



Los Angeles County AUDIT COMMITTEE

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April 21, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**CONTRACT REVIEW PROCESS -- SUNSET REVIEW OF THE LOS ANGELES
COUNTY BOARD POLICY #9.030 STATEMENT OF BASIC EMPLOYEE RELATIONS
PRINCIPLES
(ALL DISTRICTS AFFECTED)
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Sunset Board Policy #9.030 since it duplicates principles contained in the County and Chief Administrative Offices Strategic Plans.

PURPOSE OF RECOMMENDED ACTION/JUSTIFICATION:

The Audit Committee is submitting the result of the evaluation of the Los Angeles County Board of Supervisors Policy #9.030 performed by the Chief Administrative Officer along with the recommendation of the Audit Committee for further action by your Board.

This policy was established February 3, 1981 Board Order, Synopsis 84 to affirm the six basic principles to be used as policy guidelines in the County Employee Relations Program. Responsible department is the Chief Administrative Office's Employee Relations Commission.

As stated by the Chief Administrative Officer, David Janssen, in his review of this Board Policy the six principles outlined in this policy are contained in the Strategic Plans for the County and therefore it is not necessary to reiterate these principles in the Board of Supervisors Policy Manual.

FISCAL/FINANCING IMPACTS:

None.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

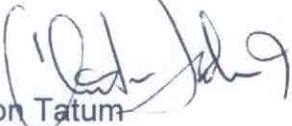
The County's Employee Relations Program is guided by the following basic principles:

- Provide a fair and competitive wage and benefit package to enable County government to recruit and retain a qualified and productive workforce.
- Ensure sufficient management authority to provide responsive delivery of necessary public services.
- Provide for cost effective program services both through productivity improvements and /or contracting with the private sector for services.
- Provide operational flexibility to respond to unexpected reduction in projected revenues with a minimum disruption to services.
- Maintain effective standards of working conditions to foster high morale and consistently high levels of employee performance.
- To the extent practicable, manage any necessary reductions in the workforce through attrition and reassignment as opposed to layoff and reductions.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

None.

Respectfully submitted,


Clinton Tatum
Chairperson

CT: ml: kw

cc: Chief Administrative Officer
Executive Officer of the Board of Supervisors
Commission Services
County Counsel
Auditor-Controller



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

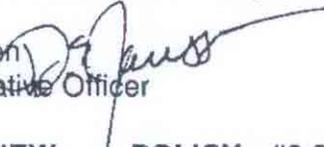
713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
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DAVID E. JANSSEN
Chief Administrative Officer

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Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

February 18, 2003

To: Audit Committee
Commission Services Division
Executive Office of the Board of Supervisors

From: David E. Janssen 
Chief Administrative Officer

Subject: **SUNSET REVIEW – POLICY #9.030, STATEMENT OF BASIC
EMPLOYEE RELATIONS PRINCIPLES**

I am in receipt of the January 24, 2003 memorandum from Violet Varona-Lukens, Executive Officer, asking us to review Policy #9.030, Statement of Basic Employee Relations Principles, scheduled to sunset on April 26, 2003.

The policy was implemented on February 2, 1981, in response to a motion by former Supervisor Pete Schabarum (motion attached). His intent was to make County unions, County employees, and the general public aware of the basic principles of the Employee Relations Program by which the Board of Supervisors would follow in negotiations in 1981.

In reviewing the County and Chief Administrative Office's Strategic Plans, we found that the six principles outlined in the Policy are contained in the Plans; therefore, I recommend that you allow Policy #9.030 to sunset.

If you have any questions, please contact Donna Singh, Division Chief, Employee Relations, at (213) 974-2404.

DEJ:DS
APM:mj

Attachments

SunsetRev



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:	Page:
9.030	Statement Of Basic Employee Relations Principles	02/03/81	1 of 2

PURPOSE

Affirms the six basic principles to be used as policy guidelines in the County Employee Relations Program.

REFERENCE

February 3, 1981 Board Order, Synopsis 84.

POLICY

The County's Employee Relations Program is guided by the following basic principles:

1. Provide a fair and competitive wage and benefit package to enable County government to recruit and retain a qualified and productive workforce.
2. Ensure sufficient management authority to provide responsive delivery of necessary public services.
3. Provide for cost effective program services both through productivity improvements and/or contracting with the private sector for services.
4. Provide operational flexibility to respond to unexpected reductions in projected revenues with a minimum disruption to services.
5. Maintain effective standards of working conditions to foster high morale and consistently high levels of employee performance.
6. To the extent practicable, manage any necessary reductions in the workforce through attrition and reassignment as opposed to layoff and reductions.

RESPONSIBLE DEPARTMENT

DATE ISSUED/SUNSET DATE

Issue Date: February 3, 1981

Sunset Date: April 26, 2003