

AMENDMENT NO. 1

**MEMORANDUM OF UNDERSTANDING
EXECUTIVE ADMINISTRATIVE ASSISTANTS UNIT (MOU 37)**

**AMENDMENT NO. 1 to Memorandum of Understanding No. 37
made and entered into this 24th day of August, 2023.**

BY AND BETWEEN

THE CITY OF LOS ANGELES

AND

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
LOCAL 3672, AFL-CIO**

January 1, 2023 through December 30, 2023

**MOU AMENDMENT NO. 1
EXECUTIVE ADMINISTRATIVE ASSISTANTS UNIT (MOU 37)**

The American Federation of State, County and Municipal Employees, Local 3672 and the City of Los Angeles have reached agreement on the following MOU amendments.

The following Article 3.2 – Additional Duties Pay is **amended** as follows:

ARTICLE 3.2 ADDITIONAL DUTIES PAY

When Management assigns an Executive Administrative Assistant to perform the duties of a Commission Executive Assistant I or II, the Executive Administrative Assistant shall be compensated at the second premium level rate (5.5%) above the employee's step rate for the employee's class for each day so assigned.

Effective July 2, 2023, this compensation will change to two hundred forty dollars (\$240.00) biweekly when regularly assigned or twenty-four dollars (\$24.00) per day when assigned on a daily basis.

This compensation is pensionable when regularly assigned and non-pensionable when assigned on a daily basis.

The following Salary Notes in Appendix B, are **amended** as follows:

APPENDIX B

SALARY NOTES

Note 2: An employee in the class of Executive Administrative Assistant II (Class Code 1117-2), when regularly assigned as a full-time personal executive administrative assistant to a Member of the Board of Public Works, shall receive additional compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for this class. This compensation is pensionable.

Effective July 2, 2023, when the Member of the Board of Public Works is the President of the Board of Public Works, the employee shall also receive an additional one hundred twenty dollars (\$120.00) biweekly (pensionable).

Note 4: Effective January 1, 2023, any employee in the class of Executive Administrative Assistant (Class Code 1117), Executive Legal Secretary I (Class Code 0583), or Executive Legal Secretary II (Class Code 0584), who is assigned as a full-time personal assistant to two (2) or more executive positions at the level of a General Manager, Assistant General Manager, or

equivalent executive positions in a City department, office, or bureau, shall receive additional compensation at two hundred forty dollars (\$240.00) biweekly while so assigned. This compensation is pensionable. For the purposes of this salary note, equivalent executive positions in the City Attorney's Office shall include the City Attorney, Chief of Staff, or Branch Chiefs.

1. Employees who qualify for additional compensation under both this salary note and Article 3.2 (Additional Duties Pay) of this MOU shall not receive compensation for both concurrently.

Effective July 2, 2023, employees who qualify for additional compensation under both this salary note and Article 3.2 (Additional Duties Pay) of this MOU, shall receive compensation for both concurrently.

2. Employees who qualify for additional compensation under both this salary note and Salary Note 1 of this MOU shall not receive compensation for both concurrently.
3. Employees who qualify for additional compensation under both this salary note and Salary Note 2 of this MOU shall not receive compensation for both concurrently.

All other Salary Notes in Appendix B remain unchanged.

**MOU AMENDMENT NO. 1
EXECUTIVE ADMINISTRATIVE ASSISTANTS UNIT (MOU 37)**

Except for the amendments specified herein, all other Articles and/or provisions of the 2023 MOU No. 37 shall remain in full force and effect during the term of the January 1, 2023 – December 30, 2023, MOU.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1 to the 2023, MOU 37, the day, month, and year first written above.

FOR AFSCME, LOCAL 3672:

Lynnette T. Howard

Lynnette Howard, Business Representative
AFSCME, District Council 36

8/9/23

Date

FOR THE CITY:

[Signature]

Matthew W. Szabo
City Administrative Officer

August 24, 2023

Date

Approved as to Form and Legality:

[Signature]

Office of the City Attorney

6/29/2023
Date

[Signature]

Leticia Gonzalez, President
AFSCME, Local 3672