

CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER
INTRADEPARTMENTAL CORRESPONDENCE

Date: March 7, 2019

To: Jeff Carivau, Director of Meter Services and Field Operations

From: Deitra O. Fernandes, Director of Labor Relations



Subject: Commercial Field Representative Bid Plan Language Intent

The Los Angeles Department of Water and Power (LADWP) and the International Brotherhood of Electrical Workers (IBEW), Local 18, agreed on a Bid Plan for the Civil Service class of Commercial Field Representative (CFR). The attached CFR Bid Plan was last signed on May 31, 1995.

As you may recall, you and I, representing LADWP Management and IBEW, Local 18, represented by Nancy Romero, met on February 13, 2019 to discuss what management and IBEW (herein referred to as "Parties") intended regarding the interpretation and application of Section III, Item 3 of the CFR Bid Plan which reads as follows:

- 3. Any employee who has Civil Service status in the class of Commercial Field Representative or has assignment rights to the vacant position shall be eligible to bid.**

The Parties have agreed that the intent of this language excluded employees who were currently serving probation as a CFR from being allowed to bid. Similar to other bid plans that have specific language, the Parties agree that employees are eligible to participate in the bid plan beginning with the first open bid period after successful completion of their six (6)-month probation.

Please instruct your staff to reference this correspondence in conjunction with the CFR Bid Plan and apply the Parties intent as stated above effective immediately. Any questions you or your staff may have concerning the intent of this language should be addressed to Maureen Jaramillo, Manager of Labor Relations, at Extension 77626.

MJ:da

Attachment

c/att: Brian D'Arcy, IBEW, Local 18
Nancy Romero, IBEW, Local 18
Michelle Moore
Diana Campana
Shannon C. Pascual
Michael D'Andrea

Maureen Jaramillo
Charles A. Rogers
Thomas T. Simonovski
Sr. Labor Relations Representatives
Helen Yee
Donna Anderson

**COMMERCIAL FIELD REPRESENTATIVE
BID PLAN
CUSTOMER SERVICES ORGANIZATION**

I. STATEMENT OF POLICY

The parties agree that the following Bid Plan shall apply when filling a vacant permanent position in the class of Commercial Field Representative in the Field Services and Field Collections functions in the Customer Services Organization.

II. APPLICABILITY

This procedure shall apply to the filling of all Commercial Field Representative positions in Field Services and Field Collections functions, except entry level positions and special project assignments.

III. FILLING A PERMANENT POSITION

1. A vacancy shall be classified as permanent if the position will last more than six months.
2. An announcement to fill a vacant position shall be posted for seven (7) working days on Form 03214 in each work location where employees in the class are assigned.
3. Any employee who has Civil Service status in the class of Commercial Field Representative or has assignment rights to the vacant position shall be eligible to bid.
4. The assignment to fill a vacant position shall be awarded to the Commercial Field Representative in accordance with the following formula:

Total score for each bidder shall be based on the following points:

30 for Seniority
40 for Interview
20 for Attendance

5. Employees shall receive 2.0 points for each year of seniority to a maximum of 15 years. All employees with 15 or more years of seniority shall receive a total of 30 points. Seniority is hereby defined as total time in class since current regular Civil Service appointment or Permanent assignment to Field Service or Field Collections.

Exception: When Union and Management agree that time in class should be bridged.

- a. Time while on suspension for cause shall not be included in seniority allowance.
 - b. Leave of absence over 30 days excluding disability and workers' compensation will not be included in seniority allowance.
6. Attendance points shall be calculated for the most recent 12 months as follows, with a total maximum of 20 points:

INSTANCES- POINTS			HOURS-POINTS		
6 or More	=	0.0	Over 96	=	0.0
5	=	2.0	65 to 96	=	2.0
4	=	4.0	49 to 64	=	4.0
3	=	6.0	33 to 48	=	6.0
2	=	8.0	17 to 32	=	8.0
0 or 1	=	10.0	0 to 16	=	10.0

IV. FIELD SERVICE AND FIELD COLLECTION TERRITORY ASSIGNMENTS

For clarification in items No. 1-5, below, Field Collections or Field Services shall be referred to as "function". Metro/San Pedro or Valley/West Los Angeles shall be referred to as "unit". (District is equivalent to Work Location)

- 1. When a territory within a function becomes vacant, a reassignment to the vacant territory may be made from eligible Commercial Field Representatives in the following order:
 - a. District where vacant
 - b. Unit where territory exists
 - c. Function
- 2. The territory shall be awarded, based on district seniority, to the Commercial Field Representative in the work location where the vacancy exists.
- 3. For the purposes of this section, ties in seniority shall be broken in the following manner:
 - a. Most seniority in Commercial Field Representative classification.
 - b. Most Department of Water and Power seniority.
 - c. Most City service seniority.
 - d. Highest score achieved in the Civil Service examination for current Civil Service class.

4. Management may assign a Commercial Field Representative, with the least seniority, if no bids are received for a specific territory.
5. Time while on suspension for cause, after final resolution of appeal, shall not be included in the seniority allowance.

Note: In the case of long term disability or workers' compensation, the position will be considered extended temporary. An employee who returns to work shall have rights to the position.

V. TEMPORARY REASSIGNMENT TO FIELD SERVICE AND FIELD COLLECTION OFFICE WORK

Temporary is defined for this section as a position anticipated to last six weeks to six months.

1. Temporary office positions shall be filled using the following formula:
 - a. Proficiency test (pass/fail) Optional
 - b. Total seniority (2 points per year, 30 points maximum) (see III-5)
 - c. Attendance (instances/hours in accordance with Bid Plan Section III. Item 6)

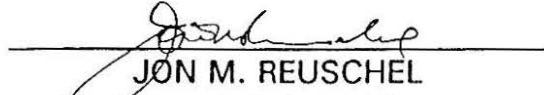
**INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS (IBEW)
BID PLAN COMMITTEE MEMBERS**

Bernard F. Ware (West Los Angeles/Field Service) *BFW*
Cynthia M. Coffin (Valley/Field Service) *CC*
Ernie G. Gonzales (West Los Angeles/Field Collections) *EGG*
Margaret E. Bradley (Valley/Field Collections) *MEB*
Raymond A. Landeros (Metro/Field Collections) *RAL*
Anthony D. Marufo (Valley/Field Service) *ADM*
Noreen A. Beloud (Unit Chairperson) *NAB*
Ernie Vega (IBEW Business Representative) *EV*



BRIAN D'ARCY
Business Manager
International Brotherhood of
Electrical Workers-Local 18

5/31/95
Date



JON M. REUSCHEL
Employee Relations Manager
Department of Water and Power

5/26/95
Date



JAMES M. DERRY
Director of Customer Services
Department of Water and Power




5/26/95
Date





F. RENNIE POWELL
Commercial Director
Department of Water and Power

5-26-95
Date

Prepared by:

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