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VI. CONCLUSION
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.

Antonio R. Villaraigosa
Welcome to the City of Los Angeles.

I hope your experience with the City and your Department is both fulfilling and rewarding. As Los Angeles City employees, our clients include residents and visitors of this City, those working, or conducting business in Los Angeles; as well as staff of other City departments, offices, and agencies. Our commitment must be to provide quality services to the residents and clients of Los Angeles in a courteous manner and to ensure that our working environment is free of discrimination.

Whatever your position, take pride in your work and perform every task to the very best of your ability. Get to know the managers, supervisors and peers with whom you work and interact. We are all part of the team that will make our mission and goals a reality. Enjoy the many opportunities you will experience in your assignment and the opportunities to learn about other areas of the organization. Let’s work together to make your employment with the City of Los Angeles a rewarding and satisfying experience.

This handbook will provide you information concerning the City of Los Angeles, its form of government, and our major policies and procedures. This guide will also inform you of your responsibilities as a Los Angeles City employee and the numerous things that are available to you during your City career. We have also included several website addresses to provide you with current, in-depth information on topics of your choice.

We hope this handbook will work as a guide and provide you with a better understanding of the City of Los Angeles while contributing toward your effective working relationships among employees, and supervisors on our team.

Should you need assistance in the application or interpretation of these rules, the personnel staff within your department should be consulted.

MARGARET WHELAN
General Manager
I. OVERVIEW OF CITY GOVERNMENT

A. CITY ORGANIZATION

The City of Los Angeles is a municipal corporation 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 facts about the City can be found in “Your Government at a Glance” located online at http://cityclerk.lacity.org/cps/pdf/govtglnc.pdf or by searching individual City departments at http://www.lacity.org/index.htm#Menu.

1. ELECTED OFFICIALS

The citizens of the City of Los Angeles elect officials into office. Serving as government leaders, the elected officials 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 entail proposing the annual budget, appointing Department General Managers and Commission Members, and approving/vetoing Council Ordinances. http://mayor.lacity.org/index.htm

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/YourGovernment/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, Treasurer, 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://cityclerk.lacity.org/

TREASURER - The custodian of all City funds is authorized to receive and disburse funds, issue bonds, collect payments, and execute agreements for financial services.

http://treasurer.lacity.org/

GENERAL MANAGERS (GM) - Department heads responsible for managing and/or overseeing the various functions and services of the department, 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/CityHall/BoardsCommissionsInformation/index.htm

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

http://cla.ci.la.ca.us/
3. **CITY DEPARTMENTS**  

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 Regulation
- Community Development
- Community Redevelopment Agency
- Convention Center
- Cultural Affairs
- El Pueblo
- Housing
- Library
- Neighborhood Empowerment
- Recreation & Parks
- Zoo

**SUPPORT**
- Ethics Commission
- Finance
- General Services
- Information Technology
- Pensions
- Personnel
- Retirement

You are encouraged to visit the individual Department websites to learn more about their specific programs and services offered. Go to [http://lacity.org/](http://lacity.org/) and search by Department, or visit “Your Government at a Glance,” which can be found at: [http://cityclerk.lacity.org/cps/pdf/govtglnc.pdf](http://cityclerk.lacity.org/cps/pdf/govtglnc.pdf)
II. POLICIES AND PROCEDURES

Before you begin your journey as a City employee, you need to know the lay of the land. In this handbook, you will learn to maneuver the roadway effectively by becoming familiar with the array of policies and procedures established to regulate employment-related issues. These policies and procedures serve as signposts that will help make your journey a safe and smooth one.

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/eeo/dpolicy.pdf](http://per.lacity.org/eeo/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. 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).

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/eeo/discrim.pdf](http://per.lacity.org/eeo/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, request 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/eeo/sexharas.pdf](http://per.lacity.org/eeo/sexharas.pdf)

5. **Sexual Orientation Discrimination**
   Discrimination is prohibited on the basis of one's actual or perceived sexual orientation, including actual or perceived homosexual, transsexual, lesbian, gay, or bisexual orientation. 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](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](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/eeo/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/eeo/violence.htm

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.
   

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.
   

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 your department 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://www.eaunion.net

International Brotherhood of Electrical Workers
   http://www.ibewlocal18.org/

Laborer’s International Union of North America
   http://www.liuna777.org

Los Angeles Police Protective League
   http://lapd.com
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](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](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

Just like a pit crew has the responsibility of ensuring the race car is prepared to compete, you have a responsibility to be prepared to assume your role as a member of the Los Angeles City team.

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 or messenger 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. For any long distance calls made outside the City structure, a telephone code authorization (telcode) number may be required. 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 3-1-1 Call Center, 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/eooeoo1.htm
An old proverb says, “The journey of a thousand miles begins with a single step.” You have stepped into not just a new job, but also hopefully a new career offering you many advantages. Some of the advantages of your new career include paid holidays, vacation leave, and various other benefits which will enhance your journey here in the City.

A. HEALTH AND DENTAL INSURANCE AND OTHER BENEFITS

The City’s Flex Benefits Program provides to eligible civilian employees, the options of health and dental care, Dependent Care Reimbursement Account (DCRA), life, accidental death and dismemberment (AD&D), and disability coverage. Also available is a Healthcare Flexible Spending Account (HCFSA). Each year during annual enrollment, employees have an opportunity to consider their Flex benefit options and choose benefits that offer the best overall value. To be eligible for benefits, 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 MOU, and you must meet one of the four requirements listed below:

- Eligible for membership in one of the employee representation units for which the civilian modified flexible benefits program has been negotiated in a MOU; or
- Are not represented by an employee representation unit; or
- Employee is a Port Police Officer (MOU 27 or MOU 38) and a member of Tier 5 of the Fire and Police Pension System; or
- Are an Elected Official of the City or a full-time Member of the Board of Public Works

If you are a regular half-time civilian employee, you may be eligible. If you are eligible for benefits, you may also enroll eligible family members.

All the benefits listed below are great assets to City employees and their families. New employees will receive an enrollment package via U.S. mail, approximately one month after you begin employment, and must enroll by the date specified on the personal enrollment fact sheet. It is important that you are aware of all your
benefit options and select the benefits best suited to your needs. If you should terminate your employment, contact the Benefits staff to discuss details on the continuation of your benefit coverage. For detailed information on the benefits and whom to contact, go to:  

http://per.lacity.org/bens/bencontact.htm

1. **Health and Dental Coverage**  
The City offers a variety of health and dental insurance plans. You may select the one that best meets your needs when you begin your new position. To assist you with your coverage selection, please go to the online tools and information available on the City’s Flex Plan Website – www.myflexla.com or call 1-800-778-2133. Annual enrollment is in October and is your opportunity to evaluate what benefit changes you desire.

2. **Dependent Care Reimbursement Plan**  
If you have day care expenses for a child, elderly parent, or disabled spouse, a Dependent Care Reimbursement Account could help you budget and cover those expenses – at a real tax savings. Under federal government rules, you cannot have money in your account paid directly to a day care provider.

This account allows you the opportunity to pay dependent care expenses out of your pocket first, and then file a claim (paper claim or online claim) to be reimbursed from your account. If claims are filed regularly, you can receive reimbursement for day care expenses promptly. For more information go to the City’s Flex Plan Website – www.myflexla.com or call 1-800-778-2133.

3. **Basic and Supplemental Disability Insurance**  
As a full-time City employee, you automatically receive Basic Disability Insurance coverage that replaces 50% of your pay, up to $2,998* a month for a maximum of 24 months. An additional option for employees is Supplemental Disability Insurance which replaces 66 2/3% of your pay, up to $12,000 a month. If you become disabled and are approved through the disability carrier, the fee will be deducted biweekly. (*Benefits may be reduced by income you receive from other sources.)

4. **Accidental Death and Dismemberment Insurance**  
This insurance provides benefits that cover loss of life, limb, hearing or sight resulting from an accident. The selected plan pays the full
coverage amount for loss of life, while for other covered losses; it may only pay a percentage of the coverage amount. Los Angeles City employees can choose coverage for themselves and/or family in any amount from $50,000 to $500,000.

5. **Life Insurance** - All full-time City employees receive basic life insurance of $10,000 provided at no cost. You may also select supplemental or dependent life insurance coverage through Flex Benefits. For more information go to the City’s Flex Plan Website – www.myflexla.com or call 1-800-778-2133.

6. **Addition of Dependents** - To add new dependents to your benefits coverage, contact the Benefits Request line at (800) 778-2133 or via website **within 30 calendar days** of the birth of your child or adoption placement. Coverage will be effective from the date of birth or adoption if completed within 30 days.  
   http://per.lacity.org/bens/6-2Add-Dependent.pdf

7. **Employee Assistance Program** - Confidential counseling, education and referral services are offered to employees and their families through the City-sponsored Employee Assistance Program (EAP) 24 hours a day, seven days a week. Call toll free at 1-800-213-5813. Additional information is available at:
   http://per.lacity.org/bens/eap.htm

8. **Healthcare Flexible Spending Account (FSA)** – Take control of your out-of-pocket health expenses by setting aside pre-tax money to pay for everyday eligible expenses. Use FSA to reimburse yourself for eligible healthcare expenses for you and your eligible dependents. Eligible healthcare expenses include medically necessary expenses that are not covered by any medical, dental or vision plan. To learn more about this program, visit https://www.myflexla.com/

**B. 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. Should you be required to work on a City holiday, consult your department personnel section or Memorandum of Understanding (MOU) for specific guidelines.
HOLIDAY

New Year’s Day
Dr. Martin Luther King Jr. Birthday
President’s Day
Cesar Chavez Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans’ Day
Thanksgiving Day
The day after Thanksgiving Day
Christmas Day
Floating Holiday(s)*

*Some MOU’s permit two floating holidays.

DATE

January 1
3rd Monday in January
3rd Monday in February
Last Monday in March
Last Monday in May
July 4
1st Monday in September
2nd Monday in October
November 11
4th Thursday in November
4th Friday in November
December 25
1 (8-hour) day

C. VACATION LEAVE

Completion of twelve consecutive months of employment entitles you to eleven days of vacation.

Your supervisor must approve your vacation leave in advance. Vacation leave may not be taken in less than one hour increments. You may accumulate vacation leave that totals, but does not exceed, two annual vacation periods. If not taken, you will lose any vacation leave that accumulates in excess of two annual vacation periods. The following chart outlines the accrual of vacation leave for varying years of City service.

<table>
<thead>
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<th>Years of Service Completed</th>
<th>Number of Vacation Days</th>
<th>Monthly Accrual Rate In Hours/Minutes</th>
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<td>25</td>
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</tr>
</tbody>
</table>
D. CHILD CARE RESOURCES
Childcare services are available through the Joy Picus Child Development Center (located in City Hall South). 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.

E. PENSIONS
1. LOS ANGELES CITY EMPLOYEES’ RETIREMENT SYSTEM
   Retirement can be a special period of relaxation and enjoyment, but only if there is enough income to meet your continuing needs. The Los Angeles City Employees’ Retirement System (LACERS) is a public pension fund providing service retirements, disability retirements, and health insurance subsidies to our members and their families. LACERS covers over 30,000 active employees and nearly 14,000 retirees, and was designed to provide you with a comfortable and fulfilling retirement. www.lacers.org

   2. FIRE AND POLICE PENSIONS
   The Department of Fire and Police Pensions administers the pension system for sworn firefighters and police officers and is responsible for the investment of pension funds. http://www.lafpp.com/LAFPP/index.html

F. DEFERRED COMPENSATION PROGRAM
Do you want to save money and supplement your retirement? A voluntary plan that allows Los Angeles City employees to defer a portion of their salary to help prepare them for financial independence when they retire, and at the same time lower their income taxes is the Deferred Compensation Plan. These funds are not subject to state and federal income taxes until the funds are actually withdrawn. You are encouraged to consider enrolling in the Plan. Additional information can be obtained at: http://per.lacity.org/deferredcomp/Deferred_Comp_Main%20Page.htm

G. 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** - No one enjoys being sick, unfortunately it is something that on a rare occasion even happens to the healthiest person. The Los Angeles City Administrative Code and appropriate Memoranda of Understanding govern the sick leave benefits. To qualify for sick leave benefits, new employees must complete a period of six consecutive months of service and 1040 compensated hours. Following the completion of the qualifying period, employees will 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** — We all must perform our civic duty and when you receive a Notice or Summons for Jury Duty or Service, a copy should be sent immediately to your supervisor and/or division manager. You will continue to receive your regular salary while serving on jury duty; however, you must report for work on a day you are 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 unpaid, 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.
H. COMMUTER SERVICE OPTIONS
Employees seeking information on ridesharing, carpools, vanpools and/or parking permits may contact the Personnel Department Employee Benefits Division Commuter Options and Parking Section. You may also find out about transit subsidy for MTA, Metro link, bicycling, and even walking to work. To learn more, contact Commute Options and Parking Office at the following websites:

http://per.lacity.org/contact.htm

I. 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  
300 South Glendale Avenue, Glendale, CA 91205  
(877) MY LAFCU (695-2328)

Los Angeles Firemen’s Credit Union  
815 West Colorado Boulevard, Los Angeles, CA 90041  
(800) 231-1626

Los Angeles Police Federal Credit Union  
16150 Sherman Way, Van Nuys, CA 91410  
(800) 877-695-2732

Water and Power Community Credit Union  
1053 West Sunset Boulevard, Los Angeles, CA 90012  
(800) 300-9728

http://www.lafcu.org

http://www.lafirecu.org

http://www.lapfcu.org

http://www.wpcu.org
J. 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

K. 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.


L. 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/ctr/paysr/faq/direct_deposit.html or you may contact the Payroll or Personnel Section of your Department for assistance.

M. 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/
N. 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://insidela.ci.la.ca.us/salary/all.pdf

O. 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

You have come to a fork in the road on your journey as an employee. What do you want? Is this simply a job, or do you want a career? Do you want to promote? Are you interested in supervising? Think of the following as road signs that can make your journey a smooth ride towards a fulfilling productive employment and a rewarding retirement:

A. JOB OPPORTUNITIES
Review the “Weekly Summary of City Job Opportunities” to see if there are other positions that you are qualified for. Employees are encouraged to view the Summary regularly. The Summary may be obtained from your department personnel section or in Room 100 in the Personnel Building or you may go online to:

https://personline.lacity.org/job_list/index.cfm?fuseaction=showall

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:

http://per.lacity.org/eeo/CourseDescriptions.pdf

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. It may be obtained from your department’s personnel section, or from Room 100 of the Personnel Building or online at:

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 DEVELOPMENT**
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/eeo/career/CareerLadder.htm

G. **JOB HOTLINE**
Do you want to promote or make a career change? Or perhaps you know someone who needs a job? Check out the job hotline, a 24-hour recording of available positions open for filing. Call (213) 473-9310/473-9311 or go online to:

http://personline.lacity.org/job_list/index.cfm

H. **ONLINE APPLICATION**
Applying for a position is easy. Simply apply online. No home computer? Go to your nearest library. Internet access is free!

http://personline.lacity.org/job_app/
VI. CONCLUSION

Now that you have successfully arrived at the end of your journey through our Employee Handbook, 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.