

MEMORANDUM OF
UNDERSTANDING FOR JOINT
SUBMISSION
TO BOARD OF
SUPERVISORS REGARDING
THE PHARMACISTS
EMPLOYEE REPRESENTATION
UNIT

THIS MEMORANDUM OF UNDERSTANDING made and entered into this 8th day of
August 2023,

BY AND BETWEEN

Authorized Management Representatives (hereinafter
referred to as "Management") of the County of
Los Angeles (hereinafter referred to a "County")

AND

Union of American Physicians &
Dentists (hereinafter referred to as
"UAPD").

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ARTICLE 1 MAJORITY AND EXCLUSIVE RECOGNITION

Section 1. Majority Recognition

Pursuant to the provisions of the Employee Relations Ordinance of the County of Los Angeles and applicable State law, the Union of American Physicians and Dentists was certified on June 22, 2015, by County's Employee Relations Commission (Employee Relations Commission Decision NO. 30 Pharmacists) as the majority representative of County employees in the Pharmacists' Employee Representation Unit (hereinafter the "Unit") previously found to be appropriate by the Employee Relations Commission, which Unit consists of classifications identified as "item 5512, Pharmacists", "Item 5514, Radio pharmacist" and "Item 5513, Clinical Pharmacist."

Management recognizes the UAPD as the certified, majority representative of the employees in said Unit. The term "employee" or "employees", as used in this Memorandum of Understanding, shall refer only to employees employed by the County in those classifications found by the Employee Relations Commission to be properly included in said Unit.

Section 2. Exclusive Recognition

Management shall recognize the UAPD as the exclusive representative of the employees in said Unit subject to appropriate action of the Los Angeles County Board of Supervisors, and if necessary, County's Employee Relations Commission.

ARTICLE 2 NON-DISCRIMINATION

The parties mutually recognize and agree fully to protect the rights of all employees covered hereby to join and participate in the activities of the UAPD and all other rights in the Employee Relations Ordinance and Government Code, Sections 3500 through 3511. No employee shall be interfered with intimidated, restrained, coerced, or discriminated against because of the exercise of these rights.

The provisions of this Memorandum of Understanding shall be applied equally to all employees covered hereby without favor or discrimination because of race, gender, gender-identity, sexual orientation, age, national origin, political or religious opinions or affiliations, or disability.

ARTICLE 3 IMPLEMENTATION

This Memorandum of Understanding constitutes a mutual recommendation to be jointly submitted to County's Board of Supervisors. It is agreed that this Memorandum of Understanding shall not be binding upon the parties either in whole or in part unless and until said Board of Supervisors:

- A. Acts, by majority vote, formally to approve said Memorandum of Understanding.
- B. Enacts necessary amendments to all County ordinances, including the Code, Title 6, Salaries; and
- C. Acts to appropriate the necessary funds required to implement the provisions of this Memorandum Understanding which require funding.

Notwithstanding the foregoing, in the event the Board of Supervisors fails to take all actions necessary to timely implement this Memorandum of Understanding, it is understood that the parties may mutually agree to implement appropriate provisions of this Memorandum which do not require specific approval by the Board of Supervisors.

Implementation shall be effective as of the date approved by the Board of Supervisors. If the parties do not mutually agree to implement appropriate provisions of this Memorandum not requiring approval by the Board of Supervisors, then negotiations shall resume upon the request of either party.

ARTICLE 4 TERM

The term of this Memorandum of Understanding shall commence on the date when the terms and conditions for its effectiveness, as set forth in Article 3, Implementation, are fully met, but in no event shall said Memorandum of Understanding become effective prior to 12:01 a.m. on October 1, 2022. This Memorandum of Understanding shall expire and otherwise be fully terminated at 12:00 midnight on September 30, 2025.

ARTICLE 5 RENEGOTIATION

Section 1. Calendar for Negotiations

In the event either party hereto desires to negotiate a successor Memorandum of Understanding, such party shall serve upon the other during the period from April 1, 2025, through July 1, 2025, its written request to commence negotiations as well as its full and complete proposals for such successor Memorandum of Understanding.

Upon receipt of such written notice and proposals, negotiations shall begin no later than July 1, 2025. An impasse concerning the matters under negotiations shall be declared automatically if full and entire agreement on the terms of a successor Memorandum of Understanding is not reached by August 31, 2025, unless the parties agree to continue negotiations.

ARTICLE 6 SALARIES

Section 1. Recommended Salary Adjustment

The parties jointly agree to recommend to the County’s Board of Supervisors that said Board adopt and implement the following salaries applicable to employees in the Unit effective on the dates indicated:

ITEM NO	ITEM CLASSIFICATION	EFFECTIVE DATE	NOTE	SCH	MINIMUM RATE	MAXIMUM RATE
5513	CLINICAL PHARMACIST	CURRENT	N4WO	118D	12179.55	13949.91
		10/01/2022	N4WO	120D	12858.73	14727.64
		10/01/2023	N4WO	121F	13278.09	15207.73
		10/01/2024	N4WO	122H	13711.09	15702.82
5512	PHARMACIST	CURRENT	N4WO	116D	11536.91	13212.45
		10/01/2022	N4WO	118D	12179.55	13949.91
		10/01/2023	N4WO	119F	12576.45	14404.73
		10/01/2024	N4WO	120H	12986.36	14873.82
5514	RADIOPHARMACIST	CURRENT	N4VO	123F	14019.18	15625.73
		10/01/2022	N4VO	125F	14800.73	16496.64
		10/01/2023	N4VO	126H	15282.82	17033.73
		10/01/2024	N4VO	127K	15779.91	17588.00

Specific to 2022-2025 bargaining season the County is offering a one-time signing bonus as described below for all BU 301 employees conditioned on reaching an agreement. One-time signing bonus paid within 45 days after Board Ratification of the Agreement \$1,375 for full time permanent employees. \$700 for part time employees excluding retirees, hiring hall, and contract staff.

The maximum rate includes the salary enhancements provided under Section B.

- 1) Effective July 1, 2001, any person employed as a full-time permanent Pharmacist (Item #5512) or Clinical Pharmacist (Item #5513) shall be compensated on a six-step salary range, the sixth step being the fifth step of the salary schedule which is 1 salary schedule above the indicated schedule number. Effective July 1, 2002, any person employed as a full-time Pharmacist

or Clinical Pharmacist shall be compensated on a seven-step salary range, the seventh step being the fifth step of the salary schedule which is 2 salary schedules above the indicated schedule number. The rate or rates established by this provision constitute a base rate.

- 2) Advancement beyond the fifth step of the salary range will be in compliance with Title 6, Section 6.08.010 and 6.08.060 of the Los Angeles County Code.

Section 2. Equity

If implemented and operational circumstances permit, it is Management's intent to apply the work furlough equitably among all employees in the Unit on a Department by Department basis and on a classification by classification basis.

Section 3. Step Advances

- A. Full-time permanent employees in this Unit who are below the top step of the salary range and who are eligible for an annual step advance will be granted a step advance only when a competent or better performance evaluation has been filed by the employee's department head. The performance evaluation shall be filed at least one month prior to the employee's step advance anniversary date and within a period which does not exceed one year prior to that date.
- B. If no performance review is filed as defined in A. above, or if an employee receives an Improvement Needed Performance Evaluation, the employee's step advance will not be granted on the date due.

Where no performance evaluation is issued in accordance with paragraph A. above, the employee may request his department head in writing to issue a performance evaluation.

The department head shall issue a performance evaluation within 5 days of the employee request. If said evaluation is competent or better, the employee shall be granted a step advance effective to his step advance anniversary date.

C. Grievances arising out of this section shall be processed as follows:

1. Where no performance evaluation has been issued in accordance with paragraph B. above, the employee may file a grievance with the Department of Human Resources. If the Director of Personnel fails to obtain issuance of such performance evaluation within (10) days after the grievance is filed with the Department of Human Resources, the employee shall be deemed competent, and the step advance shall be processed within 30 days effective to his step advance anniversary date.
2. Where the department head issues a performance evaluation upon request of the Department of Human Resources, and said performance evaluation is competent or better, the employee shall be provided a step advance within 30 days effective to his step advance anniversary date.
3. Grievances based on an Improvement Needed Performance Evaluation shall be filed within 10 days of issuance with the Department Head or his designated representative who shall respond to the grievance within ten (10) days. Appeals from a Department Head decision shall be processed in accordance with Civil Service Rules.

- D. During the term of this agreement should any changes be made in the existing categories of Performance Evaluation which adversely impacts the application of this Section, the parties agree to meet and renegotiate this Section. In the event an agreement cannot be reached through negotiations, it is agreed that the UAPD may submit the dispute to arbitration. The arbitrator shall issue an award on the step advances as affected by the changes in existing categories of performance evaluations.

Section 4.

The parties having jointly reviewed and considered available salary and wage information data, agree that independent of their relationship to prior salaries, the recommended salaries were salaries set forth herein were negotiated in good faith and that said salaries were determined independently of race, gender, age or national origin.

Fiscal Emergency Language

When mutually agreed by the parties and if a legitimate fiscal emergency exists, the MOU may be reopened on the issue of the third-year wage of the agreement.

ARTICLE 7 OVERTIMESection 1. Compensation

The parties agree to jointly recommend to the County's Board of Supervisors that overtime shall be compensated as follows:

- A. The County will pay overtime for all hours worked-in excess of forty (40) in one week. "Hours worked" will be calculated as provided for by the Fair Labor Standards Act, 29 U.S.C §, et seq. Hours Worked do not include time for which persons are compensated but do not actually work, including but not limited to, sick leave and vacation pay, with the exception that those hours paid, during a workweek for a regular County holiday or use or compensatory time will be counted in calculating hours worked for overtime purposes.
- B. The County will pay employees for any overtime worked at a rate of one and one-half (1½) time his/her regular rate of pay. Regular rate of pay shall be calculated as provided for by the Fair Labor Standards Act.
- C. For each hour of overtime, an employee may elect, with the approval of the Department Head, to receive one (1) hour of pay at straight time and accrue one-half (½) hour of compensatory time or receive one-half (½) hour of straight time pay and accrue one (1) hour of compensatory time or accrue one and one-half (1½) hours of compensatory time. Said accrued compensatory time may be accumulated to a maximum of 120 hours worked.

Section 2. Savings Clause

If, during the term of this agreement, the Fair Labor Standards Act is delayed by law or is determined not to be applicable to all or any classification of public employees or public agencies through legislation, regulation, or court decision, the overtime provisions of the 1983-85 MOU shall be reincorporated into this MOU and applied in this Unit and any contrary language shall be deleted subsequent to the effective date of such action.

Section 3. Distribution

Management shall assign overtime work as equitably as possible among employees in the same organization Unit and work location regardless of an employee's overtime payment selection option. Available overtime shall be distributed evenly among those staff members possessing the necessary skill set to perform the functions of the available assignment.

Available overtime shall be equitably offered to unit members with the necessary skill sets, as determined by management, to perform the functions of the available assignment. This language does not in any matter preclude management from assigning overtime to registry staff to ensure patient care needs are met.

ARTICLE 8 EVENING AND NIGHT SHIFT DIFFERENTIAL

Any employee in the Unit, who is assigned to a regularly established evening or night shift, shall receive a bonus for each hour worked during such shift for the term of this agreement as follows:

<u>Differential Bonus</u>	<u>Compensation</u>
Evening Shift:	\$3.00 per hour
Night Shift	\$5.75 per hour effective 10/1/22

*Evening and Night Shift Differential shall be increased by 5% on October 1, 2017.

Differential Bonus Hours

Pursuant to Los Angeles County Code, Section 6.10.020:

1. An "evening shift" is a regularly established work shift at least five-eighths of which falls between the hours of 4:00 p.m. and 11:00 p.m.
2. A "night shift" is a regularly established work shift at least five-eighths of which falls between the hours of 9:00 p.m. and 8:00 a.m.

Weekend Differential

Full-time permanent Pharmacists covered by the MOU who work on a weekend (i.e., 7 p.m. on Friday through 7 a.m. on Monday) shall receive an additional \$4.00 per hour bonus for each hour worked on a weekend effective 10/1/22.

Clinical Pharmacist Assignment Bonus

Pharmacists who are assigned by Management to complete onsite Clinical Pharmacist training and are subsequently assigned by Management Clinical

Pharmacist duties and responsibilities in eight-hour increments or more shall receive a 5.5% per shift bonus.

Clinical Pharmacist shall not qualify for this bonus. There shall be no pyramiding of this bonus with additional responsibility bonuses, out of class bonuses, or Administrative Projects and Initiatives bonus unit members receive for performing Clinical Pharmacist duties and responsibilities.

Within sixty (60) days of the Board of Supervisors approval and adoption of the 2023 thru 2025 successor MOU, DHS Pharmacy Management will meet with the union to discuss procedural and administrative components of this bonus.

The Clinical Pharmacist assignment bonus shall become effective October 1, 2023. Additionally, this bonus shall not constitute a base rate bonus.

Administrative Projects and Initiatives Bonus

Effective October 1, 2023, DHS Pharmacists and DHS and DMH Clinical Pharmacists assigned the administrative responsibility for priority projects, initiatives, or clinical operations, as defined by the DHS and DMH Chief Pharmacy Officer or his/her/their designee shall receive a 3% bonus.

There shall be no pyramiding of this bonus with additional responsibility bonuses, out of class bonuses, or Clinical Pharmacist Assignment bonus unit members receive for performing Administrative Projects and Initiatives duties and responsibilities.

Within sixty (60) days of the Board of Supervisors approval and adoption of the 2023 thru 2025 successor MOU. DHS/DMH Pharmacy Management will meet with the union to discuss procedural and administrative components of this bonus.

This bonus shall not constitute a base rate bonus.

Detention and Correctional Facilities Assignment

Full-time permanent Pharmacists permanently assigned to a Los Angeles County detention or correctional facility including juvenile halls will receive a 5.5 % assignment bonus effective 10/1/22. Upon the employee no longer being assigned to Los Angeles County detention or correctional facility the bonus shall cease forthwith.

This bonus shall not constitute a base rate bonus.

ARTICLE 9 EMPLOYEE BENEFITS

The parties agree that the provisions of the Memoranda of Understanding regarding Fringe Benefits, Bilingual Bonus, Mileage and Retirement between the County of Los Angeles and the Coalition of County Unions, AFL-CIO in effect during the term this agreement shall apply to employees in the Unit.

ARTICLE 10 BULLETIN BOARDS

Adequate bulletin board space will be provided for use by the UAPD. All notices will be posted by a designated representative or representatives of the UAPD, and such material must bear the signature of a registered official of the UAPD.

The boards shall be used only for the following subjects:

- A. UAPD recreational, social and related news bulletins;
- B. Scheduled UAPD meetings;
- C. Information concerning UAPD elections or the results thereof;
- D. Reports of official business of UAPD including reports of committees or the Board of Directors, and
- E. Any other written material which first has been approved and initialed by an authorized representative of the Department Head.

The UAPD agrees that notices posted on County bulletin boards shall not contain anything which may reasonably be construed as maligning the County, its representatives or any individual employees in any manner whatsoever.

ARTICLE 11 WORK SCHEDULE CHANGESSection 1. Work Week

The work week for employees in this Unit is 40 hours of work in a seven consecutive day period as defined by Management. Normally, the work schedule will consist of five 8-hour work days, however, the work schedule may include alternate work schedules such as 9/80 schedule, 4/10 schedule, or 7/80 schedule (11 to 11.5 hour shifts spread over two consecutive 7 day work periods). Nothing in this Article shall be construed to guarantee any day or work week assignment required for the maintenance of necessary operations.

Section 2. Work Schedule Changes

Except for emergencies, employees' work schedules shall not be changed without notice to the employee at least fourteen (14) calendar days before the change is to be implemented including the reason to the employee at least ten (10) working days prior to the date the change is to be effective. Where work schedules are regularly and routinely used, such schedules shall be posted at least fourteen (14) calendar days prior to the effective date of any routine and general work schedule changes. Irregular work schedules shall not be changed without written notice.

Nothing herein shall limit the authority of the Department Head or his designate to make temporary assignments to different or additional locations, shifts, or work duties for the purpose of meeting emergencies. However, such emergency assignments shall not extend beyond the period of such emergency.

Section 3. Weekend Off

For the purposes of this Section, a weekend is defined as two consecutive weekend days starting at 7:00 p.m. Friday and ending at 7:30 a.m. Monday. Management shall make every reasonable effort to schedule every other weekend off for employees.

ARTICLE 12 PROFESSIONAL ACTIVITIES COMMITTEE

Management will recognize a Professional Activities Committee consisting of three County Pharmacists in the Unit. The goal of this committee is to ensure ongoing transparency between labor and management. The committee shall have the following privileges:

1. To meet with the local facility administrators and pharmacy director, at the request of union, at a mutually agreed upon time, date, and location.
2. To work in good faith to resolve the problems presented at the committee meetings in a timely manner. Should the problems remain unresolved at the local level, the Union may request a meeting with the departmental Pharmacy Director. Any such meeting with the departmental Pharmacy Director will be held at a mutually agreed upon date, time, and location.
- 3.. To recommend methods for improvement of pharmacy practice, in accordance with Safe and Just Culture Policy.
- 4.. To suggest methods in the development of pharmacy operations that serve to enhance the advancement of pharmacy staff and optimize patient care.

ARTICLE 13 CONSULTATION

Section 1. Consultation of Educational Programs

County Management will consult on present and future educational programs on behalf of pharmacists in conformity with the provisions of Section 6(a) of the Employee Relations Ordinance.

ARTICLE 14 TRAININGSection 1.

Management will allow the full-time permanent Pharmacist up to a maximum of 24 hours on County time each contract year during the term of this agreement for the purpose of meeting the requirements set forth in the Business and Professions Code, Section 4098.5, 4098.6, 4098.7 and 4.099. Documented evidence of attendance of Department approved training shall be required.

Management shall provide 12 hours of training effective April 1, 2022, to September 30, 2023, to complete previous contract term of 24 hours.

Subject to the needs of the pharmacy services and upon request of the full-time permanent Pharmacist, Management may allow the full-time permanent Pharmacist to carry over up to 24 hours to the second year. If carry over hours are not used during the second year, they will be lost.

Section 2.

Use of Continuing Education Time, including home study, requires prior management approval. Such approval shall not be unreasonably denied.

Home study includes Board Re-Certification, Continuing Education, management approved webinars and educational activities that meet the need of the Department as determined by Management. Documented evidence of completion of any of the above management approved home study shall be required.

Effective January 1, 2019, bargaining unit members who are in possession of an Advance Practice Pharmacists License and those bargaining unit members who successfully obtain a Management approved Board of Pharmacy Specialty Certification consistent with the contract language covering Reimbursement for Board of Pharmacy Specialty Certification shall receive an additional eight (8) hours of Continuing Education Time per contract year. There will be no retroactive distribution of the additional eight (8) hours of Continuing Education Time prior to January 1, 2019.

ARTICLE 15 VACATION SCHEDULING

Vacation periods shall be scheduled by Management to provide adequate staffing.

Pharmacists shall be entitled to take their authorized vacation in accordance with the following procedures:

1. At least annually, Management shall post a vacation schedule for all Pharmacists in each department. Such vacation schedule shall include the Pharmacist's name and the time period Management has authorized such Pharmacists to use for their vacation.
2. The Pharmacist with the greatest seniority will be given the opportunity to have first choice of his vacation schedule, with the other Pharmacists being given their choice of vacation schedules in descending order of seniority.
3. Having once made a choice, no Pharmacist may change his vacation schedule if such change will conflict with the choice of another employee in the department or unless the affected Pharmacist and Management agree to such a change.
4. A Pharmacist may split his authorized vacation leave if it does not interfere with adequate staffing. A Pharmacist taking a split vacation will be allowed his choice in accordance with this Article only for the first vacation period.

5. For the purpose of this Article, the Prescription Services Section, the Manufacturing and Supplies Section, and the Clinical Section within the LAC/USC Medical Center, every comprehensive health care center, and every hospital other than those located at the LAC/USC Medical Center within the Department of Health Services shall be considered separate departments.
6. For the purpose of this Article, seniority shall be defined as the total amount of continuous service within a classification. A Pharmacist may exercise his seniority only within the department to which he is permanently assigned. In the case of a tie involving two or more employees, the opportunity to choose a vacation schedule will be given in order of their County seniority.
7. In the case of a tie involving two or more employees, the opportunity to choose a vacation schedule will be given in order of their County seniority.
8. A Pharmacist whose assignment is changed from one department to another department will not be allowed to exercise his bidding rights under this Article if the exercise of such rights would result in replacing another Pharmacist on the existing vacation schedule.

ARTICLE 16 PERSONNEL FILES

An employee, or his/her certified representative with the written Consent of the employee, may inspect that employee's personnel file with the exception of all material obtained from other employers and agencies at the time that employee was hired.

An employee shall be advised of, and entitled to read, any written statement by the employee's supervisor or departmental management regarding his/her work performance or conduct if such statement is to be placed in his/her personnel file. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the copy to be filed, with the understanding that such signature merely signifies that he/her has read the material to be filed but does not necessarily indicate agreement with its content. If the employee refuses to sign, the supervisor shall note his/her refusal on the copy to be filed along with the supervisor's signature and the signature of a witness to the employee's refusal to sign.

The employee may file a grievance regarding any such document within the prescribed time limits of the grievance procedure. If the employee fails to file a grievance within the designated time limits, the document becomes part of the official file. If the employee does file a grievance within the designated time limits, said document would not be placed in the official file until the grievance procedure or civil service appeal rights have been exhausted. Grievances filed under this provision shall not be subject to the Arbitration provisions of the Grievance Procedure unless they involve violation of a specific provision of this agreement.

Management agrees that no properly used full paid sick leave used in the twelve months immediately prior to an Appraisal of Promotability or a Performance Evaluation will be referenced on such forms.

Within 30 days of his/her knowledge of a written statement regarding employee performance or conduct, the employee is entitled to place a written statement in his/her file stating reasons for disagreement with the written statement.

On reviewing his/her personnel file, an employee may request and have any written warnings issued more than one year prior placed in an envelope and sealed in his/her personnel file except as such may be a part of an official permanent record. On the face of the sealed envelope, it shall read "The contents herein shall be disclosed only upon written consent of the subject employee or by subpoena or other legal process from a public body of competent jurisdiction." The date the contents of the sealed envelope will be destroyed shall also appear on the face of envelope. That date shall be two (2) years from the date of issue of the documents in the sealed envelope.

On reviewing his/her personnel file, an employee may request and have any written warnings issued more than two years prior removed from his/her personnel file except as such may be a part of an official permanent record.

ARTICLE 17 POSTING OF VACANCIES

Management will post, at least two weeks in advance, promotional opportunities and vacancies* to be filled on the bulletin board or boards designated expressly for this purpose and in each pharmacy.

Management shall also post current promotional opportunity/vacancy notice(s) on the designated websites for the attached departments, including: Department of Health Service (Government Job/SharePoint websites); Department of Public Health; and Department of Mental Health.

* Involving pharmacy positions

ARTICLE 18 PROMOTION

Upon the employee's request, Management shall discuss with the employee the reason(s) why they were not selected for a promotion if the employee ranked higher on the Civil Service Commission list than the employee who was appointed.

For the purpose of this Article, promotion shall be defined as advancement to a position of higher rank or grade involving an increase in pay.

ARTICLE 19 LEGAL REPRESENTATION

Upon request of an employee and subject to any limitations provided by law, County will provide for the defense of any civil action or proceeding initiated against the employee by a person or entity other than County in a court of competent jurisdiction, on account of any act or omission occurring within the course and scope of his employment as an employee of the County.

Nothing herein shall be deemed to require the provision of such defense where the discretion to provide or not provide such defense is vested in County pursuant to the provisions of the California Government Code, or where the act or omission was not within the scope of the employee's employment, or the employee acted or failed to act because of actual fraud, corruption, or actual malice, or where the provision of such defense would create a conflict of interest between County and the employee.

Nothing herein shall be construed to grant to any employee any rights or privileges in addition to those provided in the said Government Code.

ARTICLE 20 GRIEVANCE PROCEDURE

Section 1. Definitions

1. "Grievance" means a complaint by an employee or the UAPD concerning the interpretation or application of the provisions of this Memorandum of Understanding.

2. "Days" means calendar days exclusive of Saturdays, Sundays or legal holidays.

Section 2. Responsibilities

1. The UAPD agrees to encourage an employee to discuss his/her complaint with his/her immediate supervisor. The immediate supervisor will, upon request of an employee, discuss the employee's complaint with him/her at a mutually satisfactory time.

2. The employee will name the specific action complained of and state in sufficient detail the facts and reasons for the complaint and the remedy requested.

3. Departmental management has the responsibility to:
 - A. Respond only to the specific complaint and facts cited in the grievance as originally presented.

 - B. Inform an employee of any limitation of the department's authority to fully resolve the grievance; and

- C. Supply the employee with the necessary information to process his/her grievance to the proper agency of authority.

Section 3. Waivers and Time Limits

1. Failure by Management to reply to the employee's grievance within the time limits specified, automatically grants to the employee the right to process the grievance to the next level.
2. Any level of review, or any time limits established in this Article may be waived or extended by mutual agreement confirmed in writing.
3. If an employee fails to appeal from one level to the next level within the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.

Section 4. General Provisions

1. An employee has the right to the assistance of a representative in the preparation of his/her written grievance, and to represent him/her in formal grievance meetings.
2. If the employee elects to be represented by any person in a formal grievance meeting, the department may designate a Management representative to be present at such meeting.

3. A UAPD steward selected as a representative in a grievance is required to obtain the permission of his/her immediate supervisor to absent himself/herself from his/her duties to attend a grievance meeting. The UAPD steward shall give his/her supervisor reasonable advance notice to ensure that his/her absence will not unduly interfere with departmental operations.
4. Only a person selected by the employee and made known to Management prior to a scheduled formal grievance meeting shall have the right to represent or advocate as an employee's representative.
5. The UAPD has the right to be present at any formal grievance meeting concerning a grievance that directly involves the interpretation or the application of the specific terms and provisions of this Memorandum of Understanding.

Section 5. Procedure

1. Informal Complaint

- A. Within five (5) days from the occurrence of the matter on which a complaint is based, or within five (5) days from his/her knowledge of such occurrence, an employee shall discuss his/her complaint in a meeting with his/her immediate supervisor.
- B. Within five (5) days from the day of the discussion with the employee, his/her immediate supervisor shall verbally reply to the employee's complaint.

2. Grievance

Step 1 - Supervisor

- A. Within ten (10) days from receipt of his/her supervisor's decision, an employee not satisfied, may file a formal written grievance. The written grievance form shall be completed by the employee stating the nature of the grievance and the remedy he/she requests from his/her departmental management. The employee shall submit the grievance to his/her immediate supervisor.

- B. Within ten (10) days, his/her immediate supervisor shall give his/her decision in writing to the employee on the original copy of the grievance.

Step 2 - Middle Management

- A. Within ten (10) days from his/her receipt of his/her supervisor's written decision and using the returned original copy of the grievance form, the employee may appeal to the Middle Management of the facility.

- B. Within ten (10) days from receipt of the grievance, the Manager shall give a written decision to the employee using the original copy of the grievance.

Step 3 - Top Management

- A. Within ten (10) days from the receipt of the decision at level two, the employee may appeal to Top Management or his/her designate using the original copy of the grievance.

- B. Within ten (10) days from receipt of the employee's grievance, Top Management or his/her designate who has not been involved in the grievance in prior levels, shall make a thorough review of the grievance, may meet with the parties involved and shall give a written decision to the employee.

- C. On the matters that do not directly concern or involve the interpretation or application of the specific terms and provisions of the Memorandum of Understanding, the written decision of Top Management or his/her designate shall be final.

Section 6. Arbitration

- 1. Within twenty (20) days from the receipt of the written decision of Top Management or his/her designated representative, the UAPD may request that the grievance be submitted to arbitration as provided for hereinafter.

- 2. Only those grievances which directly concern or involve the interpretation or application of the specific terms and provisions of this Memorandum of Understanding may be submitted to arbitration hereunder. In no event shall such arbitration extend to:
 - A. The interpretation, application merits, or legality of any state or local law or ordinance, including specifically all ordinances, adopted by County's Board of Supervisors; unless the arbitrator, in his/her discretion, finds it necessary to interpret or apply such state or local law in order to resolve the grievance which has been submitted to the arbitrator.

- B. The interpretation, application, merits, or legality of any or all of the County of Los Angeles Civil Service Rules, nor matters under the jurisdiction of the Civil Service Commission for which said Commission has established procedures or processes by which employees or employee organizations may appeal to, or request review by, said Civil Service Commission, limited to discharges, reductions, and discrimination; nor

 - C. The interpretation, application, merits or legality of the rules or regulations of the department head, the Department of Personnel, or any other County department, agency, or commission, unless the arbitrator, in his/her discretion, finds it necessary to interpret or apply such state or local law in order to resolve the grievance which has been submitted to the arbitrator.

 - D. Competent performance evaluations.
3. In the event the UAPD desires to request that a grievance, which meet the requirements of Paragraph 2 hereof be submitted to arbitration, it shall within the time requirements set forth above, send a written request to County's Employee Relations Commission, with a copy thereof simultaneously transmitted to the Chief Administrative Office and to the County Department Head or Officer affected, which written request shall.

- A. Set forth the specific issue or issue still unresolved through the grievance procedure and which are to be submitted to arbitration; and
 - B. Request that said Employee Relations Commission, pursuant to its applicable rules and regulations, appoint an arbitrator for the purpose of conducting arbitration concerning such grievance as provided for herein.
4. Arbitration of grievances hereunder will be limited to the formal grievances as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. Arbitration hereunder shall be conducted in accordance with applicable rules and procedures adopted or specified by County's Employee Relations Commission, unless the parties hereto mutually agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be shared equally by the parties involved, it being understood and agreed that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred by the parties during such arbitration, will be the responsibility of the individual party involved. It is further agreed that the County will not be responsible for expenses or salaries for witnesses called by the UAPD. However, the County will continue to pay the salary of the grievant(s).
5. The parties shall select a mutually acceptable arbitrator and request the Employee Relations Commission to appoint him/her pursuant to their applicable rules and regulations.

If the parties cannot agree on an arbitrator, they shall notify the Employee Relations Commission and request that the Commission provide the parties with a panel of five names from which the parties will select an arbitrator by alternately striking one name each from the panel until there is one arbitrator remaining who will be deemed to be the mutually acceptable arbitrator and be appointed as above.

6. Prior to a hearing by an arbitrator, a representative of the County and the UAPD shall meet and prepare a submission statement setting forth the issue(s) to be determined, which shall be submitted to the arbitrator.

In the event the County and the UAPD cannot jointly agree on a submission statement, then at the hearing, each party shall present to the arbitrator, its own submission statement in which case the arbitrator shall determine the issue(s) to be resolved.

7. The decision of an arbitrator resulting from any arbitration of grievance hereunder shall not add to, subtract from, or otherwise, modify the terms and conditions of this Memorandum of Understanding.

8. The decision of the arbitrator shall be binding upon the UAPD. To the extent the decision and award of the arbitrator does not require legislative action by the Board of Supervisors, such decision and award shall be binding upon the County. If within sixty (60) days of receiving notice of a decision and award requiring legislative action by the Board of Supervisors, such legislative action is not taken, the arbitrator's decision and award shall have no force or effect whatsoever. The UAPD may then resort to a court of competent jurisdiction to pursue whatever other legal remedies are available to it under the provisions of this Memorandum of Understanding.

9. A written decision of an arbitrator resulting from the arbitration of a grievance under the following articles shall be entirely advisory in nature and shall not be binding upon any of the parties:

Majority and Exclusive Recognition

Implementation

Term

Renegotiation

Non-discrimination

Posting of Vacancies

Recording Work Hours

Payroll Deductions and Dues

Authorized Agents

Provisions of Law

ARTICLE 21 EXPEDITED ARBITRATION

1. This is an alternate to the procedure set forth in Section 6 Arbitration, of Article 21, Grievance Procedure and will only be utilized upon mutual written agreement of the parties.

2. A joint submission statement setting forth the issue(s) to be determined will be prepared prior to the hearing by an arbitrator. If the parties cannot agree to a submission statement, the expedited arbitration procedure will not be utilized.

3. Only those grievances which directly concern or involve the interpretation or application of the specific terms and provisions of this Memorandum of Understanding may be submitted to arbitration hereunder. In no event shall arbitration extend to:
 - A. The interpretation, application, merits or legality of any state or local law or ordinance, including specifically all ordinances adopted by County's Board of Supervisors; unless the arbitrator, in his/her discretion, finds it necessary to interpret or apply such state or local law in order to resolve the grievance which has been submitted to the arbitrator.

- B. The interpretation, application, merits, or legality of any or all of the County of Los Angeles Civil Service Rules, nor matters under the jurisdiction of the Civil Service Commission for which said Commission has established procedures or processes by which employees or employee, organizations may appeal to, or request review by, said Civil Service Commission, including, but not limited to, discharges, reductions and discrimination; nor
 - C. The interpretation, application, merits or legality of the rules or regulations of the department head, the Chief Administrative Office, or any other County department, agency, or commission, unless the arbitrator, in his discretion, finds it necessary to interpret or apply such rules or regulations to resolve the grievance which has, been submitted to the arbitrator.
4. The parties shall select an arbitrator from the panel of arbitrators previously agreed to by the parties and established for the purposes of conducting expedited arbitration proceedings:
- A. The arbitrator will be compensated at the contracted for flat daily rate. The cost of the arbitrator shall be borne equally by the parties. In addition, each party shall pay for all fees and expenses incurred by that party on its behalf, including but not limited to witness fees.

- B. The parties agree that 1) No stenographic record of the hearing will be made, 2) there will be no representation by counsel and 3) there will be no post hearing briefs.
5. The arbitrator selected shall hear the grievance(s) within ten (10) working days of his selection and may hear multiple cases during the course of the day. However, six (6) hours of hearings will constitute one day.
6. Arbitration of a grievance hereunder shall be limited to the formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved.
- A. It is further agreed that the County will not be responsible for expenses or salaries for witnesses called by the UAPD. However, the County will continue to pay the salary of the grievant(s).
7. The arbitrator shall issue a "bench" decision at the conclusion of the parties' testimony. Only by mutual agreement of the parties and the arbitrator will a written decision be issued.
8. The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from or otherwise modify the terms and conditions of this Memorandum of Understanding.

9. The decision of the arbitrator shall be binding upon the UAPD. To the extent the decision and award of the arbitrator does not require legislative action by the Board of Supervisors, such decision and award shall be binding upon the County. If within sixty (60) days of receiving' notice of a decision and award requiring legislative action by the Board of Supervisors, such legislative action is not taken, the arbitrator's decision and award shall have no force or effect whatsoever.
10. Election of this binding forum shall constitute a waiver by all parties to this process of all other administrative processes for the resolution of this dispute in whole or in part and the award shall not be appealed. The decision from this arbitration shall not be precedent setting.
11. The decision of an arbitrator resulting from the arbitration of a grievance under the following Articles shall be entirely advisory in nature and shall not be binding upon any of the parties:
 - Majority and Exclusive Recognition
 - Non-discrimination
 - Implementation
 - Term
 - Renegotiation
 - Posing of Vacancies
 - Recording Work Hours
 - Payroll Deductions and Dues
 - Authorized Agents
 - Provisions of Law

ARTICLE 22 GRIEVANCES - GENERAL IN CHARACTER

In order to provide an effective mechanism whereby disagreements between the UAPD and Management concerning the interpretation or application of any of the provisions of this Memorandum of Understanding affecting the rights of the parties or the working conditions of a significantly large number of employees in the Unit may be effectively resolved, the following procedures are agreed upon:

- A. Where the UAPD has reason to believe that Management is not correctly interpreting or applying any of the provisions of this Memorandum of Understanding, the UAPD may request in writing that a meeting be held with the authorized representatives of the County who have authority to make effective recommendations for the resolution of the matter with copies to the Department Heads involved and to the Chief Administrative Office. Such written request shall set forth in detail the facts giving rise to the request for the meeting and shall set forth the proposed resolution sought.

Within five business days of receipt of the request for such a meeting, the parties will meet for the purpose of discussing and attempting to resolve the disagreement.

- B. Within ten business days of such meeting, and in the event the matter is not satisfactorily resolved; the UAPD shall have the right to meet with the principal representative(s) of the County who have authority to resolve the matter. For purposes of this provision, Management's principal representative(s) shall mean its Chief Administrative Office or his authorized representative, and any other

County Department Head or his authorized representative, who has authority to resolve this matter.

- C. Within ten business days after the meeting provided in (B). above, if the matter is not satisfactorily resolved, and if the disagreement meets the requirements of Section 6 of Article 21 the disagreement may be submitted to arbitration in accordance with the provisions of Section 6 of Article 21 of this Memorandum of Understanding.

It is further understood that this Article is not intended as a substitute or alternative for the grievance procedures set forth in Article 21 of this Memorandum of Understanding. Instead, this Article is intended to provide a procedure to resolve disagreements affecting the rights of the parties or disagreements arising from the application of the terms of this Memorandum of Understanding affecting the working conditions of a significantly large number of the employees in the Unit, as distinguished from the rights of individual employees. Accordingly, the parties agree that the procedures set forth herein shall not be implemented where the dispute or complaint involved is or could be effectively brought by an employee or employees, and otherwise processed through the grievance procedures set forth in Article 21 hereof.

ARTICLE 23 UAPD STEWARDS

Section 1. Stewards

The UAPD may designate stewards to represent employees in the processing of grievances subject to the following rules and procedures:

- A. The UAPD and Management shall negotiate as to a reasonable number of stewards within each facility.

- B. The UAPD shall furnish Management representatives with a written list identifying by names and assigned work areas all regular and alternate stewards and the list shall be kept current by the UAPD at all times.

- C. The UAPD will designate as a steward only employees who have passed an initial probation period and have been designated as permanent.

- D. Management agrees a steward will not be discriminated against because of his/her activities as a steward.

Section 2. Handling Grievances

- A. When requested by an employee, a steward, with permission of his/her supervisor, may investigate any alleged grievance in his/her assigned work area and assist in its preparation.

- B. After notifying and receiving approval of his/her immediate supervisor, a steward may be allowed reasonable time off during working hours without loss of time or pay to process such grievance. Such notification shall include the nature of his/her business for which time off is requested and the estimated time of his/her absence. The immediate supervisor will authorize the steward to leave his/her work to process such a grievance unless compelling circumstances require refusal of such permission, in which case the immediate supervisor shall inform the steward of the reasons for the denial and establish an alternate time when the steward can reasonably be expected to be released from his/her work assignment. The steward shall notify his/her supervisor upon his/her return to work.
- C. When a steward desires to contact an employee at his/her work location, the steward shall first contact the immediate supervisor of that employee, advise him/her of the nature of his/her business, and obtain the permission of the supervisor to meet with the employee. The immediate supervisor will make the employee available promptly unless compelling circumstances prohibit the employee's availability, in which case the supervisor will notify the steward when he/she can reasonably expect to contact the employee.
- D. A steward's interview or discussions with an employee on County time will be handled expeditiously, reasonable in length, and shall not interfere with or interrupt county business.

- E. The time authorized for a steward to handle an employee's grievance will be recorded by the steward on forms made available by his/her department. The original of the form will be forwarded to the department's personnel office, and a copy retained by the steward.

ARTICLE 24 RECORDING WORK HOURS

Management may exempt employees in this Unit of the obligation to record their hours of work by time clock. This exemption may be applied to specific work locations or to specific days or shifts. This exemption may be extended to individuals or to groups of individuals.

This exemption once given is revocable, with five day's notice to the employee, but its revocation shall address the management's need for accurate, unimpeachable timekeeping and shall not be construed as diminishing the professional status of the employees.

ARTICLE 25 TRANSFER

Section 1. Definitions

For the purpose of this Article, a transfer is a change in job location.

Section 2. Transfer

An employee, who desires a transfer from one job location to another, shall prepare a written request and submit it to the Chief Pharmacist of the job location where the transfer is desired. All transfer requests shall be considered for one year from the date of filing.

As openings occur, Management shall consider the transfer request on file first. Management shall consider filling vacancies by effecting transfers before filling vacancies by hiring or promotions from eligible lists. The seniority of the employees requesting such a transfer will be considered. However, this Article in no way is intended to limit Management's authority to make appointments.

It is understood and agreed that transfers will not be made for disciplinary purposes.

Section 3.

Management shall consider factors including, but not limited to, geographical preference and seniority of the employee being transferred when initiating a transfer. Reasonable efforts will be made to accommodate location preference when practicable.

Nothing herein shall preclude Management from making involuntary transfers of employees based on a specific skill set or operational need.

ARTICLE 26 PAYROLL DUES AND DEDUCTION

Section 1. UAPD RIGHTS

Los Angeles County agrees to deduct and transmit to UAPD all membership dues authorized on a form provided by UAPD.

Employees of this bargaining unit may withdraw from membership in UAPD by sending a signed withdrawal letter to UAPD with a copy to the County's Chief Executive Office Employee Relations Division within thirty (30) days prior to the expiration date of the MOU. Union dues deductions shall be cancelled within forty-five (45) calendar days of receipt of the notice of cancellation.

UAPD agrees to indemnify and hold the County of Los Angeles harmless from any liabilities of any nature which may arise as a result of the application of the provisions of this Article.

Section 2. UAPD Information

The UAPD may provide, and a department will make available a packet of information at orientation sessions for all new employees in the bargaining unit.

Upon initial appointment to any bargaining unit position as a probationary or permanent employee, the employee shall be informed by the employer that UAPD is the recognized employee organization for the employee in said classification and present the employee with a packet of information which has been supplied by UAPD.

No provision of this Article nor any disputes arising thereunder shall be subject to the grievance and arbitration procedure contained in this Agreement.

On a quarterly basis, the County shall provide UAPD with an electronic roster bearing the names, home addresses, identification/employee numbers, department, facility, unit code, class title, salary amount, and membership status of all employees covered by this Agreement were permitted by law. On a quarterly basis, the County shall also provide access to BU 301 employees who have separated from County employment or left the bargaining unit.

ARTICLE 27 PAYCHECK ERRORSA. Underpayments

1. If an underpayment of 10% of base monthly pay (5% of base monthly pay if paid twice a month) or \$100, whichever is least, occurs in an employee's pay check, a pay check correction may be requested. Such request must be made to the appointing authority within two business days after receipt of the warrant. Otherwise, the correction shall be made in the next regularly issued warrant.
2. The Auditor-Controller will issue a corrected or supplemental warrant within three working days after receiving the request from the appointing authority.
3. Changes in salary resulting from step advances or changes in status are excluded from amounts which constitute paycheck errors for purposes of this Article.

B. Overpayments

1. Employees will be notified prior to the recovery of overpayments.
2. Recovery of more than 15% of net pay will be subject to a repayment schedule established by the appointing authority under guidelines issued by the Auditor-Controller. Such recovery shall not exceed 15% per month of a disposable income (as defined by State law), except, however, that a mutually agreed-upon acceleration provision may permit faster recovery.

ARTICLE 28 STRIKES AND LOCKOUTS

During the life of this agreement no work stoppages, strikes, slowdowns, or picketing shall be caused or sanctioned by the UAPD, and no lockouts shall be made by the County.

In the event any employees covered by this agreement individually or collectively, violate the provisions of this Article and the UAPD fails to exercise good faith in halting the work interruption, the UAPD and the employees involved shall be deemed in violation of this Article and the County shall be entitled to seek all remedies available to it under applicable law.

ARTICLE 29 UNION ACCESS

Authorized Union representatives may be granted access to work locations in all hospital and health facilities, including areas utilized for patient care, treatment, and general work in which employees covered hereby are employed, for the purpose of conducting grievance investigations and/or to observe working conditions. Authorized Union representatives desiring access to such locations shall first request permission from the appropriate Management representative, at which time the authorized representative shall inform the Management representative of the purpose of the visit. The Management representative may deny access to a work location if in his/her judgment he/she deems that a visit will unduly interfere with the operations of the department or facility thereof, in which event the Management representative will recommend an alternate time for the visit.

A Union representative assigned to a facility on regularly scheduled days will inform the designated Management representative of his/her schedule and any subsequent change in such schedule. Upon meeting this requirement, the Union representative may have access to any cafeteria, canteen or rest area not requiring passage through or entrance into a patient care, treatment or general work area.

Union shall within thirty (30) days of the effective date of this Memorandum of understanding give to Management a written list of all authorized representatives, which list shall thereafter be kept current the Union. Access to work locations hereunder will be granted only to representatives on the current list.

ARTICLE 30 IDENTIFICATION OF EMPLOYEES

A master list is a list of the names and payroll location of all employees in the classifications comprising this Unit as listed in Article 1. Such master list may be furnished by Management when requested by the Union no more than four times a year. The Union is entitled to one list at no charge each year of this agreement. The Union shall pay to County \$100.00 for each additional master list furnished by the County. Such payment shall be due and payable within 30 days from the date of billing.

Within thirty days from the effective date of this Memorandum of Understanding, Management shall provide the Union with the first master list without charge. Upon the Union's request the County will provide the master list in computer tape format following the Union's payment to the County of an initial \$500.00 programming fee.

ARTICLE 31 OBLIGATION TO SUPPORT

The parties agree that subsequent to the execution of this Memorandum of Understanding and during the period of time said Memorandum is pending before the Board of Supervisors for action, neither the UAPD, nor Management, nor their authorized representatives, will appear before the Board of Supervisors individually to advocate any amendment, addition or deletion to the terms and conditions of the Memorandum of Understanding.

It is further understood that this Article shall not preclude the parties from appearing before the Board of Supervisors nor meeting with individual members of the Board of Supervisors to advocate or urge the adoption and approval of this Memorandum of Understanding in its entirety.

ARTICLE 32 FULL UNDERSTANDING, MODIFICATIONS, WAIVERSection 1.

It is intended that this Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety. It is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required, to negotiate with respect to any subject or matter covered herein.

With respect to other matters within the scope of negotiations, negotiations may be required during the term of this agreement as provided in Section 2 of this Article.

Section 2.

It is understood and agreed that the provisions of this Section are intended to apply only to matters which are not specifically covered in this agreement.

It is recognized that during the term of this agreement, it may be necessary for Management to make changes in rules or procedures affecting the employees in the Unit. Where Management finds it necessary to make such changes, it shall notify the Union indicating the proposed change prior to its implementation.

Where such change would significantly affect the working conditions of a significantly large number of employees in the Unit; where the subject matter of the change is subject to negotiations pursuant to the Employee Relations Ordinance and where the Union requests to negotiate with Management, the parties shall expeditiously undertake negotiations regarding the effect the change would have on employees in the Unit.

The phrase 'significantly large number" shall mean (a) a majority of the employees in the Unit, (b) all the employees within a Department in the Unit, or (c) all of the employees within a readily identifiable occupation such as Physician Specialist, MD.

Any agreement, resulting from such negotiations shall be executed in writing by all parties hereto, and if required, approved and implemented by County's Board of Supervisors. If the parties are in disagreement as to whether any proposed change is within the scope of negotiations, such disagreement may be submitted to the Employee Relations Commission for their resolution.

In the event negotiations on the proposed change are undertaken, any impasse which arises may be submitted as an impasse to the Employee Relations Commission.

Section 3.

Nothing herein shall limit the authority of Management to make necessary changes required during emergencies. However, Management shall notify the Union of such changes as soon as practicable. Such emergency assignments shall not extend beyond the period of the emergency. "Emergency" is defined as an unforeseen circumstance requiring immediate implementation of the change.

Section 4.

Where Management makes any changes in working conditions because of the requirements of law, including ordinances adopted by the Board of Supervisors, the County shall not be required to negotiate the matter or manner of compliance with such law where the manner of compliance is specified by such law.

Section 5.

The waiver of any breach, term or condition of this Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE 33 AUTHORIZED AGENTS

For the purpose of administering the terms and provisions of this Memorandum of Understanding:

- A. Management's principal authorized agent shall be County's Chief Administrative Officer or his duly authorized representative (Address: 500 West Temple Street, Room 774-A, Los Angeles, California 90012; Telephone: (213) 974-4029), except where a particular Management representative is specifically designated in connection with the performance of a specific function or obligation set forth herein.

- B. The Union's principal authorized agent shall be its General Manager, or the duly authorized representative, (Address: 1960 East Grand Avenue, Suite 810 El Segundo, CA 90245. Telephone: (310) 398-4038; Facsimile: (310) 398-6427.

ARTICLE 34 CONTRACTING OUT AND TRANSFER OF FUNCTIONS

In the event the County enters into any agreement with another public employer or private entity which involves the transfer of functions now being performed by employees in this Representation Unit or the law provides for the transfer of functions now being performed by employees in this Unit to another public or private agency, the County will advise such public or private entity of the existence and terms of this Memorandum of Understanding and will immediately advise the UAPD of such agreement or law. In addition, the County will consult with the employer absorbing a County function to encourage utilization of affected employees by the new employer. When a Department's Request for Proposal is approved by the Chief Administrative Officer, the Labor Relations Office will arrange to meet with representatives of the UAPD to advise them of this action within five (5) business days.

When advance knowledge of the impact of pending changes in function organization, or operations is available which will result in the abolishment of positions or when there is any major reassignment of functions from one department to another or to another agency, Management will make an intensive effort to either reassign or transfer affected employees to other positions for which they qualify, or train affected employees for new positions in order to retain their services.

ARTICLE 35 MANAGEMENT RIGHTS

It is the exclusive right of the County to determine the mission of each of its constituent departments, boards, and commissions, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations. It is also the exclusive right of the County to direct its employees, take disciplinary action for proper cause, relieve its employees from duty because of lack of work or for other legitimate reasons, determine the methods, means and personnel by which the County's operations are to be conducted, to reorganize any County department during the term of this agreement; however, management shall at the earliest time possible meet and confer with the union on the impact of any decision to reorganize when such issues are not covered by Civil Service Rules or Memorandum of Understanding; provided, however, that the exercise of such rights does not preclude employees or their representatives from conferring or raising grievances about the practical consequences that decisions on these matters may have on wages, hours, and other terms and conditions of employment.

ARTICLE 36 PROVISIONS OF LAW

It is understood and agreed that this Memorandum of Understanding is subject to all current and future applicable Federal, State and County laws; Federal and State regulations; the Charter of the County of Los Angeles, and any lawful rules and regulations enacted by County's Civil Service Commission, Employee Relations Commission or similar independent commissions of the County. If any part or provision of this Memorandum of Understanding is in conflict or inconsistent with such applicable laws, rules or regulations, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part or provision shall be suspended and superseded by such applicable law, regulations or rules, and the remainder of this Memorandum of Understanding shall not be affected thereby.

ARTICLE 37 PARKING

The UAPD agrees to be a non-participant of SEIU Local 721's Labor Management Transportation Committee and agrees to any plans implemented on traffic mitigation/reduction by SEIU Local 721.

The Union recognizes the County's obligation to fulfill employer requirements for traffic reduction under the South Coast Air Quality Management District Regulation XV. It is the Union's intent to assist the County in fulfilling its obligation.

County Management will continue to make every reasonable effort to provide safe and adequate free parking facilities for employees who regularly find it necessary to use their own vehicle for transportation to their work location.

ARTICLE 38 PRODUCTIVITY ENHANCEMENTS

The parties mutually agree to negotiate any incentive plans which will increase productivity and reward employees with a share of the gains. The parties further agree to develop wellness programs in accordance with the Fringe Benefits Memorandum of Understanding which may also result in monetary incentives for employees.

ARTICLE 39 ASSIGNMENT OF ADDITIONAL RESPONSIBILITIES

Upon the employee's written request, any permanent, full-time employee shall be entitled to additional compensation for the performance of additional responsibilities which are assigned and approved by the Department Head or designated management representative and the Chief Administrative Office.

The Department shall notify an employee in writing of the approval or denial of his/her written request within 45 business days of receipt of the request for the additional responsibilities bonus.

If the employee is placed in an assignment requiring the performance of additional responsibilities prior to the Department obtaining CAO approval, upon his/her request he/she shall be returned to an assignment in his/her own classification until notified of the CAO's approval in writing.

To qualify for this additional compensation a full-time permanent employee must either:

1. Be assigned to a special project or assignment which requires the performance of additional duties and carries additional responsibilities beyond those typically allocated to the employee's class. The assignment of additional duties normally performed by incumbents of the employee's class would not qualify for this compensation. The bonus for being assigned a special project or assignment shall be two standard salary schedules; or

2. Perform all the significant duties of a higher level class for which there is no vacant funded position. The bonus shall be two standard salary schedules unless the difference between the employee's class and the higher level class is less than two standard salary schedules. In this case, the bonus shall be the difference between the two classes.

The bonus provision of paragraph 2 above does not apply to employees on short term higher level assignments of two weeks or less.

The additional compensation shall begin on the first day the additional responsibilities are assigned by management and shall end on the day the additional responsibilities are no longer performed. Management shall notify the employee of the termination of any assignment for which he or she qualifies for the additional responsibilities bonus. In no event shall an employee receive compensation pursuant to this Section and receive the out-of-class bonus pursuant to Article 40, Out-of-Class Assignments for the same assignment.

The additional compensation provided in this Section shall not constitute a base rate.

ARTICLE 40 OUT-OF-CLASSSection 1. Definitions

- A. For the purpose of this Article, an out-of-class assignment is the full-time performance of all the significant duties of an allocated, vacant, funded position in one class by an individual in another class.
- B. The amount of the bonus shall be two standard salary schedules and shall not constitute a base rate. When the difference between rates of the employee class and the out-of-class assignment is less than the above bonus, the employee shall receive the rate for the higher class.

Section 2. Conditions

- A. If an employee is assigned to an out-of-class assignment for more than 20 consecutive working days, management shall upon the employee's or UAPD's written request for relief either:

appoint the employee according to Civil Service Rules; If the person is appointed within 30 calendar days from the date of request for relief, no bonus under this Article is paid;

Return the employee to an assignment in his/her own class. If such return is made within 30 calendar days of the request for relief, no bonus under this Article is to be paid, or pay the employee the bonus. The bonus is paid from the date of request for relief and terminates when the conditions of this Article are no longer met.

The bonus is not applicable to persons employed on a temporary, recurrent, or less than full-time basis.

- B. It is the intent of management to avoid working an employee on an out-of-class for a prolonged period of time.

Section 3. Special Provisions

- A. Nothing herein shall be construed to limit the authority of management to make temporary assignments to different or additional locations, shifts or work duties for the purpose of meeting emergency situations over which the department has no control. However, such assignment shall not extend beyond the period of emergency.
- B. Nothing in this Article shall be construed as limiting management's authority to make temporary incidental assignments on higher rated classification work, or to assign employees out-of-class for the purpose of training without any additional compensation for the duration of such training. Written confirmation of such assignment will be placed in the employee's personnel file upon request of the employee.
- C. It is agreed that the provisions of this Article will be applied within departments and districts within the County and is not intended to apply departmental organization units.

- D. Upon the employee's written request, a written confirmation of his/her out-of-class assignment shall be placed in the employees personnel file after completion of the out-of-class assignment. A copy will be provided to the employee.

- E. Grievances filed under this Article may be filed under the expedited arbitration procedure set forth in this MOU.

ARTICLE 41 BU 301 JOINT LABOR MANAGEMENT COMMITTEE

Section 1.

The parties agree to establish a Joint Labor-Management Committee to consult on issues pertaining to unit members in accordance with Employee Relations Ordinance 5.04.090.

- A. The purpose of the Joint Labor-Management Committee is for BU 301 and Management to establish a forum for labor and management to regularly meet and jointly discuss issues concerning bargaining unit members.

Section 2.

The Committee shall be limited to a total of ten (10) members, unless the parties mutually agree otherwise. Five (5) members shall be appointed by Management and a total of five (5) unit members appointed by the Union shall make up the committee. Upon request of either party, a representative from the Chief Executive Office Employee Relations Division may attend Joint Labor-Management Committee meetings.

Section 3.

During the term of this MOU, the Joint Labor-Management Committee shall meet up to four (4) times annually, upon request of either party, at mutually agreeable times and locations and shall commence within thirty (30) days of the ratification of the contract. If meetings must be cancelled or postponed by either party, every effort will be made to immediately reschedule meetings to a date and time agreeable to both parties. Both the Union and Management must mutually agree to the scheduling of any committee meeting which is not a regularly scheduled meeting.

Section 4.

Meetings shall be on County time for employees who are scheduled to work on scheduled meeting dates. Employees not scheduled to work on scheduled meeting dates shall not be compensated but may attend scheduled meetings.

Section 5.

The parties agree that the Committee may make advisory recommendations to Management for consideration.

ARTICLE 42 DIGNITY AND PROFESSIONALISM IN THE WORKPLACE

UAPD and management are committed to working together to ensure a healthy and professional work environment free from emotional and psychological abuse and intimidation and to promote dignity for all workforce members. Labor and management are committed to working together to address complaints of intimidation and other forms of emotional and psychological abuse in the workplace in a timely manner.

ARTICLE 43

PROFESSIONAL JUDGMENT

The parties agree that the pharmacists in bargaining unit 301 shall not practice, nor shall they be required to practice, in any manner which places their professional license(s) in jeopardy.

This article shall not be subject to the grievance and or arbitration provision of this MOU.

ARTICLE 44HEALTH AND SAFETYSection 1.

It is the duty of Management to make every reasonable effort to provide and maintain a safe and healthy place of employment. UAPD will cooperate by encouraging all employees to perform their work in a safe manner. It is the duty of all employees in the course of performing their regularly assigned duties to be alert to unsafe and/or unhealthy practices, or conditions and to report to their immediate supervisors. If such conditions cannot be satisfactorily remedied by the immediate supervisor, the employee or their representative may submit the matter to the local facility safety officer or the departmental safety officer, if there is no local safety officer. The safety officer will respond within five (5) business days. If the employee or their representative is not satisfied with the response of the safety officer, the Union may consult with the Chief Executive Office or their designee. A representative of such branch shall respond to the department head and the Union within ten (10) business days. If the Union is not satisfied with the response of the Chief Executive Office, the issue may be taken within ten (10) business days to arbitration as set forth in Article 21. During such ten (10) days, consultation between the department head and the Union will take place.

Section 2.

Management and UAPD agree that Williams-Steiger Occupational Safety and Health Act of 1970, the California Occupational Safety and Health Act of 1973, and California Senate Bill 198 shall be binding on both parties.

Section 3.

Management shall maintain adequate first aid kits at all work facilities.

ARTICLE 45REIMBURSEMENT FOR BOARD OF PHARMACY
CERTIFICATION

Where funding is available, the County shall maintain a reimbursement program for unit employees related to performance of their current assignment. Funding will support one (1) Board of Pharmacy Specialty Certification approved by Management for the term of the of the contract.


Reimbursement Plan: An employee shall submit a request of the proposed reimbursable in advance of attendance to their manager. Due to patient safety concerns, such time off request will be granted contingent upon the number of pre-scheduled absences, such as vacations, CEU's, and leaves that have been already granted during a scheduling cycle. The employee is required to submit satisfactory evidence of completion of the certification and successful passing of the test in order to receive reimbursement.

Funds of up to \$500 per the term of the contract will be made available to qualified permanent employees on a first come first serve basis as funds are available. Said funds are limited to the training course, and/or testing fees.

This Article shall become effective January 1, 2019, and will sunset and terminate on September 30, 2025. There will be no retroactive reimbursements provided for Board of Pharmacy Specialty Certification obtained prior to January 1, 2019.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Memorandum of Understanding the day, month and year first above written.

UNION OF AMERICAN PHYSICIANS
AND DENTISTS

By  _____

PATRICIA CASTILLO
Deputy Regional Administrator

COUNTY OF LOS ANGELES
AUTHORIZED MANAGEMENT
REPRESENTATIVES

By  _____

FESIA A. DAVENPORT
Chief Executive Officer