

APPENDIX G

STEAM PLANT AND WATER SUPPLY UNIT BID PLAN
WATER SERVICES ORGANIZATION

I. BID PLAN - INTRODUCTION

- (1) In accordance with the conditions and procedures herein set forth, there is hereby established a system-wide plan by which the opportunity is extended to employees in the Steam Plant and Water Supply Unit to bid for vacancies in various facilities as hereinafter provided. Vacancies included in the bid plan are for those positions described in Appendices G1, G2, G3, G4, G5 and G6 and that are allocated but not occupied and can reasonably be expected to be of a permanent nature. Because of extraordinary circumstances or in the interest of efficient operation of the systems, it may be necessary to withdraw from, restore to, or create positions in the Bid Plan. In this event, written notice will be given by Management at all locations, stating fully the reasons and necessity for such action.

II. OBJECTIVES

- (1) The objective of this plan are:
- (a) To provide wider selection for vacant positions.
 - (b) To provide opportunity for training.
 - (c) To improve system operation.
 - (d) To provide recognition of employees' seniority, experience and qualification.
 - (e) To provide upward mobility through affirmative action.

III. CIVIL SERVICE CLASSES COVERED BY PLAN

- (1) The Civil Service Classes covered by this Bid Plan are as follows:

5854	Water Utility Operator
5883	Water Treatment Operator
5813	Aqueduct and Reservoir Keeper

IV. BASIC PROVISION

(1) Vacancy Open for Bidding

A vacancy may be declared open to bid when created by any of the following:

- (a) Termination of an employee.
- (b) Permanent reassignment of an employee.
- (c) Acceptance of a permanent appointment to a position in another Civil Service class.
- (d) Vacancies due to an employee on permanent disability or on temporary disability for more than one year.
- (e) When new positions are created.

(2) Facilities Removed from Service

Whenever a facility 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 hold a joint conference to discuss placement of the affected individuals.

(3) Performance Evaluation

A bidder awarded a position will be given up to three months to demonstrate competence to hold the position. In the event that the appointing authority determines that the bidder demonstrates an unacceptable level of performance in the performance of these duties and responsibilities, the bidder will be removed from the position and returned to any available opening in the class at the pay rate and facility or facilities from which the bidder came. Bidder may request reasons in writing for removal.

(4) Training

It is the intent of management that all employees be cross-trained. The training is for the purpose of preparing the employees to continue operation in the event of a major incident that may disrupt water service to the citizens of Los Angeles, or to provide continuity of service.

(a) Water Treatment Operators

It is the intent of management that the initial cross-training be for a period of up to three (3) months and that the bulk of the training be on the day shift. Other shifts may be required to effectively acquire the experience to work on all shifts at the LAAFP or in the Metropolitan District. If it is determined that the training period needs to be extended, Management may extend the training period up to three months, after informing the employee of the reasons for the extension.

Follow-up training is intended to occur annually for a period of up to one (1) month.

(b) Water Utility Operations

Employees who are awarded bid positions may be reassigned for training purposes to other bid or nonbid positions twice each calendar year. Duration of each reassignment will not exceed thirty (30) days. If it is determined that the training period needs to be extended, Management may extend the training period for up to thirty (30) days, after informing the employee of the reasons for the extension in writing. A minimum of fourteen (14) days' notice will be given to the employee prior to reassignment.

(c) Aqueduct and Reservoir Keeper

Employees who are awarded bid positions may be reassigned for training purposes to other bid or nonbid positions twice each calendar year. Duration of each reassignment will not exceed two weeks. A minimum of thirty days' notice will be given to the employee prior to reassignment.

(5) Temporary Assignments for Water Treatment Operators

Management may for operating reasons fill on a temporary basis for up to 60 days positions normally considered to be bid positions following which the positions shall be bid in accordance with Appendix G of this MOU.

(6) Temporary Assignments for Water Utility Operators

If Management determines that the duties of a vacated bid position must be performed, and the only qualified employees are in bid positions, Management may temporarily reassign the least senior qualified employee from a bid position for a period not to exceed eighty (80) working days.

V. ELIGIBILITY

(1) Eligible Bidder

Personnel covered by this bid plan shall become eligible bidders for a vacancy upon completion of probationary period in the Civil Service class; except that an employee who has not completed their probationary period, may submit tentative bids. Should no eligible bidder submit a bid, the tentative bids may be considered for filling the vacant position.

(2) The Assistant General Manager may determine that successful bidders and appointees in the Aqueduct and Reservoir Keeper class are ineligible to bid on vacant positions in the same class and pay grade for a period of one year whenever housing and moving expenses are provided by the Department and for a period of 6 months if housing and moving expenses are not provided by the Department. Under these same conditions, other classes may be determined ineligible for a period of 6 months.

(3) Reassignment under the Bid Plan

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

VI. POSITION BID PROCEDURE

(1) Notification

Every person in the class shall be notified of a vacancy or a notice shall be posted for a period of seven (7) calendar days in each work location where employees of the affected Civil Service class report.

(2) Announcements

Announcements will indicate the opening and closing dates and the person for receipt of bids and shall include any special qualifications for the position. With respect to each position open to bid, the announcement shall designate the pay grade, location(s) and the shift schedule(s) (also relief shifts or rotating shifts if applicable). It shall designate the normal days off (schedule) and indicate the availability of housing where applicable.

(3) Position Bid Forms

In order facilitate administration a standard form will be supplied on which applicants will indicate the position bid, and the order of choice where more than one position is bid. A separate form shall be filled out for each position bid. Bids or cancellations will be considered valid if received or bear a postmark which is prior to 12 midnight of the closing day as announced.

(4) Award

- (a) Each vacancy open for bidding shall be awarded to the eligible bidder having the best qualifications, consistent with the most efficient operation of the system and with due consideration given to: seniority, Department affirmative action goals, training, experience, attendance record, prior work performance and demonstrable abilities required for the position. All selection criteria will be job related. Preference will be given first to those eligible bidders in the same pay range or higher pay range in making awards.

If the bidder with the highest score declines the position, the bidder with the next higher score will be offered the position.

When selection is by interview and/or performance test, existing Department procedures will be utilized.

- (b) Notice of all bid awards shall be posted at each work location where employees of the affected Civil Service class report.
- (c) If no bids are received for a vacancy, the position may be filled selection from a Civil Service Eligible List, or by emergency appointment.

VII. SUPERVISION AND ADMINISTRATION

(1) Bid Award Review

A review of bidders' qualifications for appointment to a vacancy will be by the Business Group Manager or Business Team Supervisor.

(2) Protest Procedure

Any bidder, who is nonselected for the position for which a bid was submitted shall be entitled to receive a written explanation for their nonselection and may request an interview with the Business Group Manager or Business Team Supervisor for further discussion concerning the award. A nonselected senior bidder may submit a written grievance to the first level of review after discussion with the Business Group Manager or Business Team Supervisor in accordance with provisions of the Grievance Procedure contained in this Memorandum of Understanding.

VIII. BID SENIORITY

(1) Tabulation of Seniority for Bidding Purposes

All necessary data will be obtained from the Department Personnel Business Group and will be published and distributed to all locations on or near the first of each year. The published seniority is equal to the total time served under regular appointment (not temporary) in class including Probationary Period and assignment in a higher class in the same series.

(2) Prior Service Seniority Credit

Seniority credit earned prior to a separation from DWP service shall be treated as follows:

If an employee is laid off through no fault of their own and is later reemployed, the employee shall not lose any seniority credit for any period of actual service. If, however, the employee has been separated from the service by resignation or discharged for cause, and is again employed, the employee shall receive no seniority credit for service rendered prior to their separation from service.

(3) Suspension

Time while on a suspension of 30 days or more shall be deducted from the seniority tabulation.

(4) Leaves of Absence

- (a) Time on Leave of Absence (without pay) for personal reasons except for Union business, cumulatively exceeding thirty (30) days in any calendar year, shall be deducted from seniority
- (b) Disability and military leaves will be included in seniority.

(5) Correction of Seniority Tabulation

The seniority tabulation, is for use in bidding only. The tabulation will be revised annually and posted. Where errors are believed to exist in the seniority tabulation, the statement of such errors should be made in writing and referred through regular supervision channels to the Personnel Business Group for a check. If the claim is found valid, the necessary corrections will be made.

APPENDIX G1

"D" WATER TREATMENT OPERATIONS
 STEAM PLANT AND WATER SUPPLY UNIT BID PLAN
(INCLUDES POSITION DESCRIPTION FOR DDR NO. 93-58108)

For the "D" Water Treatment Operator, all positions are included in the Bid Plan except that there will be a maximum of three unbid positions at the Metro District as follows:

POSITION #1	Reporting Location:	Metropolitan District*
	Normal Work Hours:	7:00 A.M. to 3:30 P.M. With 30-minute lunch period
	Work Schedule:	2, 5, 5, 2 or 5, 2
	Duties:	Specific assignment will require operation and maintenance of water treatment facilities and equipment as directed by supervision.
POSITION #2	Same as POSITION #1	
POSITION #3	Same as POSITION #1	
POSITION #4	Same as POSITION #1	
POSITION #5	Same as POSITION #1	
POSITION #6	Same as POSITION #1	
POSITION #7	Same as POSITION #1	Except A.M. Shift
	Normal Work Hours:	12:00 A.M. to 8:00 A.M.

*Refers to general reporting location.

APPENDIX G2

"C" WATER TREATMENT OPERATORS
 STEAM PLANT AND WATER SUPPLY UNIT BID PLAN
INCLUDES POSITION DESCRIPTION FOR DDR NO. 93-58137

For the "C" Water Treatment Operator, all positions are included in the bid plan except that there will be maximum of one unbid position at the Los Angeles Aqueduct Filtration Plant, as follows:

POSITION #1	Reporting Location:	Los Angeles Aqueduct Filtration Plant*
	Normal Work Hours:	6:00 A.M. TO 2:00 P.M.
		With lunch on-site
	Work Schedule:	2, 5, 5, 2 or 5, 2
	Duties:	Specific assignment will require operation and maintenance of water treatment facilities and equipment as directed by supervision.
POSITION #2	Same as POSITION #1	
POSITION #3	Same as POSITION #1	
	Normal Work Hours:	2:00 P.M. to 10:00 P.M.
POSITION #4	Same as POSITION #1	
	Normal Work Hours:	10:00 P.M. to 6:00 A.M.
POSITION #5	Same as POSITION #1	Except relief of Position #3 as needed.
POSITION #6	Same as POSITION #1	Except relief of Position #4 as needed.
POSITION #7	Same as POSITION #1	

*Refers to general reporting location.

APPENDIX G3

"B" WATER TREATMENT OPERATORS
 STEAM PLANT AND WATER SUPPLY UNIT BID PLAN
(INCLUDES POSITION DESCRIPTION FOR DDR NO. 93-58101)

For the "B" Water Treatment Operators, there are three (3) positions included in the Bid Plan as follows:

POSITION #1	Reporting Location:	Metropolitan District*
	Normal Work Hours:	7:00 A.M. to 3:30 P.M. With 30-minute lunch period
	Work Schedule:	2, 5, 5, 2 or 5, 2
	Duties:	Lead operator who provides expert knowledge, abilities and skills to operate, maintain and improve operations in the absence of a Water Treatment Supervisor.
POSITION #2	Same as POSITION #1	
POSITION #3	Same as POSITION #1	Except shift and work schedule.
	Normal Work Hours:	12:00 A.M. to 8:00 A.M.

*Refers to general reporting location.

APPENDIX G4
 "A" WATER TREATMENT OPERATORS
 STEM PLANT AND WATER SUPPLY UNIT BID PLAN
INCLUDES POSITION DESCRIPTION FOR DDR NO. 93-58138

For the "A" Water Treatment Operators, there are six (6) positions included in this bid plan as follows:

POSITION #1	Reporting Location:	Los Angeles Aqueduct Filtration Plant*
	Normal Work Hours:	6:00 A.M. TO 2:00 P.M. With lunch on-site. Relief of Position #3 as needed.
	Work Schedule:	2, 5, 5, 2 or 5, 2
	Duties:	Lead operator who provides expert knowledge, abilities and skills to operate, maintain and improve operations in the absence of a water treatment supervisor.
POSITION #2	Same as POSITION #1	Except relief of Position #4, as needed.
POSITION #3	Same as POSITION #1	
	Normal Work Hours:	10:00 P.M. to 6:00 A.M.
POSITION #4	Same as POSITION #1	
	Normal Work Hours:	2:00 P.M. to 10:00 P.M.
POSITION #5	Same as POSITION #1	May relieve every weekend.
POSITION #6	Same as POSITION #1	6:00 A.M. TO 2:30 P.M.

*Refers to general reporting location.