

**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

Distribution "B"

*fol:*   
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