbers you will need within the City's organizational structure.

<http://cityweb.ci.la.ca.us./cityfone>

3. **City Mail** – This is the mail service widely used to transport documents from one department to another. Sometimes referred to as Gray mail (based upon the information being transported in gray envelopes); this service is provided by the General Services Department. The City mail service should be confined to correspondence that pertains to City business.
4. **Department Bulletin Boards** – Bulletin boards are used for posting official announcements, internal departmental notices, safety bulletins, and information from recognized employee unions and job bulletins. All City departments should have bulletin boards accessible to employees in various locations at the worksite.
5. **3-1-1 Citywide Services Directory** – The City provides a web browser-based application available to the public and employees. By calling the 311 Call Center or accessing the 311 App you have easy access to detailed information about City services and selected non-city services 24 hours a day. Customer service agents will provide you accurate information from the Citywide Services Directory.
6. **Internet vs. Intranet** – The computer will become your friend and allow you the ability to research information, retrieve documentation, and discover outside contact numbers. Most City employees are provided access to both the worldwide web (Internet) and the City's internal website (Intranet). The Intranet site is exclusive to City employees. The Internet should be used for City-related business only.

G. SAFETY

On-the-job safety is every employee's concern. The City is committed to providing a safe work environment. Safety is reinforced through the education and training on the job. As an employee, you are expected to work safely, comply with policies and procedures, follow safety guidelines, and report any safety hazards. Detailed safety information can be viewed at: http://per.lacity.org/safety/safety_page.htm

H. EMERGENCY PREPAREDNESS

If disaster strikes, are you prepared, at work, at home or on the road? Earthquakes and fires are synonymous with Southern California. As a City employee, you must be ready to assist your family and the citizens of the City. You may obtain information from the Emergency Management Department or go online to:

<http://insidela.ci.la.ca.us/eoo/>

IV. NON-SALARY BENEFITS

The City of Los Angeles offers a full suite of non-salary benefits including health, retirement, transportation, and leave (e.g. holiday/vacation) benefits. These programs include the following:

A. HEALTH AND RELATED BENEFITS

The City's Flex Benefits Program provides eligible civilian employees with a comprehensive benefits package to support their health and the health of their dependents, protect their earning power with disability insurance, provide financial protection in the form of life insurance for family members and other dependents, and take advantage of other Federal tax benefits in paying for certain types of expenses.

To be eligible for the Flex Benefits Program you must be a contributing member of the Los Angeles City Employees' Retirement System (LACERS), work at least 40 hours per pay period or the number of hours specified within your Memorandum Of Understanding (MOU), and meet one of the four requirements listed below:

- Member of an employee representation unit for which the Flex Benefit Program has been negotiated in an MOU; or
- Member of our non-represented employee population; or
- A Port Police Officer (MOU 27 or MOU 38) and member of Tier 5/Tier 6 of the Los Angeles Fire and Police Pension system (LAFPP); or
- An Elected Official of the City or full-time Member of the Board of Public Works.

Certain regular half-time civilian employees may also be eligible pursuant to the terms of their MOU.

New employees will receive an enrollment package via U.S. mail approximately

one month after receiving their first paycheck and must enroll by the date specified on the personal enrollment fact sheet. Following that, an annual Open Enrollment period is held every October. Dependents may be added at time of hire, Open Enrollment, or when certain qualifying events (e.g. birth of a child or marriage) occur.

Following is a broad overview of the benefit choices available to you. For more detailed information, please visit the Flex Benefits website at www.myflexla.com or call our toll-free line at (800) 778-2133.

1. **Health Coverage**

The City offers several health insurance plan choices, including Health Maintenance Organization (HMO) options as well as a Preferred Provider Organization (PPO) option. You may also be eligible to decline coverage and receive a cash benefit if you have coverage available to you from a spouse/domestic partner.

2. **Dental Coverage**

The City offers three dental plan options, including a Dental HMO, a Dental PPO, and preventive-only program. Selecting the latter option makes you eligible for an additional cash benefit.

3. **Basic and Supplemental Disability Insurance**

The City provides full-time employees a Basic Disability Insurance plan that replaces 50% of pay up to a certain benefit cap for a maximum of 24 months. Employees have the option of purchasing additional coverage through our Supplemental Disability Insurance program which replaces 66^{2/3}% of pay, up to a higher benefit cap. Benefits may be reduced by income received from other sources.

4. **Life Insurance - Full-time City employees receive basic life insurance of \$10,000 provided at no cost. Employees may also purchase additional coverage for themselves or a spouse/domestic partner.**

5. **Accidental Death and Dismemberment Insurance**

Employees have the option of purchasing this coverage providing benefits that cover loss of life, limb, hearing or sight resulting from an accident. Coverage may be purchased in amounts ranging from

\$50,000 to \$500,000. The selected plan pays the full coverage amount for loss of life, and a percentage of those amounts for other covered losses.

6. **Dependent Care Reimbursement Account**

This program allows employees to set aside a portion of salary into a tax-advantaged account for day care expenses for a child, elderly parent, or disabled spouse. The amounts set aside in this account are subject to Federal limits which may change annually.

7. **Healthcare Flexible Spending Account (FSA)** – This program allows employees to set aside a portion of salary into a tax-advantaged account for certain qualifying out-of-pocket health expenses. The amounts set aside in this account are subject to Federal limits which may change annually.

8. **Employee Assistance Program (EAP)** – The City offers an Employee Assistance Program to provide employees with confidential counseling, education and referral services. The EAP is available 24 hours a day, seven days a week.

B. RETIREMENT/PENSION BENEFITS

1. **LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM (LACERS)**

Full-time Civilian City employees who meet all eligibility requirements are members of the Los Angeles City Employees' Retirement System (LACERS), a defined benefit retirement system. To learn more about LACERS benefits, please visit their website at www.lacers.org.

2. **LOS ANGELES FIRE AND POLICE PENSIONS (LAFPP)**

Sworn Police Officers and Firefighters are members of the Los Angeles Fire and Police Pensions (LAFPP) system, a defined benefit retirement system. To learn more about LAFPP benefits, please visit their website at

<http://www.lafpp.com/LAFPP>.

C. SUPPLEMENTAL RETIREMENT BENEFITS (DEFERRED COMPENSATION PLAN)

In addition to your primary retirement benefits offered through LACERS or LAFPP, the City also offers a voluntary supplemental retirement savings program, the Deferred Compensation Plan. This program provides opportunities to defer current income into a retirement savings account. These benefits, in combination with LACERS or LAFPP benefits, can help employees achieve future retirement income security. Participants may contribute on a pre-tax and/or after-tax ("Roth") basis – both offer distinct tax-advantaged benefits. Upon retirement or separation from service participants have the ability to convert their accounts into lifetime income streams or take other types of distributions. To learn more, please visit the City's Plan website at www.cityofla457.com

D. COMPENSATED LEAVE BENEFITS

1. HOLIDAYS

You are entitled to the paid holidays listed below. When a holiday falls on a Sunday, the Monday immediately following is considered the holiday. When a holiday falls on a Saturday, the Friday directly preceding is considered the holiday.

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	January 1
Dr. Martin Luther King Jr. Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Cesar Chavez Day	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans' Day	November 11
Thanksgiving Day	4 th Thursday in November
The day after Thanksgiving Day	4 th Friday in November
Christmas Day	December 25
Floating Holiday(s)*	1 (8-hour) day

*Some MOU's permit two floating holidays.

2. VACATION LEAVE

Vacation benefits are provided to City employees upon completion of twelve consecutive months of employment entitles you to eleven days of vacation. The following chart outlines the accrual of vacation leave for varying years of City service.

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

3. LEAVES OF ABSENCE

Following are the most common types of leaves resulting in employees being absent from work. All requests for a leave of absence must be approved. For more information, refer to Section 25, Leaves of Absence, in the Policies of the Personnel Department:

<http://per.lacity.org/pdf/Policy.pdf>

1. **Sick Leave** - The Los Angeles City Administrative Code and an employee's Memorandum of Understanding (MOU) establish sick leave benefits. To qualify for sick leave benefits, new employees must complete a period of six consecutive months of service and 1,040 compensated hours. Following the completion of the qualifying period, employees accrue 8 hours of 100% sick leave per month until January 1 of the following year. Each January 1, qualified employees are awarded 96 hours of 100% sick leave, and 40 hours of 75% sick leave.

2. **Bereavement Leave** – To provide time off to an employee to help cope with the loss of an immediate family member, you are allowed to take up to three working days leave with full pay, with approval from your division manager. Please review your MOU for more detailed information. Non-represented employees should refer to their respective department’s working rules regarding bereavement leave.
3. **Jury Duty** – Employees reporting for jury duty continue to receive their regular salary while serving on jury duty, but must report for work on any day when not required to serve as a juror.
4. **Family Medical Leave Act** – The Family Medical Leave Act of 1993 (FMLA) allows qualifying City employees to take up to 18 weeks (9 pay periods) of job-protected leave for certain family medical conditions, or for your own serious medical condition. You should review your specific MOU regarding benefits and entitlement under this leave. Non-represented employees should refer to Administrative Code Section 4.129.
5. **Military Leave** – If you are ordered to report for military duty, you will be granted a military leave of absence in accordance with the provisions of the State Military and Veterans’ Code and the Uniformed Services Employment and Reemployment Rights Act (USERRA.) A copy of your official military orders must be submitted to receive a leave of absence with pay, for a maximum of 30 calendar days, in a fiscal year.

D. COMMUTER AND PARKING BENEFITS

The City offers programs and incentives for ridesharing alternatives for commuting to work. These include:

- Transit reimbursement and tax-advantaged commuter accounts for employees who commute using public transportation
- Cash incentives for employees who bike or walk to work
- Vanpool and carpool programs for employees commuting from common locations to a common work location

Parking benefits may also be available at certain locations and subject to certain qualifications (e.g. seniority).

Employees seeking information on ridesharing, carpools, vanpools and/or parking permits may contact the Personnel Department Employee Benefits Division Commuter Options and Parking Section. To learn more, please visit our Employee Benefits home page at <http://per.lacity.org/bens/index.html> and click on the tile for Commute Options and Parking.

E. CHILD CARE RESOURCES

Childcare services are available through the Joy Picus Child Development Center, located at City Hall South 111 E. First Street, Los Angeles, CA 90012. The childcare center serves over 100 children from 6 weeks through 5 years of age. For information or enrollment, contact the Child Care Center directly at (213) 978-0026.

F. CREDIT UNIONS

As a City employee, you are eligible to join the Los Angeles Federal Credit Union. If you are employed by the Department of Water and Power, Los Angeles Police or Fire Departments, you may also be eligible to join their credit unions as well. Each credit union is a member-owned, non-profit financial institution which may offer lower loan and higher savings rates than banks, savings and loans, or other financial institutions. For additional information, you may call, go online, or visit the following establishments:

Los Angeles Federal Credit Union <https://www.lafcu.org>
300 South Glendale Avenue, Glendale, CA 91205
(877) MY LAFUCU (695-2328)

Los Angeles Firemen's Credit Union <http://www.lafirecu.org>
815 West Colorado Boulevard, Los Angeles, CA 90041
(800) 231-1626

Los Angeles Police Federal Credit Union <http://www.lapfcu.org>
16150 Sherman Way, Van Nuys, CA 91410
(800) 877-695-2732

Water and Power Community Credit Union <http://www.wpcu.org>
1053 West Sunset Boulevard, Los Angeles, CA 90012
(800) 300-9728

G. EMPLOYEE SERVICE ASSOCIATIONS

Through membership with the following associations, you and your family may receive legal services, insurance benefits, scholarships, and enjoy discounts for movies, theme parks (i.e. Disneyland, Knott's, Universal, etc.), plays, and sports events. For more information, contact the associations directly.

All City Employees Benefits Service Association

(213) 485-2485

<http://acebsa.org>

City Employees Club of Los Angeles

(800) 464-0452

<https://www.cityemployeesclub.com/default.aspx>

H. EMPLOYEE ORGANIZATIONS

There are several recognized Employee Organizations in the City of Los Angeles. Membership in the organizations is strictly voluntary. For information regarding membership, please contact the organization of your choice.

http://clerk.lacity.org/stellent/groups/departments/@clerk_cps_contributor/documents/contributor_web_content/lacityp_025601.pdf

I. DIRECT DEPOSIT

Would you like hassle-free paydays at no extra charge? If you answered yes to this question, then Direct Deposit is for you. This program is offered for your convenience and security, allowing you to have your net pay deposited directly into your checking, savings or credit union account. To initiate this process you simply fill out an authorization card, attach a voided check from your financial institution and return it to the Controller's Office at 200 North Main Street, Room 336, Los Angeles, CA 90012. For more information or to download the authorization card, please go to Controller's intranet:

<http://ctr.ci.la.ca.us/forms.htm>

or you may contact the Payroll or Personnel Section of your Department for assistance.

J. PAY PERIODS

There are 26 pay periods within the fiscal payroll calendar (July – June). Most employees are paid bi-weekly (every other Wednesday) throughout the year. There are two no-deduction paychecks during the year. Check with your

supervisor to determine the timekeeping procedures in your office. If you have any additional questions, contact your department personnel section.

<http://ctr.ci.la.ca.us/>

K. SALARY STEP INCREASES

The actual salary you receive depends on your job classification. Each classification has an established salary range which identifies the minimum and maximum rates of pay you could receive in any classification. These variations within your classification are referred to as step increases. You may refer to your specific MOU for additional information on salary bonuses, notes, etc.

<http://cao.lacity.org/MOUs/index.htm>

L. WORKERS' COMPENSATION

We all want to ensure that the environment in which we work is safe and healthy. Even with the best efforts, sometimes job-related illnesses or injuries may occur. The Workers' Compensation Program is based on the California Labor Code which entitles employees to medical treatment and compensation for work-related injuries.

The basic philosophy behind the Workers' Compensation program is that employees are responsible for informing employers of any workplace injury and that employers should provide benefits, within defined limits, to an injured worker as a cost of doing business.

<http://per.ci.la.ca.us/WorkCmp/Index.htm>

V. CAREER DEVELOPMENT

A. JOB OPPORTUNITIES

Do you want to promote or make a career change? Or perhaps you know someone who needs a job? You may call the job hotline, a 24-hour recording of available positions open for filing at (213) 473-9310/473-9311 or go online to the Personnel Department's "Jobs Open to All" and "Jobs Open to City Employees Only" websites to see if there are positions to which you are qualified to take an examination for. Employees are encouraged to view the website regularly. For information regarding available City job opportunities, you may go online to:

<http://agency.governmentjobs.com/lacity/default.cfm>

B. EXAMINATION INFORMATION

For information regarding the status of a civil service examination you have taken or are interested in taking, you may go online to:

<http://per.ci.la.ca.us/NewsLetter/Examsta.pdf>

C. TRAINING OPPORTUNITIES

The Personnel Department sponsors a Citywide Training and Development Program which offers a variety of administrative and supervisory classes. Training topics include general orientation, customer service, supervision, first aid/CPR, and more. To enroll, contact your department training coordinator. For a list of available classes go online to:

<https://sites.google.com/a/lageecs.lacity.org/citywide-training-portal/>

D. TRANSFER OPPORTUNITIES

Would you like to transfer to a different department? The City allows employees to transfer to other departments within their same job classification. A listing of transfer opportunities is available. For information regarding transfer opportunities, you may go online to:

<http://per.lacity.org/transfer.htm>

E. TUITION REIMBURSEMENT

Are you seeking financial assistance to return to school? Please check with your department's personnel section regarding the possibility of tuition reimbursement. Tuition reimbursement is not available in all City Departments.

F. CAREER COUNSELING

The Personnel Department offers individual career counseling for City employees. Learn your options. Contact Employee Development Section at (213) 473-9100 or you may go online to view career ladders at:

<http://per.lacity.org/eo/career/CareerLadder.htm>

G. ONLINE APPLICATION

Applying for a position is easy. Simply apply online. No home computer? Come to Room 100 at the Personnel Department or go to your nearest library. Internet access is free!

For jobs open to all: <http://agency.governmentjobs.com/lacity/default.cfm>

For jobs open to City employees only:

<http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1>

VI. CONCLUSION

We hope that the information has been beneficial. If there is some topic you did not find or if you require additional information that was not presented in the handbook or the referenced websites, we suggest you contact your department's personnel section for assistance. We extend our thanks for your review and support of this handbook, and request that you inform others of this resource.