

## AQUEDUCT DIVISION BID PLAN

### I. BID PLAN - INTRODUCTION

In accordance with the conditions and procedures herein, there is hereby established a division-wide plan by which the opportunity is extended to employees in the Aqueduct Division represented by International Brotherhood of Electrical Workers Union, Local 18, Operating, Maintenance, and Service Unit to bid for vacancies in various work locations for the Aqueduct Division. The bidding established herein is for location only and does not involve specific assignments or shifts at affected locations. All classifications affected by the Bid Plan are for those positions described in Section III below.

This Bid Plan shall be subject to:

- ° City, State, and Federal laws, rules, and regulations which govern employment-related practices;
- ° The Department of Water and Power (DWP) EEO/AA policies and procedures;
- ° The Civil Service Rules; and
- ° The current Memorandum of Understanding (MOU).

### II. OBJECTIVES

The objectives of this plan are:

- (1) To provide wider selection for vacant positions.
- (2) To provide opportunity for training.
- (3) To promote effective division and system operation.
- (4) To provide recognition of employees' seniority, experience, training, and qualification.
- (5) To promote EEO/AA goals and objectives in the assignment and reassignment of employees.

III. CIVIL SERVICE CLASSES COVERED BY PLAN

AQUEDUCT DIVISION EMPLOYEES  
OPERATING, MAINTENANCE, AND SERVICE UNIT  
DWP BARGAINING UNIT 8  
CITY OF LOS ANGELES BARGAINING UNIT 47

Class Title

Maintenance Laborer  
Maintenance and Construction Helper  
Building Repairer  
Carpenter  
Cement Finisher  
Miner  
Painter  
Reinforcing Steel Worker  
Well Driller  
Light Equipment Operator  
Equipment Operator  
Garage Attendant  
Construction Equipment Service Worker  
Power Shovel Operator  
Heavy Duty Truck Operator  
Auto Body Builder and Repairer  
Equipment Mechanic  
Senior Equipment Mechanic  
Auto Painter  
Heavy Duty Equipment Mechanic  
Senior Heavy Duty Equipment Mechanic  
Machinist  
Mechanical Helper  
Mechanical Repairer  
Welder  
Water Utility Worker  
Waterworks Mechanic

Any new Aqueduct Division position accreted to the Operating, Maintenance, and Service Unit will be automatically included under this Bid Plan.

For purposes of this Bid Plan, when there are multi-salary levels within a given classification, each salary level will be treated as a separate class and positions therein will be bid separately.

IV. PERMANENT REPORTING LOCATIONS

Subject to the Department's exclusive right to establish, abolish, or restore permanent reporting locations, the following Aqueduct Division facilities shall be considered permanent reporting locations for the purposes of this Bid Plan.

Northern District

- Bishop Yard
- Independence Yard
- Cain Ranch

Southern District

- Mojave Yard
- Dry Canyon Yard

any other permanent reporting location designated by the Engineer of the Los Angeles Aqueduct shall be part of this Bid Plan.

V. BASIC PROVISION

(1) Vacancy Open for Bidding

A vacancy will be considered open for bid when created by any of the following:

- (a) Termination or resignation of an employee for any cause.
- (b) Permanent reassignment of a previous incumbent.
- (c) Acceptance of and completion of probation in a permanent appointment to a position in another Civil Service class.
- (d) Permanent disability of previous incumbent as defined by the Department's Medical Director.
- (e) Temporary disability exceeding one calendar year.
- (f) Allocation of new permanent positions.

(2) Facilities Removed from Service

Whenever a permanent reporting location or function is to be removed from service and is not to be replaced, notification will be given to the Union and affected employees as early as practical, and the Union and the Department shall meet to discuss the placement of the affected individuals in other locations when and where possible. In the event layoff is necessary, the applicable City of Los Angeles Charter provisions and related Civil Service rules shall control.

(3) Duration of Vacancy

Subject to the exclusive right of management to withdraw from, restore to, or create any position in the Bid Plan, management will fill any vacancy at a permanent reporting location within 120 days from start of such vacancy.

(4) Temporary Positions

Any position which is expected to exist or be vacant for less than 12 months shall be designated as a temporary position and shall not be subject to this Bid Plan.

VI. ELIGIBILITY

(1) Eligible Bidder

Employees covered by this Bid Plan shall become eligible bidders for a vacancy at a location upon completion of probationary period in the Civil Service class or serving six months in the affected class pay level at an Aqueduct Division permanent reporting location.

(2) Reassignment under the Bid Plan

All reassignments made under these Bid Procedures shall be subject to the MOU and to the rules of the Civil Service Commission.

VII. BID PROCEDURE

- (1) All employees desiring to transfer to other reporting locations shall submit bid request forms to the Aqueduct Division personnel office. The bid requests shall indicate the reporting location to which bidders seek reassignment. The bid request form can be obtained at any permanent reporting location. A copy of the bid request form initialed by an authorized representative of the Engineer of the Aqueduct Division will be mailed back to the bidder.
- (2) A bid request form submitted by an eligible employee shall remain on file with the Aqueduct Division personnel office until the individual discontinues his or her service with the Aqueduct Division or the individual withdraws such request by a signed letter.
- (3) Whenever the need to fill a vacant position at a bid location has been determined, an announcement of such a position will be posted a minimum of seven calendar days at each permanent reporting location prior to the bid award. A copy of such a notice will be given to a Local 18 representative.
- (4) Awards
  - (a) Award of a bid under this Bid Plan will be based on the following two-step procedure subject to the provisions of item VII, (4) (b) below:

1. First, the bid award will be made to the eligible most senior bidder within the District where the vacancy occurs.
  2. If there are no eligible bidders from the District in which the vacancy initially occurred, bidders from the other District will be awarded the bid in accordance with their seniority.
- (b) Exceptions to the provisions of VII, (4) (a) 1 and 2 above:
1. An otherwise eligible employee on the "attendance improvement program" may be subject to disqualification.
  2. Movement from a lower pay level in a class to a higher one or from one class to another shall not be governed by this Bid Plan.
- (c) Notice of awarded positions shall be posted within one month of the award at each reporting location where employees of the affected class/level are assigned and a copy of such notice shall be mailed to the Local 18 office.
- (d) If no bids are received under VII, (4) (a) 1 and VII, (4) (a) 2 above, the position may be filled by using one of the options in the following sequence:
1. Selection from those Aqueduct Division employees who are serving probation in the class in which the vacancy is being filled;
  2. Those Department employees who have a "Desire to Transfer and Reassignment" form and an "Interview Data Sheet" on file with the Department's Personnel Records in accordance with General Manager's Bulletin 81-25; and candidates from a Civil Service Eligible List;
  3. Voluntary permanent reassignment of an employee who did not bid to the location but is interested in relocating;
  4. Temporary voluntary reassignment in accordance with article 14 of the Operating, Maintenance, and Service Unit MOU;
  5. Transfer from another City Department;
  6. Emergency appointments;

7. Temporary involuntary reassignment in accordance with article 14 of the Operating, Maintenance, and Service Unit MOU;
8. Involuntary permanent reassignment.

#### VIII. SENIORITY

- (1) Seniority shall mean the sum of the length of continuous service of an employee in-class/in-level in the Aqueduct Division.
- (2) Any periods of absence as a result of suspensions for cause shall not be included in computing seniority. Any unpaid absences, for personal reasons which exceed thirty (30) calendar days in any calendar year shall not be included in computing seniority.
- (3) Time served by an employee in a higher class/level within that employee's class series under limited, emergency, intermittent or regular appointment shall be included in the calculation of that employee's in-class/in-level Aqueduct Division seniority. However, if the employee later promotes within the class series to a regular appointment in the higher class/level in which he/she previously held limited, emergency, intermittent or regular assignment, the employee shall not be credited with in-class/in-level seniority for such prior service.
- (4) Time served under a regular appointment in a bid class/level prior to a resignation or discharge from the Department of Water and Power for any cause shall not be included in the calculation of in-class/in-level Aqueduct Division seniority.
- (5) All leaves of absence taken while in Aqueduct Division from which an employee is entitled to return to his/her former position in accordance with City of Los Angeles Civil Service Rules, MOU, and Charter shall be included in the calculation of in-class/in-level Aqueduct Division seniority for such an employee in the bid class/level.
- (6) For purposes of this Bid Plan, when two or more bidders have the same amount of Aqueduct Division seniority, as defined herein, such seniority ties shall be resolved in sequence as follows:
  - (a) by use of the total Department seniority in class,
  - (b) by use of the total Department seniority,
  - (c) by use of total City service seniority, or
  - (d) by use of any random procedure.

- (7) A list providing Aqueduct Division seniority by each class/ level shall be tabulated and posted at every Aqueduct Division reporting location. Such a list shall be updated annually by January 31 of each year.

IX. NON-BIDDABLE PERMANENT POSITIONS UNDER THE PLAN

A vacant permanent position at a given location will not be considered open for bid whenever the regularly assigned Aqueduct Division employee vacates such a position for reasons of:

- (1) Temporary reassignment initiated by Department Management to within the Water System.
- (2) Acceptance of an emergency or other temporary appointment.
- (3) Any leave of absence including military leave, from which the employee, under State, Federal, or the City of Los Angeles Charter and Civil Service Rules, is entitled to return.
- (4) Temporary disability of a year or less.

X. SUPERVISION AND ADMINISTRATION

(1) Bid Award Review

A review of awards granted will be by the appropriate District Superintendent.

(2) Protest Procedure

Any unsuccessful bidder shall be entitled to receive an oral explanation, if requested.

XI. EXCEPTIONS

In case of emergencies and other extraordinary circumstances, or in the interest of safety, reliability, and/or efficiency in operations, the Engineer of the Los Angeles Aqueduct may withdraw from, restore to, or create any position in the Bid Plan. Following such a decision, a written notice of the action taken shall be posted in each of the Districts to which employees covered under this Bid Plan report.

XII. CHANGES TO THE BID PLAN

Any change to this Bid Plan will be by mutual agreement between Management and Local 18. Requests to discuss proposed changes to the Bid Plan may be initiated by either party a month prior to the date of the intended discussions.

XIII.

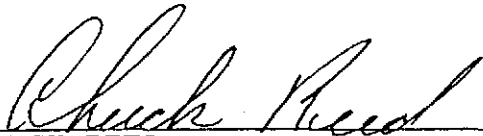
EFFECTIVE DATE

The effective date of this bid plan shall be the first day of the calendar month following the respective managerial approval of the plan.

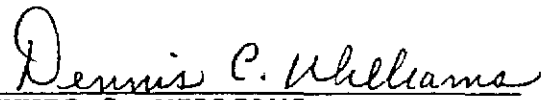
INTERNATIONAL BROTHERHOOD  
OF ELECTRICAL WORKERS

DEPARTMENT OF WATER AND POWER  
CITY OF LOS ANGELES

LOCAL 18



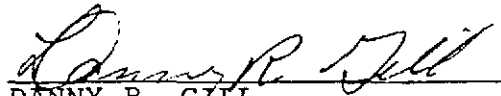
CHUCK REED  
Business Manager



DENNIS C. WILLIAMS  
Engineer in Charge  
Los Angeles Aqueduct Division

Nov. 14, 1988

Oct 18, 1988  
Date



DANNY R. GILL  
Manager  
Employee Relations

Oct 18, 1988  
Date

AQUEDUCT DIVISION BID PLAN  
10/12/88