

EMPLOYEE RELATIONS ADMINISTRATOR

NOTICE

2.1

March 26, 2002

TO: All Concerned Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: VOLUNTARY REDUCED WORK SCHEDULES FOR SELECTED CIVILIAN PERSONNEL

In 1983, the Los Angeles Administrative Code was amended to provide full-time civilian employees the option of voluntarily reducing their regular 80-hour work schedule to one of 72-hours, while retaining the benefits of a full-time employee. This strategy was fundamentally designed to address periods of fiscal instability within the City.

A February 2002 memorandum published by the City Administrative Officer reaffirmed the relevance of that provision. This Department notice is designed to remind command and staff officers of the applicable policies and procedures related to this process. The following represents the principal guidelines to which commanding officers must adhere when reviewing and acting upon requests by civilian members of your commands who express a desire to participate in this process:

- Under the provisions of this ordinance, civilian employees who voluntarily wish to modify their work hours as described above must submit a request in writing on an Employee's Report, Form 15.07, through their normal chain of command for bureau review. All requests must be forwarded to the Commanding Officer, Human Resources Bureau for approval. The Chief of Police will be the final reviewing authority for all requests subject to this schedule.

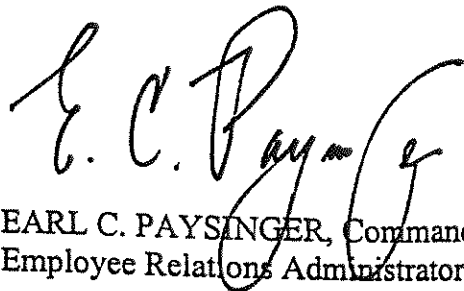
Note: Administrative Code Section 4.41 specifically exempts sworn personnel from participating in this program.

- The Department's continuing efforts to ensure Fair Labor Standards Act compliance for civilian employees mandates that those who participate in this process must be assigned to the regular 5/40 work schedule.
- Participation in the reduced work week program does not affect employee retirement, salary step advancement, sick leave or vacation benefits.
- Each request that is submitted will be evaluated on an individual basis to ensure that the integrity of the Department's service delivery efforts will not be negatively impacted.

- The Department maintains the right to specify the day off used by the employee within the concerned pay period in order to remain responsive to organizational mandates and community needs.
- To ensure both the uniformity and continuity of this process, civilian personnel may not elect to take off time in increments of more than one working day.
- Employees who work the voluntary reduced schedule must first complete a full 40-hour workweek before they can receive credit for overtime hours worked.
- The payroll variation code "RW" ("reduced work week without pay") must be used to document hours for employees working the reduced work schedule. The number of positive "RW" hours for a current payroll period may be less but cannot be more than eight hours.
- Commanding officers shall ensure that the name, serial number and division of assignment of civilian personnel who received approval to work this schedule prior to this notice be forwarded via intradepartmental correspondence to the Commanding Officer, HRB, for the purpose of updating the Department's tracking system. Similarly, documentation shall also be forwarded in the manner indicated above if an employee wishes to cancel his/her participation and return to another work schedule.

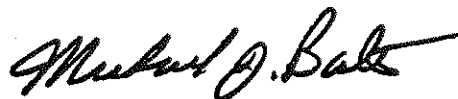
The participation of civilian employees in this process is but one of many constructive strategies that can help to alleviate the City's current fiscal crisis. You are encouraged to remain as flexible as possible when evaluating requests to participate in this program. However, you are reminded that not only must the commitment of our civilian employees be voluntary, but also their involvement must not compromise or otherwise diminish the high level of service our community has come to expect from our organization.

Should you or members of your staff have questions concerning the administration of this process, you may contact staff of Employee Relations Section at 213.485.6552.



EARL C. PAYSINGER, Commander
Employee Relations Administrator

APPROVED:



MICHAEL J. BOSTIC, Deputy Chief
Commanding Officer
Human Resources Bureau

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