Employee Relations dnore

213-486-7600

What Does ERG Do?

- Grievances
- Administrative Transfers & Downgrades
- Administrative Appeals (Downgrades)
- Employee Development Training
- MOU Issues
- Temporary Higher Pay (THP)

What Does ERG NOT Do?

- Workplace Conflicts (Ombuds)
- Mediation (Ombuds)
- Work Permits (Personnel Group)
- Bilingual Pay (Personnel Div.)
- Regular Transfers/Promotions (Personnel Div.)

Screen Downs/Packages Reviews (Personnel Div.)

- Sick Time/Medical Leaves/IOD Issues (Personnel Div., Medical Liaison)
- Retaliation Complaints (PSB)
- Terminations Tenured & Probationary (PSB)

Employee Development

- Supervisors Engage & Feedback
- Encourage Effective Performance
- Affirm or Adjust
- Proper use of Performance Documents
 Commendations
- Comment Cards
- NTCDs
- SBA Narrative

- Deselection from Advanced Paygrade and/or Bonus Positions (aka Downgrade)
- Employee request
- End of limited tour
- Position eliminated
- Performance based (merit)

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- Position eliminated
- · PERFORMANCE BASED (MERIT)

- Downgrades for Performance (may involve misconduct)
- 2 sets of rules to follow:
- Appointed prior to Oct 30, 2009
- Appointed on/after Oct 30, 2009

ESSENTIAL TO FOLLOW THESE RULES!

- Administrative Transfers
- Deselection from paygrade/bonus
- Employee request (hardship)
- Medical/Duty restrictions
- Demotion
- "Best interests of the Dept." (e.g., conflict in command)

ALWAYS CONSULT WITH ERG PRIOR TO 15.2

Grievances

interpretation of an MOU, Dept. rules, personnel practices, or working A dispute over conditions

Grievances

What is not Greivable - SWORN:

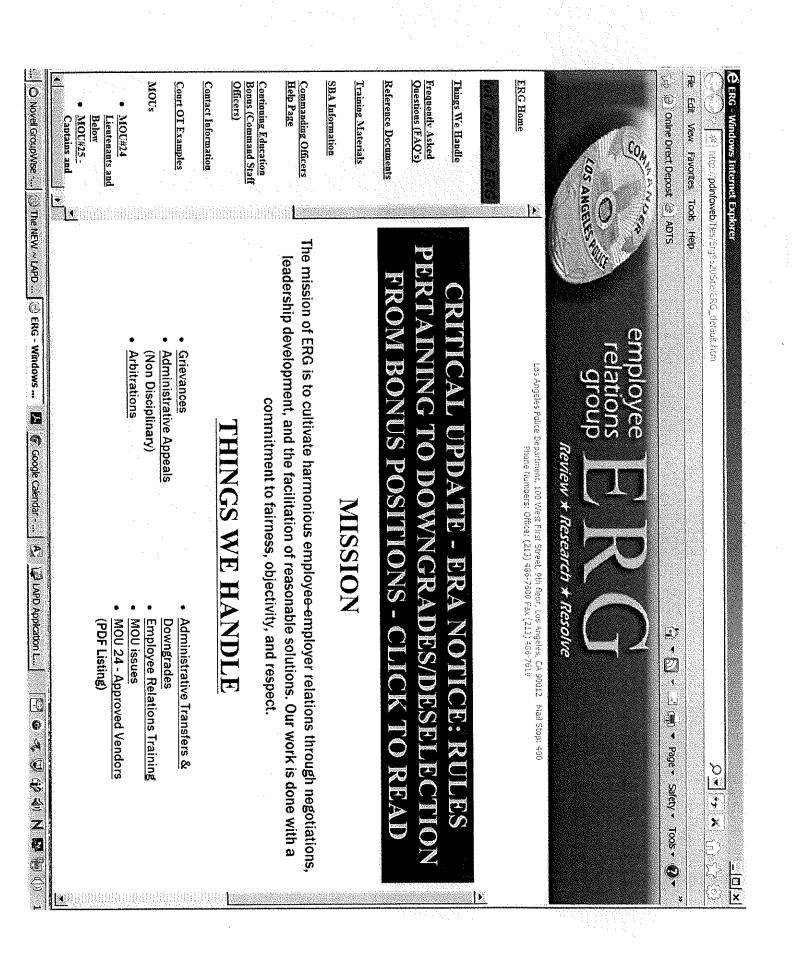
- An impasse in meeting and conferring.
- Transfers, assignments, promotions, promotional examinations, probationary employee terminations, and **Employee Comment Sheets (comment cards).**
- Any other matter involving discipline
- A determination of the fitness of an employee to carry a concealable firearm on or off duty.
- A determination of the appropriate salary step of law entorcement experience probationary employees based on education and/or prior
- Denial of the use of compensatory time off.

LABOR CODE 233

- First 50% of sick leave is protected
- Resets every calendar year
- Do not request a note from a medical provider for any use of SK, FI, or PM during this time
- Contact ERG prior to issuing a sick letter

Temporary Higher Pay

- Employee must be assigned to a vacant position for more than 28 days
- Can serve in a position only one rank above current rank
- If a DI is acting as a DII, the employee must have attended supervisor school
- A DI cannot act as a DII PM Watch Detective
- Does not apply to bonus positions



Kesources

- MOU's (Sworn MOUs 24 & 25, plus 19 civilian MOUs)
- ERG Webpage
 Notices, Orders, Exemplars
- Command Officer Help Page

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