

**CHIEF OF STAFF
EMPLOYEE RELATIONS ADMINISTRATOR**

NOTICE
2.2.3

June 26, 2012

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: UNPAID TIME (FISCAL YEAR 2012/2013)

This notice is to advise you regarding important information that possibly concerns employees under your command.

On June 12, 2012, the City Council approved successor Memoranda of Understanding (MOU's) for the following EAA represented bargaining units.

MOU 01 – Administrative Unit
MOU 19 – Supervisory Technical Unit
MOU 20 – Supervisory Administrative Unit
MOU 21 – Technical Rank and File Unit

All EAA-represented employees in all departments, regardless of funding source, shall take 40 hours of unpaid time off during Fiscal Year 2012-13 commencing July 1, 2012. This time must be taken by **June 14, 2013**, in hourly increments. The maximum unpaid time off allowed is 10 hours per day. It is the responsibility of each Commanding Officer to ensure that the required hours are scheduled and that all 40 unpaid hours are taken by no later than **June 14, 2013**.

- The approved time code for the unpaid time is GN (FLSA non-exempt employees) or GS (salaried employees).
- GN/GS 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.
- Unpaid 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 Unpaid time off that employees have used.

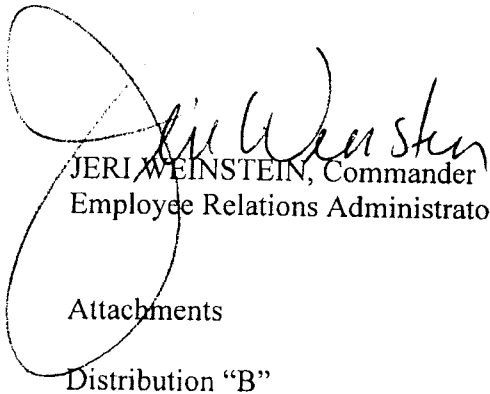
All Commanding Officers

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

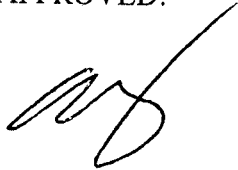
APPROVED:



JERI WEINSTEIN, Commander
Employee Relations Administrator

Attachments

Distribution "B"



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

EAA CLASSES SUBJECT TO 40 HOURS OF UNPAID TIME

MOU 1 (Administrative Unit) – Accountant, Auditor, Background Investigator, Commission Executive Assistant, Crime & Intelligence Analyst, Management Aide, Management Analyst, Management Assistant, Personnel Analyst, Police Performance Auditor, Public Relations Specialist, Special Investigator, Systems Aide, Systems Analyst, Transit Aide, and Transit Analyst

MOU 19 (Supervisory Technical Unit) – Principal Fingerprint Identification Expert, Principal Forensic Print Specialist, Principal Photographer, Senior Examiner of Questioned Documents, Senior Forensic Print Specialist, and Senior Photographer

MOU 20 (Supervisory Administrative Unit) – Chief Clerk Police, Payroll Supervisor, Principal Accountant, Principal Clerk Police, Senior Accountant, Fiscal Systems Specialist, and Principal Public Relations Representative, Senior Auditor, Senior Crime and Intelligence Analyst, Senior Management Analyst, Senior Police Service Representative, and Senior Systems Analyst

MOU 21 (Technical Rank and File Unit) – Architectural Drafting Technician, Cartographer, Data Processing Technician, Examiner of Questioned Documents, Firearms Examiner, Forensic Print Specialist, Graphics Designer, Laboratory Technician, Photographer, Police Composite Artist, and Polygraph Examiner