

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

NOTICE
2.2.3

February 7, 2008

TO: All Commanding Officers

FROM: Employee Relations Administrator

SUBJECT: NEW GRIEVANCE PROCEDURE FOR CIVILIAN EMPLOYEES

In the most recently concluded round of civilian contract negotiations with the Coalition of Los Angeles City Unions, the grievance language that has been in the majority of contracts for years has been replaced with a new streamlined grievance procedure. This procedure is in effect for Memoranda of Understanding (MOUs 2, 3, 4, 9, 10, 12, 13, 14, 15, 18, 36, and 37). Employees who are represented by the Engineers and Architects Association (EAA) will not be affected by the new procedure at this time. Please continue to use the grievance procedure listed in the current EAA MOUs (1, 8, 17, 19, 20, and 21). Attached is a list of all civilian classifications within the Los Angeles Police Department. A copy of the basic grievance procedure is also attached.

The following are the significant changes that all supervisors must understand in order to effectively administer the new provisions:

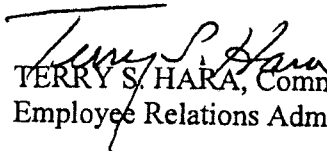
- Grievance initiation and grievance response times have been changed throughout the grievance process. Time limits may be extended by mutual agreement.
- The grievance response time is also changed from calendar days to business days.
- Immediate Supervisors that receive a grievance must notify Employee Relations Group and they in turn must notify the union of the grievance.
- Standardized group grievance language to allow the union to file a grievance on behalf of two or more employees.
- Mediation is available at all levels in the process to resolve the issue and can be accessed by joint agreement of the union and the Department.
- Issues that are expedited directly to the General Manager level are identified in the procedure and include: Suspensions, Allegations of failure to accommodate, Allegations of retaliation and Whistleblower allegations.

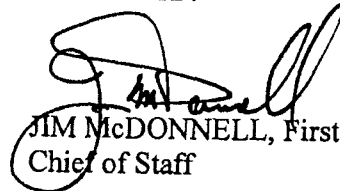
Immediate supervisors are encouraged to review the specific grievance language in the employee's MOU prior to responding to any grievance. Employee Relations Group staff is also available to assist in resolving any questions the supervisor may have regarding the new grievance procedure or the specific grievance under consideration. Copies of the new MOUs are available on the CAO's website at www.lacity.org/cao/mous. A few MOUs have additional issues on the list of items excluded from the grievance process.

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If you have any questions regarding this matter, please contact Employee Relations Group, at (213) 485-6552.

APPROVED:


TERRY S. HARA, Commander
Employee Relations Administrator


JIM McDONNELL, First Assistant Chief
Chief of Staff

Attachments

Distribution "B"