CHIEF OF STAFF
EMPLOYEE RELATIONS ADMINISTRATOR

NOTICE July 22, 2011
2.2.3

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: HOLIDAY CLOSURES (FISCAL YEAR 2011/2012)

This notice is to clarify information that was recently published by the Office of the City Administrative Officer concerning Coalition employees.

Due to the fact that the Police Department is a 24/7 operation, the Department will not shut down during the week between Christmas Day and New Year's Day holidays. However, employees in the following MOUs (2, 3, 4, 10, 12, 13, 14, 15, 18, 36, 37) are entitled to 32 hours of paid time off that can be used between July 1, 2011 and June 30, 2012. Attached is a list of classifications entitled to the paid time off. In no instance can the employees' time off exceed 32 hours.

- The approved time code for the holiday time is **HT**.
- HT time must be taken in hourly increments.
- Time off must be requested in the same manner as vacation or a compensatory time off (CTO) day.
- HT time will be approved at the Commanding Officer's discretion based on the operational needs of the division.
- Fiscal Operations Division will distribute bi-weekly reports which will list the amount of HT time off that employees have used.

It is noted that the Coalition employees covered under MOU No. 9 did not ratify the amended agreement. As a result, these employees are subject to 36 furlough days in Fiscal Year 2011/2012.

Non-represented employees are required to take 32 hours of unpaid time during Fiscal Year 2011/2012. These hours should be coded as GS and may be taken at the discretion of the employee and management. These hours do not need to be taken during any specific period and do not need to be taken consecutively.

If you have any questions regarding this memorandum, please contact Senior Personnel Analyst Robin Davis, Employee Relations Group, at (213) 486-7600. For specific payroll questions, please contact Fiscal Operations Division, Payroll Section at (213) 978-6650.

APPROVED:

JERI WEINSTEIN, Commander
Employee Relations Administrator

STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

Distribution "B"

CIVILIAN CLASSIFICATIONS COVERED BY AGREEMENT

MOU 2 (Building Trades Rank and File Representation Unit) – Audio Visual Technician, Communications Electrician, and Cabinet Maker

MOU 3 (Clerical and Support Services Unit) – Accounting Clerk, Clerk, Clerk Steno, Clerk Typist, Communications Operator, Data Entry Operator, Delivery Driver, Fingerprint Identification Expert, Hearing Reporter, Police Service Representative, Reprographics Operator, Secretary, Senior Clerk, Senior Clerk Stenographer, Senior Clerk Typist, and Police Service Assistant

MOU 4 (Equipment Operation and Labor Employees Representation Unit) – Equine Keeper, Gardener Caretaker, Maintenance & Construction Helper, Maintenance Laborer, Senior Gardener, and Truck Operator

MOU 10 (Professional Medical Services Unit) – Police Psychologist and Psychological Assistant

MOU 12 (Supervisory Blue Collar Unit) – Auto Body Repair Supervisor, Automotive Dispatcher, Automotive Supervisor, Building Repairer Supervisor, Equestrian Facility Supervisor, General Automotive Supervisor, Park Maintenance Supervisor, Police Fleet Services Supervisor, Principal Detention Officer, Principal Property Officer, Senior Automotive Supervisor, Senior Detention Officer, Senior Garage Attendant, Senior Property Officer, Senior Security Officer, and Senior Storekeeper

MOU 13 (Supervisory Building Trades and Related Employees Representation Unit) – Police Surveillance Specialist II

MOU 14 (Service and Crafts Representation Unit) – Auto Body Builder & Repairer, Auto Electrician, Auto Painter, Building Repairer, Equipment Mechanic, Garage Attendant, Mechanical Helper, Senior Equipment Mechanic, Storekeeper, Upholsterer, Warehouse & Toolroom Worker, and Welder

MOU 15 (Service Employees Representation Unit) – Custodial Services Attendant

MOU 18 (Safety/Security Representation Unit) – Detention Officer, Property Officer and Security Officer

MOU 36 (Management Employees Unit) – Chief Police Psychologist, Departmental Chief Accountant, Director of Police Transportation, Director of Systems, Police Administrator

MOU 37 (Executive Administrative Assistants Unit) – Executive Administrative Assistant