

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 3, 2020

To: Ron Galperin, Controller  
Attn: Vijay Singhal, Principal Deputy Controller

From: Richard H. Llewellyn, Jr., City Administrative Officer



Subject: **TECHNICAL CORRECTIONS FOR THE 2018-2021 MEMORANDUM OF UNDERSTANDING FOR THE SAFETY/SECURITY REPRESENTATION UNIT (MOU 18) (C.F. NO. 19-0845)**

The 2018-2021 Memorandum of Understanding (MOU) between the City of Los Angeles and the Service Employees International Union (SEIU), Local 721, for the Safety/Security Representation Unit (MOU 18) contains the following technical error that requires correction:

**ARTICLE 3.1 GRIEVANCE PROCEDURE**

The first sentence of Step 4 Arbitration, section A. shall be corrected by removing (20) and replacing with (30). The new language should reflect the bold underlined information as shown below:

**STEP 4      ARBITRATION**

- A. If the written response at Step 3, or mediation, does not settle the grievance, or Management fails to provide a written response within thirty **(30)** business days of the Step 3 meeting, the Union may elect to serve a written request for arbitration with the ERB. A copy of this notice shall be served upon the department's personnel officer. The request for arbitration must be filed with the ERB within twenty (20) business days following (a) the date of service of the written response of the General Manager/Commission or the designee, or (b) the last day of the response period provided for in Step 3. Failure of the Union to serve a written request for arbitration with the ERB within said period shall constitute a waiver of the grievance.

If you have any questions, please contact Angela Brown at (213) 978-7642 or [Angela.Brown@lacity.org](mailto:Angela.Brown@lacity.org).

RJH:DHB:AB:0720157

c: Rosemary Go, Controller's Office  
Daniel Quach, Controller's Office  
Vivienne Swanigan, Office of the City Attorney  
David Sanders, SEIU