FORM GEN. 160

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 17, 2025

To: Kenneth Mejia, Controller
Attn: James Robinson, Principal Deputy Controller

From: Matthew W. Szabo, City Administrative Officer

Subject: **TECHNICAL CORRECTIONS FOR THE 2023 – 2028 MEMORANDUM OF UNDERSTANDING FOR THE CLERICAL AND SUPPORT SERVICES UNIT (MOU 03) (C.F. NO. 24-0427)**

The 2023-2028 Memorandum of Understanding (MOU) between the City of Los Angeles and the American Federation of State, County and Municipal Employees (AFSCME), District Council 36, Local 741, AFL-CIO, for the Clerical and Support Services Unit (MOU 03), contains the following technical errors that require technical correction.

PERSONAL LEAVE AND HOURLY UNSPECIFIED HOLIDAY PILOT PROGRAM

Calculations related to the part-time Personal Leave and Hourly Unspecified Holiday Pilot Program for the calendar years 2025 through 2028 were inadvertently omitted from MOU 03.

The original intention behind the part-time personal leave and hourly unspecified holiday time was to allocate hours similar to the full-time employee ratio, converting a maximum of 60% as personal leave, and any remaining hours over 60% credited as hourly unspecified holiday time.

The Personal Leave and Hourly Unspecified Holiday Pilot Program Articles in MOU 03 shall be updated with the new language in **bold underlined** to codify the original intent.

FROM:

ARTICLE 71.A PERSONAL LEAVE AND HOURLY UNSPECIFIED HOLIDAY PILOT PROGRAM

B. PERSONAL LEAVE AND HOURLY UNSPECIFIED HOLIDAY TIME FOR CALENDAR YEARS 2025-2028

The bank of Personal Leave time credited to an employee in calendar years 2025, 2026, 2027, and 2028 only shall be treated as follows.

2. For part-time employees:

a. On January 1st of each year, each part-time unit member shall, in addition to all other compensatory time, receive up to 24 hours of Personal Leave time based on a proration of 0.0192 hours for each hour compensated during the prior calendar year.

b. On January 1st of each year listed above, each part-time unit member shall, in addition to all other compensatory time, receive up to 16 hours of Hourly Unspecified Holiday time based on a proration of 0.0192 hours for each hour compensated during the prior calendar year.

TO:

B. PERSONAL LEAVE AND HOURLY UNSPECIFIED HOLIDAY TIME FOR CALENDAR YEARS 2025-2028

The bank of Personal Leave time credited to an employee in calendar years 2025, 2026, 2027, and 2028 only shall be treated as follows.

2. For part-time employees:

a. On January 1st of each year, each part-time unit member shall, in addition to all other compensatory time, receive up to 24 hours of Personal Leave time based on a proration of 0.0192 hours for each hour compensated during the prior calendar year **multiplied by 60%**.

b. On January 1st of each year, each part-time unit member shall, in addition to all other compensatory time, receive up to 16 hours of Hourly Unspecified Holiday time based on a proration of 0.0192 hours for each hour compensated during the prior calendar year. **Any remaining hours in excess of 60% of the hours credited as personal leave shall be converted to Hourly Unspecified Holiday time.**

If you have any questions or require additional information, please email the Employee Relations Division at CAO.ERD@lacity.org.

MWS:PAG:AB:0726005

c: Daniel Quach, Office of the Controller
Sunny Lee, Office of the Controller
Vivienne Swanigan, Office of the City Attorney
Personnel Directors (w/o DWP)
Steve Koffroth, Coalition of City Unions
Larry Gates, President AFSCME, Local 3090
Santiago Li, HRP Compensation