



DIGEST

Around and About

THE SHERIFF's department has begun tooling up for a two-year research project seeking standards that will measure whether lawmen are physically and emotionally fit for their jobs. The first-year phase, fueled by \$133,000 in federal funds, will engage 500 deputies, each undergoing three hours of tests given by medical doctors, psychologists and psychiatrists. From this, it is hoped, will emerge practical standards or norms for judging an officer's fitness. In the second year, the developed battery of tests would be given to all sworn personnel in the sheriff's department. Research examinations will begin about Oct. 1. The occupational health service, personnel department, is cooperating in the project. Federal officials hope the new standards may be adaptable to other large law enforcement agencies across the country.

THE IMPRINTING that began appearing on the back of County paychecks Aug. 10—"Know Your Endorser, Require Identification"

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Office Workers' Pact Signed

AGREEMENTS COVERING pay and working conditions for more than 15,000 clerical and office workers—nearly one-fourth of the County payroll—will go to the Board of Supervisors for final approval next Tuesday (Sept. 1).

The agreements—one for a unit of 14,000 nonsupervisory employees, the other for a unit of 1,300 supervisors—were signed in ceremonies at the Hall of Administration last Tuesday (Aug. 25) concluding three months of negotiations. Both agreements expire next June 30.

Austin Grigsby, Harry Gluck and Ray Cudney signed the agreements for Los Angeles County Employees association, the elected representative for the two units. Signing for County management were William Barr, director of hospitals; treasurer-tax collector Harold Ostly; Howard Holtzendorff of DPSS; and director of personnel Gordon Nesvig.

The agreements, each running more than 50 pages, include the following provisions, among others:

SALARIES. They shall be the same as those that were negotiated in May and became effective under the salary ordinance last July 1.

OVERTIME: An employee who works overtime shall receive equal time off. But after a nonsupervisory worker has accumulated 24 hours of overtime, he shall be paid time-and-a-half in cash for any additional hours of overtime. Supervisory unit employees will accumulate up to 40 hours of overtime before the premium pay begins.

If an employee's salary exceeds

\$992 a month, he receives a flat overtime rate of \$8.55 an hour.

NIGHT SHIFTS. Employees working regular evening or night shifts will receive a premium of 20 cents an hour.

CALL BACK PAY. When unexpectedly ordered back to duty after finishing his regular shift, an employee shall receive at least four hours overtime premium pay.

WORKING OUT OF CLASSIFICATION. The agreements declare County management wishes to avoid assigning an employee to out-of-class work for a prolonged time, adding that, under certain conditions, "any employee working on an out-of-class assignment for longer than 30 consecutive working days . . . may request appointment to the higher classification (whereupon) management either will initiate action to appoint the employee to the higher classification or reassign him to work within his current classification."

SICK LEAVE. "Management agrees full pay sick leave earned in the current calendar year may be used for proper absences, without reference of any kind on Performance Evaluations or Appraisals of Promotability."

GRIEVANCES. Nearly a third of the agreement is devoted to spelling out methods of handling employees' grievances. LACEA may appoint "grievance committeemen" (roughly in the ratio of one committeeman to every 100 to 150 workers) to help handle such complaints.

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followed by spaces for the employee's signature and address—is part of a tightened security program to prevent unauthorized persons from cashing lost or stolen County warrants. Sharp-eyed employees also will note another change among the deduction spaces on the face of the paychecks—a small box labeled "State Tax" which will be used when and if Sacramento gets around to enacting the withholding of state income taxes.

SHARING FOOD with a fellow worker shows a generous heart but, warns Dr. Jean Felton, it can also risk exposure to the virus of infectious hepatitis. The director of occupational health service said several cases of exposure have come to OHS's attention. When sharing food, he cautioned, cut it with a clean knife or fork—don't take a bite or two, then hand it to a friend. The same advice goes for sharing drinks: pour the friend's share into a clean container—don't both swig from the same can or bottle. Dr. Felton said another source of hepatitis exposure comes from poor personal hygiene, notably failure to wash hands thoroughly after using the toilet.

AID-UNITED givers who designate a special charity to receive their monthly donations are being reminded that this is the time of year to renew their designations. Treasurer Harold Ostly, president of the County Employees Charitable association, said the designations are good only for twelve months, and if not renewed, the donor's contribution will go into the general AID "pot" for distribution among 14 major charities. Ostly said the renewal forms, available from each department's personnel office, should be filed before Sept. 30.

Job Opportunities

THE FOLLOWING jobs are now open for present County employees:

District Director, DPSS, Spanish speaking, (08036). \$1,271 to \$1,583 a month. Interdepartmental, promotional.

APPRENTICESHIPS. Promotional. Apply by group. First-year monthly salaries shown.

Group A. (08058) Stationary Engineer Apprentice, \$622. Steam Fitter Apprentice, \$697. Plumber Apprentice, \$523. Refrigeration Mechanic Apprentice, \$534. Sheet Metal Apprentice, \$558.

Group B (08059). Electrician Apprentice, \$520. Elevator Mechanic Trainee, \$520.

Group C (08060). Power Equipment Painter Apprentice, \$528. Painter Apprentice, \$584. Carpenter Apprentice, \$550.

Group D (08061). Locksmith Trainee, \$715. Business Machine Repairman Apprentice, \$608. Millwright Apprentice, \$569. Power Equipment Repairman Apprentice, \$608. Body and Fender Apprentice, \$608.

THE FOLLOWING jobs are open both to County employees and qualified outsiders:

Mental Health Services Coordinator I (08041). \$1,048 to \$1,306 a month. Requires Masters degree in clinical psychology, social welfare, or behavioral sciences.

Park Planning Associate (87501-63). \$865 to \$1,077 a month. Requires degree in park management, park administration or a related area.

Home Economist (08056). To work in DPSS. \$715 to \$885 a month. Requires degree in home economics.

Jail Nursing Assistant (51181-63) To work in Central Jail. \$608 to \$755 a month.

For further information, see your department's bulletin board, or call: Applications, department of personnel, 625-3611, extension 64391.

Q and A

"I am told that a law has been passed making most holidays fall on Monday so that we will get more three-day weekends. How long before this law goes into effect?"

This law, which the California legislature passed in 1969 (modeled after a Congressional act of 1968), goes into effect next January. It provides that henceforth five holidays always will fall on Monday—Washington's Birthday, the third Monday in February; Memorial Day, the last Monday in May; Columbus Day, the second Monday in October; Veterans Day, the fourth Monday in October; and, of course, Labor Day, the first Monday in September.

Other present holidays—New Year Day, Lincoln's Birthday, Good Friday (noon to 3 p.m.), July 4, Admission Day, Thanksgiving, Christmas, and primary and general election days (in even-numbered years)—remain as they are now.

Mrs. Griffin Honored

THE BOARD of Supervisors adjourned Aug. 18 in honor of Mrs. Frances Selleck Griffin, civil service commission secretary, who had died the preceding Friday.

Frances began working for the County 36 years ago as a typist clerk. She served as secretary to the late CAO Arthur J. Will when he was superintendent of charities; and as secretary to the late Supervisor Raymond Darby and his successor, Supervisor Burton Chace. She had been CSC secretary since 1954.

County of Los Angeles

DIGEST

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