



Board of Supervisors Operations Cluster Agenda Review Meeting

DATE: October 8, 2025

TIME: 2:00 p.m. – 4:00 p.m.

MEETING CHAIR: Michelle Vega, 5th Supervisorial District

CEO MEETING FACILITATOR: Thomas Luscombe

THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055

To participate in this meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012
Room 374-A

To participate in this meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 522268816# or [Click here to join the meeting](#)

Teams Meeting ID: 237 250 878 670

Passcode: UoBQAE

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to ClusterAccommodationRequest@bos.lacounty.gov.

Members of the Public may address the Operations Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

1. CALL TO ORDER

2. GENERAL PUBLIC COMMENT

3. BOARD MOTION ITEM(S):

None.

4. DISCUSSION ITEM(S):

- A) Board Letter:
AMENDMENTS TO TITLE 8 – CONSUMER PROTECTION, BUSINESS AND
WAGE REGULATIONS TO IMPLEMENT AMENDMENTS TO THE FAIR
WORKWEEK ORDINANCE
DCBA - Rose Basmadzhyan, Deputy Director
- B) Board Letter:
RECOMMENDATION TO APPROVE THE RULES AND REGULATIONS
RELATING TO THE FAIR CHANCE ORDINANCE FOR EMPLOYERS
DCBA - Rose Basmadzhyan, Deputy Director

5. PRESENTATION ITEM(S):

None.

6. ADJOURNMENT

UPCOMING ITEMS FOR OCTOBER 15, 2025:

- A) REQUEST FOR APPROVAL TO AWARD AND EXECUTE EIGHT CUSTODIAL
SERVICES CONTRACTS
ISD - Christie Carr, Contracting Division Manager
- B) ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS FOR
A SOLE SOURCE CONTRACT WITH TELEOSOFT, INC. TO PROVIDE
ONLINE PAYMENT PROCESSING SERVICES TO BE INTEGRATED INTO
THE COUNTY'S AUTOMATED CIVIL ENFORCEMENT SYSTEM
LASD/CIO - Veronica Urenda, Contracts Manager
- C) CHIEF EXECUTIVE OFFICE
EAST LA CIVIC CENTER PLAYGROUND REFURBISHMENT PROJECT
CATEGORICAL EXEMPTION
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A158
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACT (FY 2025-26)
ISD/CEO-CP - Paige Bruyn, P&PM Section Manager

D) AMENDMENTS TO TITLE 2 -ADMINISTRATION AND TITLE 6 - SALARIES, OF THE LOS ANGELES COUNTY CODE AND APPROVAL OF AUTHORITIES TO ESTABLISH THE DEPARTMENT OF HOMELESS SERVICES AND HOUSING
CEO/DOJ COMPLIANCE - Daniel Kelleher, Principal Analyst

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	10/8/2025		
BOARD MEETING DATE	11/4/2025		
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
DEPARTMENT(S)	Consumer and Business Affairs		
SUBJECT	Adopt amendments to the Los Angeles County Code (LACC) Title 8 – Consumer Protection, Business and Wage Regulations to make clarifying changes to Chapter 8.102 – Fair Workweek Ordinance (FWWO)		
PROGRAM	Office of Labor Equity		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:		
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable		
DEADLINES/ TIME CONSTRAINTS	N/A		
COST & FUNDING	Total cost:		Funding source:
	\$		
	TERMS (if applicable):		
	Explanation:		
PURPOSE OF REQUEST	These changes will allow DCBA's OLE to deliver clear and concise enforcement guidance and information to the public, businesses and workers. Resolving conflicting language will promote compliance and help prevent unfair practices by employers.		
BACKGROUND (include internal/external issues that may exist including any related motions)	On December 20, 2022, the Board of Supervisors ("Board") directed County Counsel, with support from the Departments of Economic Opportunity ("DEO") and Consumer and Business Affairs ("DCBA"), to return to the Board with a fair workweek ordinance ("Ordinance") for adoption.		
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:		
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:		
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Rose Basmadzhyan, Deputy Director 213-712-5518 rbasmadzhyan@dcba.lacounty.gov		



LOS ANGELES COUNTY

CONSUMER & BUSINESS AFFAIRS

Board of Supervisors

Hilda L. Solis
First District

Holly J. Mitchell
Second District

Lindsey P. Horvath
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District

November 4, 2025

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

Dear Supervisors:

Director

Rafael Carbajal

Chief Deputy

Joel Ayala

AMENDMENTS TO TITLE 8 – CONSUMER PROTECTION, BUSINESS AND WAGE REGULATIONS TO IMPLEMENT AMENDMENTS TO THE FAIR WORKWEEK ORDINANCE (3 VOTES – ALL DISTRICTS)

SUBJECT

Adopt amendments to the Los Angeles County Code (“LACC”) Title 8 – Consumer Protection, Business and Wage Regulations to make clarifying changes to Chapter 8.102 – Fair Workweek Ordinance (“Ordinance”).

IT IS RECOMMENDED THAT YOUR BOARD:

Adopt the attached ordinance amending LACC Title 8 – Consumer Protection, Business and Wage Regulations, Chapter 8.102 – Fair Workweek Ordinance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Upon careful review of the ordinance, DCBA has identified two subdivisions that when read together with the other provisions of the Ordinance are duplicative and/or inconsistent, which will create confusion in the enforcement of the Ordinance, and DCBA recommends adopting amendments and clarifying provisions. The proposed Ordinance will amend Chapter 8.102 to resolve these conflicting provisions.



dcba.lacounty.gov
dcba@dcba.lacounty.gov

320 W. Temple St., Room G-10, Los Angeles CA, 90012-2706
(213) 974-1452 • (800) 593-8222 • Fax: (213) 687-1137

IMPLEMENTATION OF STRATEGIC PLAN GOALS

These recommended actions support the County's Strategic Plan North Star 1 – Make Investments that Transform Lives, Focus Area – Employment and Sustainable Wages.

FISCAL IMPACT/FINANCING

The adoption of these proposed amendments will have no net County cost impact on the General Fund.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

Recommend Amendments to Chapter 8.102 – Fair Workweek Ordinance

To add clarity and avoid confusion of the Ordinance the following changes are recommended:

Revise Section 8.102.080 (A)(2)(a)(b)(c)(d)(e) to combine (a) and (b), remove (c) and (d). The section should read as the following:

2. A Retail Employer shall compensate a Retail Employee at one-half of the Retail Employee's regular rate of pay for the time the Retail Employee does not work if the Retail Employer:
 - a. Reduces the Retail Employee's work time listed in the Work Schedule by at least 15 minutes; or
 - b. Schedules the Retail Employee for an On-Call Shift for which the Retail Employee is not called in.

These changes will allow DCBA to deliver clear and concise enforcement guidance and information to the public, businesses and workers. Resolving conflicting language will promote compliance and help prevent unfair practices by employers.

IMPACT ON CURRENT SERVICES

The adoption of these proposed amendments will have no impact on current services or projects and will better facilitate the County's ability to implement the Ordinance.

CONCLUSION

DCBA request that the Executive Officer, upon approval by the Board, return one adopted-stamped copy of this letter to the Director of DCBA.

Respectfully Submitted,

Rafael Carbajal
Director

RC:JA:RB

Attachments

c: Executive Office, Board of Supervisors
 Chief Executive Office
 County Counsel



County of Los Angeles

June 12, 2025

Dawyn R. Harrison
County Counsel



Rafael Carbajal, Director
Department of Consumer and Business Affairs
320 West Temple Street, Room G-10
Los Angeles, California 90012

**Re: Amendment to Title 8 – Consumer Protection, Business
and Wage Regulations, Section 8.102.080 –
Predictability Pay for Work Schedule Changes**

Dear Mr. Carbajal:

Please find enclosed a proposed ordinance amending Title 8 – Consumer Protection, Business and Wage Regulations of the Los Angeles County Code, Section 8.102.080 – Predictability Pay for Work Schedule Changes. Your department requested this amendment to the Los Angeles County Fair Workweek Ordinance (County Code Chapter 8.102) to resolve a conflict between provisions that obligate employers to provide employees with additional compensation known as "predictability pay" when making changes to an employee's work schedule.

As requested, the proposed ordinance eliminates the conflicting requirements and clarifies that employers are required to provide predictability pay when changing the start or end time of an employee's shift resulting in a loss of work time of more than 15 minutes. The proposed ordinance does not change the substantive protections afforded to employees or the obligations placed upon retail employers under the Fair Workweek Ordinance.

Rafael Carbajal
June 12, 2025
Page 2

The proposed ordinance and its accompanying analysis may be presented to the Board of Supervisors for consideration at a duly noticed meeting.

Very truly yours,

DAWYN R. HARRISON
County Counsel

By 

MICHAEL S. BUENNAGEL
Senior Deputy County Counsel

APPROVED AND RELEASED:



JUDY W. WHITEHURST
Chief Deputy

MSB:bl

Enclosures

ANALYSIS

This ordinance amends Title 8 – Consumer Protection, Business and Wage Regulations of the Los Angeles County Code, Section 8.102.080 – Predictability Pay for Work Schedule Changes, to clarify the conditions that trigger a retail employer's obligation to provide predictability pay when adjusting a retail employee's work schedule.

DAWYN R. HARRISON

County Counsel

By 

MICHAEL S. BUENNAGEL

Senior Deputy County Counsel

Government Services Division

MSB:bl

Requested: 05/15/25

Revised: 06/05/25

ORDINANCE NO. _____

An ordinance amending Title 8 – Consumer Protection, Business and Wage Regulations of the Los Angeles County Code, Section 8.102.080 – Predictability Pay for Work Schedule Changes, relating to the circumstances when a retail employer is required to provide predictability pay to a retail employee when making a change to the employee's work schedule.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 8.102.080 is hereby amended to read as follows:

8.102.080 Predictability Pay for Work Schedule Changes.

A. A Retail Employer must provide the Retail Employee with Predictability Pay under the following conditions:

1. A Retail Employer must compensate the consenting Retail Employee with one additional hour of pay at the Retail Employee's regular rate for each change in their Work Schedule made pursuant to Section 8.102.060.B to a scheduled date, time, or location that:

a. Results in no loss of time to the Retail Employee; or
b. Results in additional work time that exceeds fifteen (15) minutes.

2. A Retail Employer must compensate a Retail Employee at one-half (½) of the Retail Employee's regular rate of pay for the time the Retail Employee does not work ~~for the following reasons if occurring after the advanced notice required in Section 8.102.060.A~~ if the Retail Employer:

a. ~~Subtracting hours~~ Reduces the Retail Employee's work time stated in the Work Schedule from a Shift before or after the Retail Employee reports for duty;

b. ~~Changing the start or end time of a Shift~~ resulting in a loss of more than fifteen (15) minutes; or

c. ~~Changing the date of a Shift;~~

d. ~~Cancelling a Shift; or~~

e. ~~Scheduling~~ es the Retail Employee for an On-Call Shift for which the Retail Employee is not called in.

B. Predictability Pay is not required if any of the following occur:

1. A Retail Employee initiates the requested Work Schedule change

2. A Retail Employee accepts a schedule change initiated by a Retail Employer due to an absence of another scheduled Retail Employee. The Retail Employer must communicate to the Retail Employee that acceptance of the hours is voluntary and the Retail Employee has a right to decline and must document the specific nature of the request and the Retail Employee's consent.

3. A Retail Employee accepts additional hours pursuant to Section 8.102.070.

4. A Retail Employee's hours are reduced due to the Retail Employee's violation of any existing law or of the Retail Employer's lawful policies and procedures.

5. The Retail Employer's operations are compromised pursuant to law.

6. Extra hours worked require the payment of an overtime premium under California Labor Code section 510.

[8102080MBCC]

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	10/8/2025							
BOARD MEETING DATE	11/4/2025							
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th							
DEPARTMENT(S)	Consumer and Business Affairs							
SUBJECT	Approve Rules and Regulations relating to the Fair Chance Ordinance for Employers							
PROGRAM	Office of Labor Equity							
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:							
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable							
DEADLINES/ TIME CONSTRAINTS	N/A							
COST & FUNDING	<table border="1"> <tr> <td>Total cost: \$</td><td>Funding source:</td></tr> <tr> <td colspan="2">TERMS (if applicable):</td></tr> <tr> <td colspan="2">Explanation:</td></tr> </table>		Total cost: \$	Funding source:	TERMS (if applicable):		Explanation:	
Total cost: \$	Funding source:							
TERMS (if applicable):								
Explanation:								
PURPOSE OF REQUEST	These rules and regulations will allow DCBA to deliver clear and concise enforcement guidance and information to the public, businesses and workers and promote compliance and help prevent unfair practices by employers.							
BACKGROUND (include internal/external issues that may exist including any related motions)	On February 6, 2024, the Board of Supervisors ("Board") passed a motion to introduce the Fair Chance Ordinance for Employers (FCOE) and directed Consumer and Business Affairs ("DCBA") establish rules and regulations governing the administrative process.							
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:							
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:							
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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

Director

Rafael Carbajal

Chief Deputy

Joel Ayala

**RECOMMENDATION TO APPROVE THE RULES AND REGULATIONS
RELATING TO THE FAIR CHANCE ORDINANCE FOR EMPLOYERS
(3 VOTES – ALL DISTRICTS)**

SUBJECT

Approve Rules and Regulations relating to Chapter 8.300 – Fair Chance Ordinance for Employers.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the attached proposed Rules and Regulations relating to the administrative enforcement process for the Fair Chance Ordinance for Employers (FCOE), to be effective as of the date of adoption.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Consistent with your Board's directives and in accordance with Section 8.300.100(G) of the FCOE, the Department of Consumer and Business Affairs (DCBA or Department) recommends your Board adopt the attached proposed Rules and Regulations governing the administrative process for complaint filings, investigation, enforcement, and appeals under the Ordinance.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

These recommended actions support the County's Strategic Plan North Star 1 – Make Investments that Transform Lives, Focus Area – Employment and Sustainable Wages.



dcba.lacounty.gov
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(213) 974-1452 • (800) 593-8222 • Fax: (213) 687-1137

FISCAL IMPACT/FINANCING

The adoption of these proposed Rules and Regulations will have no net County cost impact on the General Fund.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

To ensure a fair, transparent and effective enforcement process and in accordance with Section 8.300.100(G) of the FCOE, DCBA has established proposed Rules and Regulations setting forth the administrative process for complaint filings, investigation, enforcement, and appeals under the Ordinance. The proposed Rules and Regulations are outlined as follows:

1. **Acknowledgment of Complaint** – Procedures for providing the applicant or employee with notice acknowledging receipt of the complaint.
2. **Option to Forgo Investigation** - Procedures for informing the applicant or employee of their right to decline a DCBA investigation and instead pursue a civil action independently.
3. **Notice to Employer** – Procedures for issuing a formal notice to the employer regarding the alleged violation of the FCOE.
4. **Employer Response Opportunity** – Procedures ensuring that the employer has a fair opportunity to respond to the notice of alleged violation and complaint, including a specified time frame for submission of relevant information or documentation.
5. **Investigation** – Procedures for investigating complaints, including interviews, inspections and the issuance of subpoenas.
6. **Determination and Notification** - Procedures for notifying both parties (the applicant or employee and employer) of the DCBA's determination, along with supporting documentation.
7. **Settlement Procedures** – Procedures for entering into settlement agreements with employers when settlement is in the best interests of the County and affected applicants and employees.
8. **Right to Appeal** – Procedures for providing both the employer and the applicant or employee with the opportunity to appeal the DCBA's determination before a neutral hearing officer, including timelines and instructions for filing an appeal.

The proposed Rules and Regulations will allow DCBA to deliver clear and concise administrative and enforcement guidance and information to the public, businesses and workers, and will promote compliance and help prevent unfair practices by employers.

IMPACT ON CURRENT SERVICES

The adoption of DCBA's proposed Rules and Regulations will have no impact on current services or projects and will better facilitate the County's ability to implement the Ordinance.

CONCLUSION

DCBA requests that the Executive Officer, upon approval by the Board, return one adopted-stamped copy of this letter to the Director of DCBA.

Respectfully Submitted,

Rafael Carbajal
Director

RC:JA:RB

Attachment

c: Executive Office, Board of Supervisors
 Chief Executive Office
 County Counsel

CONFIDENTIAL
THIS MATERIAL IS SUBJECT TO THE ATTORNEY-CLIENT AND/OR THE ATTORNEY WORK PRODUCT PRIVILEGES

RULES AND REGULATIONS FOR THE COUNTY OF LOS ANGELES FAIR CHANCE ORDINANCE FOR EMPLOYERS

Table of Contents

Rule 1.0	Purpose and Construction of Rules
Rule 2.0	Definitions
Rule 3.0	Employee Status
Rule 4.0	Complaint Filing Procedures
Rule 5.0	Complaint Investigation
Rule 6.0	Findings and Determination
Rule 7.0	Settlement Procedures
Rule 8.0	Appeal and Hearing Procedures
Rule 9.0	Outreach and Education

Rule 1.0. Purpose and Construction of Rules.

The Board of Supervisors of the County of Los Angeles ("County") designated the Department of Consumer and Business Affairs ("DCBA") as the County department responsible for enforcement of Los Angeles County Code ("County Code") Chapter 8.300, known as the Los Angeles County Fair Chance Ordinance for Employers ("FCOE") in the unincorporated areas of the County. Pursuant to Section 8.300.100 of the County Code, the DCBA is responsible for establishing rules and regulations (the "Rules and Regulations") to govern the administrative process for the filing of a complaint, investigation, enforcement, and appeals under the FCOE.

These Rules and Regulations shall be liberally construed to permit the DCBA to accomplish all administrative duties to implement the FCOE, including, but not limited to, establishing the process for the filing of a complaint, investigating whether a violation has occurred, enforcing FCOE requirements, and administering appeals. These Rules and Regulations are intended to implement and clarify the requirements contained in the FCOE, and do not supersede or amend any of its provisions.

Rule 2.0. Definitions.

For purposes of these Rules and Regulations, the definitions set forth in [County Code Section 8.300.040](#) are incorporated herein by reference. In addition, the following definitions shall apply in these Rules and Regulations:

2.1 **"Complainant"** means any Applicant or Employee who files an administrative complaint with the DCBA alleging a violation of the FCOE against an Employer.

2.2 **"Fair Chance Ordinance for Employers"** or **"FCOE"** means Los Angeles County Code Chapter 8.300.

2.3 **"FCOE Rules and Regulations", "Rule", or "Rules and Regulations"** means the rules and regulations promulgated pursuant to the rulemaking authority granted to the DCBA by the Board of Supervisors pursuant to County Code Section 8.300.100 (G).

2.4 **"Findings and Determination"** means the written decision containing findings, determination, orders and any applicable supporting documentation issued by the DCBA following a completed investigation of an administrative complaint filed with the DCBA of an alleged FCOE violation.

2.5 **"Hearing Officer Decision"** means the written decision of a hearing officer assigned to the appeal of the DCBA Findings and Determination that is issued following consideration of all evidence and testimony submitted at the administrative hearing.

2.6 **"Request for Administrative Appeal Hearing"** means the DCBA issued form that is filed by any Employer or Complainant wishing to appeal the DCBA Findings and Determination by requesting an administrative hearing before a hearing officer. The Request for Administrative Appeal Hearing must be filed within ten (10) calendar days of service of the Findings and Determination.

Rule 3.0. Employee Status.

- A. Occasional/Intermittent Work. For purposes of the FCOE, an Employee is a person that performs at least two (2) hours of work on average each week in the unincorporated areas of the County. The average number of hours worked each week in the unincorporated areas of the County shall be determined based on the average number of hours worked per week while physically located in the unincorporated areas of the County, including work performed by telecommuting, during the twenty-six (26) weeks immediately preceding the date the Employee filed the FCOE complaint with the DCBA.
- B. Current Employees. For the purposes of the FCOE, any Adverse Action taken by an Employer against an Employee who is currently employed by an Employer due to Criminal History, including but not limited to reassignment, failure to promote, discipline, lay-off and/or termination, may constitute a violation of the FCOE.

Rule 4.0. Complaint Filing Procedures.

A. Filing an FCOE Complaint with the DCBA.

1. A person alleging a violation of the FCOE against an Employer may file a complaint with the DCBA within one (1) year of the alleged violation via any of the following methods:

Phone: (800) 593-8222

Website: workers.lacounty.gov

Email: fairchance@dcba.lacounty.gov

In Person: Department of Consumer and Business Affairs
320 W. Temple Street, Room G-10
Los Angeles, CA 90012

2. The complaint should state sufficient facts to support the alleged FCOE violation, including, but not limited to, the name of the Employer, a description of events, relevant dates, locations or addresses, and identification of involved persons, witnesses or entities.
3. Upon receipt of a complaint alleging a violation of the FCOE, the DCBA will provide the Complainant with a confirmation of receipt that the DCBA has received the FCOE complaint.

B. Filing a Civil Action under the FCOE.

1. A person may bring a civil action in a court of competent jurisdiction against an Employer for a violation of the FCOE provided that they first report the alleged violation to the DCBA, as follows:
 - a. If the individual has not filed an FCOE complaint with the DCBA, they may proceed with a civil action after filing an [intent-to-sue notice](#) with the DCBA, via one of the following methods:

Email: fairchance@dcba.lacounty.gov

In Person or by Mail:
Department of Consumer and Business Affairs
320 W. Temple Street, Room G-10
Los Angeles, CA 90012
 - b. If the individual has already filed a complaint with the DCBA for a violation of the FCOE, a civil action can be filed after the administrative enforcement process has been completed or a Hearing Officer Decision has been rendered, whichever is later.

2. The civil action must be filed within one (1) year of the date of the intent-to-sue notice or one (1) year from the later of the completion of the DCBA's enforcement process or the issuance of the Hearing Officer Decision.

Rule 5.0. Complaint Investigation

A. Complaint Investigation.

1. Written Notice to Employer. Upon receipt of a complaint alleging a violation of the FCOE, the DCBA will notify the Employer of the alleged FCOE violation and provide the Employer with the opportunity to submit a written response to the notice and complaint within twenty (20) calendar days of the notification by the DCBA. The DCBA may extend the time period in which an Employer may submit a written response beyond twenty (20) calendar days at its discretion.
2. Workplace Access, Interviews, Records and Subpoenas. As part of the administrative investigation regarding an alleged FCOE violation, the DCBA shall have access to all workplaces subject to the FCOE to inspect books and records, may request interviews of the parties and any relevant witnesses, and may also request relevant documentation. The DCBA is also authorized to issue subpoenas for documents and to conduct examinations of persons as witnesses.

Rule 6.0. Findings and Determination.

After conducting a full and complete investigation of the FCOE complaint, the DCBA shall issue its Findings and Determination, as set forth in Section 8.300.100 (F), in a written decision that will be provided to both parties. If DCBA determines that violation of the FCOE has occurred, the DCBA shall include in the Findings and Determination any order for appropriate relief, including but not limited to, imposition of fines, penalties and/or an order to cure the violation.

Rule 7.0. Settlement Procedures.

- A. Settlement Authority. In accordance with Section 8.300.100 (J), the DCBA is authorized to negotiate and approve settlements with Employers where the DCBA determines settlement is in the best interest of the County and affected Applicants and Employees.
- B. Settlement Terms. Settlement agreements must be in writing and signed by the Director of the DCBA or an authorized designee and the Employer. As part of the settlement, the DCBA may waive any penalties or fines owed to the County imposed under the FCOE, in whole or in part, if the violation was not willful or the DCBA determines that enforcement of the additional fines would not further the purposes of the FCOE.

Rule 8.0. Appeal and Hearing Procedures.

A. Appeal of DCBA Findings and Determination.

1. Appeal of Findings and Determination. Any Employer or Complainant has the right to appeal the Findings and Determination in an administrative hearing before a neutral hearing officer by submitting a Request for Administrative Appeal Hearing within ten (10) calendar days of service of the Findings and Determination. The Request for Administrative Appeal Hearing may be obtained by the Employer or Complainant by emailing wagehearinghelp@dcba.lacounty.gov.
2. Effect of Non-Appeal of Findings and Determination. The failure to appeal the Findings and Determination shall serve as a complete defense for failure to exhaust administrative remedies with regard to any petition, action or claim brought by the Employer against the County regarding the DCBA's determination of an FCOE violation.
3. Hearing Rules and Procedures. The administrative appeal hearing will be scheduled and conducted in accordance with the rules and procedures of the Office of County Hearing Officer, or alternatively, in accordance with any other permissible rules and procedures for County administrative appeal hearings. The parties to the administrative appeal hearing will be timely notified of all relevant rules and procedures for the administrative appeal hearing.
4. Appeal of Hearing Officer Decision. The Hearing Officer Decision shall constitute the County's final decision, and any review of that decision shall be made by the filing of: 1) an appeal regarding the imposition of any penalties under the FCOE pursuant to section 53069.4 of the Government Code; and/or 2) a petition for writ of mandate under section 1094.5 of the Code of Civil Procedure, in the Superior Court of the County of Los Angeles.

Rule 9.0. Outreach and Education.

- ### **A. Education, Training and Awareness.**
- The DCBA shall conduct and promote public information and outreach campaigns, and in performing such activities the DCBA shall seek to coordinate with appropriate stakeholders, such as other government agencies, worker advocacy groups, business associations, and community organizations, to assist in the education and training related to the FCOE, including:
1. Designing and distributing educational materials that inform Employers about their obligations under the FCOE and inform Applicants and Employees about their rights under the FCOE.

2. Developing resources, including an FAQ and other updated guidance posted on the DCBA website, to heighten awareness of the FCOE among Employers, Applicants, and Employees as well as to assist Employers in complying with the FCOE.