

OFFICIAL CORRESPONDENCE REVIEW

INITIATED BY: (NAME, BUREAU OR DIVISION, ETC.) Employee Relations Group	DATE 9/22/2020
15.2 – REQUIREMENT TO MEET AND CONFER WITH EMPLOYEE UNIONS	
STAFF OFFICER ASSIGNED: (NAME, BUREAU OR DIVISION, PHONE EXTENSION, ETC.) Senior Personnel Analyst II Robin Davis Employee Relations Group (213) 486-7600	

ATTN	REVIEWED BY:	ATTN	REVIEWED BY:
	OFFICE OF THE CHIEF OF POLICE		OFFICE OF SPECIAL OPERATIONS
	CHIEF OF STAFF		COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU
1	EMPLOYEE RELATIONS GROUP		ADMINISTRATIVE SERVICES BUREAU
	OFFICE OF SUPPORT SERVICES		PERSONNEL DIVISION
	PERSONNEL AND TRAINING BUREAU		CONSENT DECREE BUREAU
	OFFICE OF OPERATIONS		PROFESSIONAL STANDARDS BUREAU
	CENTRAL BUREAU	2	RISK MGMT AND PROCEDURES (RMPD)
	SOUTH BUREAU	3	ADMINISTRATIVE OFFICE -- C.O.P.
	WEST BUREAU		
	VALLEY BUREAU		

70-15.75.0 (5/93)

RECEIVED-3

SEP 24 2020 #1665

OFFICE OF THE CHIEF OF POLICE

RECEIVED

SEP 29 2020

Risk Management and Policies Division

RECEIVED

SEP 22 2020 #1483

Risk Management and Policies Division

RECEIVED

#1457

Chief of Staff

RECEIVED

SEP 24 2020

Risk Management and Policies Division

**OFFICE OF THE CHIEF OF POLICE
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE
2.2.3

September 30, 2020

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: REQUIREMENT TO MEET AND CONFER WITH EMPLOYEE UNIONS

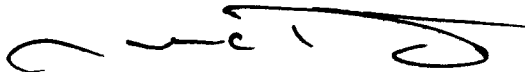
Commanding Officers are reminded that they are required to notify the Employee Relations Administrator prior to recommending or implementing any changes to hours, wages or other working conditions of employees. Pursuant to the Administrative Code, Section 4.830, Meeting and Conferring and Consulting, and the Employee Relations Ordinance, any changes to the above are subject to mandatory meeting and conferring with the respective employee representation unit(s).

Employee Relations Group is responsible for contacting the affected union(s) to notify them of the proposed changes to policy and/or procedure. The union is given the opportunity to meet with department management representatives to discuss the impact these changes will have on the hours, wages, and other working conditions of the employees they represent.

Notification should be made on an Intradepartmental Correspondence, Form 15.02.00, addressed to the Employee Relations Administrator, describing the change requested, who will be affected, and the rationale for the change.


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

APPROVED:



MARC R. REINA, Commander
Employee Relations Administrator

for:



DOMINIC H. CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

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