

**CHIEF OF POLICE
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE

August 7, 2023

2.2.3

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: POTENTIAL JOB ACTION BY THE SERVICE EMPLOYEES
INTERNATIONAL UNION ON AUGUST 8, 2023

The Office of the City Administrative Officer (CAO) has notified all departments that the Service Employees International Union (SEIU) is planning job actions, including but not limited to work stoppages, beginning the week of August 7, 2023. A strike is likely to occur on August 8, 2023.

Please discuss the contents of the General Guidelines for managers and supervisors concerning civilian union job actions (see attached). In addition to the attached guidelines, please ensure that supervisors notify any employee who does not have pre-approved time off, that they will be recorded as Absent Without Pay (AW), including employees who call in sick (see below).

Other highlights include:

- Managers and supervisors may deny an employee's request to use vacation time in accordance with operational needs (unless such time was pre-approved);
- Managers and supervisors may deny an employee's request to use compensatory time off (CTO time) according to operational needs;
- Managers and supervisors should notify any employee who calls in sick on the day of a job action that they will be required to furnish medical documentation supporting their absence upon returning to work;
- Employees who provide a valid doctor's note will be recorded as sick (SK); and,
- If an employee requests Personal Leave (PL), supervisors (for this incidence only) shall find out the reason for such request to ensure that it is not for participating in any job action. Personal Leave shall be granted based on the terms agreed upon between the City of Los Angeles and various unions. This action is irrespective of which union represents the employee or if the employee is non-represented.

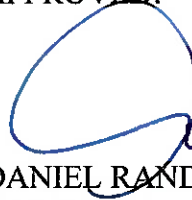
**CHIEF OF POLICE
EMPLOYEE RELATIONS ADMINISTRATOR**

Should you have any questions, please contact Employee Relations Group, at (213) 486-7600.



T. SCOTT HARRELSON, Commander
Employee Relations Administrator

APPROVED:



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

**GENERAL GUIDELINES FOR MANAGERS AND SUPERVISORS
CONCERNING CIVILIAN UNION JOB ACTIONS**

In the event of a job action, managers and supervisors shall not:

- Retaliate against employees who engage in lawful concerted union activity, such as a strike.
- Make any effort to compel an employee to refrain from participating in the job action, whether through threats or coercion.
- Conduct surveillance on employees engaged in protected union activities.
- Question employees regarding their protected union activities, i.e., job actions, including whether they intend to report to work.

Managers and supervisors may:

- Listen to information voluntarily provided by employees.
- Deny an employee's request to use vacation time (unless the vacation was an approved, pre-scheduled vacation) in accordance with operational needs.
- Deny employee's request to use compensatory time off ("CTO" time) according to operational needs.

Managers and supervisors should:

- Notify any employee who calls in sick on the day of a job action that they will be required to furnish medical documentation supporting their absence upon returning to work.
- Take all necessary measures to reschedule supply deliveries, appointments, and other time-sensitive matters to days on which a job action is not scheduled to occur.
- Immediately report to police any blockage of access to doorways, walkways, driveways to parking lots, etc. by anyone participating in a job action.
- Enforce customary regulations of posting and removal of notices in the workplace.
- Refer media requests for information to the Mayor's Office or the City Administrative Officer.