

ELECTRIC STATION OPERATOR BID PLAN

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Power Supply Operations Division
Los Angeles Department of Water and Power

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ELECTRIC STATION OPERATOR POSITION BID PLAN

I. BID PLAN -- INTRODUCTION

(1) In accordance with the conditions and procedures herein set forth, a system-wide plan is hereby established by which the opportunity is extended to employees in the Hydro Generation, Converter Stations, and Substation Operations Sections to bid for operating positions.

Generally, positions included in the Bid Plan are those which can reasonably be expected to be of a permanent nature; however, whenever the Manager in Charge of Power Supply Operations Division (Manager in Charge) finds it necessary, because of extraordinary circumstances or in the interest of efficient operation of the Power System, to withdraw from, restore to, or create positions in the Bid Plan, written notice shall be given to all stations, plants and E-mail eligible bidders at their LADWP address (per sec. VI paragraph 16). This shall be accomplished by the regular notice of positions open for bidding, and E-mail (LADWP address only) to all eligible bidders (per sec. VI paragraph 16) stating fully the reasons and necessity for such action. In February of every year management will post all occupied and available Bids in all areas, on one master list.

II. OBJECTIVES

(2) **The objectives of this plan are:**

- (A) To provide wider selection of operating positions for operators through recognition of seniority.
- (B) To provide greater diversity of training and experience.
- (C) To promote operators' welfare.
- (D) To improve system operation.

III. OPERATING GROUPS INCLUDED IN PLAN

(3) The operating groups for bidding purposes shall be as follows:

- (A) Substation Operations
- (B) Owens Valley Electric System
- (C) Los Angeles Area Hydro System
- (D) Adelanto Converter station and associated facilities
- (E) Sylmar Converter Station
- (F) Pine Tree Wind Farm

IV. CIVIL SERVICE CLASSIFICATIONS COVERED BY PLAN

- (4)** The Civil Service classification covered by this Bid Plan is Electric Station Operator (ESO).
- (5)** Exclusion - Electric Station Operators assigned to a training DDR 94-85201 are not covered by this plan.

V. BASIC PROVISIONS

(6) Awarding of Positions Open for Bidding

Each position open for bidding shall be awarded to the eligible bidder having the greatest seniority, provided that the bidder's qualifications, as reviewed by the Bid Award Committee, are consistent with the most efficient operation of the Power System. Bidders may only submit and be awarded a bid for the same bid position once within 365 days.

(7) Positions Declared Open for Bidding

Unless the interest of efficient system operation makes it necessary to assign an Operator to a specific position temporarily, the position will be declared open for bidding whenever the regularly assigned Operator vacates such position for any of the following reasons:

- (A) Termination of employment.

(B) Reassignment by bidding or appointment [in accordance with Paragraph (8) (D)] to another position in the same classification.

(C) Acceptance of a permanent appointment to a position in another Civil Service classification. The bid position shall be deemed to be relinquished on the first day of reporting to the new position, subject to the City Charter, Civil Service Rules, and applicable MOUs. If an employee does not complete probation, the employee will return to the former bid position that he/she held before acceptance to a position in another Civil Service classification. The new Operator who successfully bid the vacated position created by the above appointment will be accommodated by retaining him/her in an equivalent non bid position. When a vacancy occurs in the same Operating Group [as defined in Paragraph (20) (A)] at the same DDR level, the vacant position will become the bid position of the accommodated Operator.

(D) A personal leave of absence in excess of 90 consecutive days.

(E) A leave of absence for the voluntary entrance into the military or other governmental service.

However, each person called to active military duty will be on military leave of absence and have the established right to return to his/her position. Assignments to such vacated positions shall be temporary for the duration of the military leave of absence.

(F) A parental leave of absence in excess of the time limits set forth in the Family Medical Leave Act. (F.M.L.A.) or four consecutive months provided for in Article 10(d). (5) of the Operating, Maintenance and Service Unit MOU (whichever is greater).

(G) When a temporary schedule has been worked for 6 months, it shall be put up for local bidding.

(8) Positions Not Considered Open for Bidding

(A) A position will not be considered open for bidding where the regularly assigned Operator vacates his/her position in order to accept a limited or temporary assignment, including emergency appointments and tentative transfers, to a position in another civil Service classification.

(B) When a station or plant is expected to be attended for a limited period of time, Supervision shall give consideration to temporary assignment requests from Operators within the operating group involved [as defined in Paragraph (20) (A)] on the basis of appropriate DDR, bid seniority, and qualifications of the Operator for the most efficient operation of the Power System.

(C) When a position is vacated because an Operator has taken a leave of absence for union business, such position shall not be declared open for bidding.

(D) The following positions require special skills and abilities and shall not be subject to the provisions of this Bid Plan. A selection interview process shall be used to determine the successful candidate for these positions:

- (1) Trainers
- (2) Procedures Writers
- (3) Staff Coordinators
- (4) Maximo position
- (5) Scheduler

Operators selected according to Paragraph (8) (D), who have vacated bid positions, shall have their vacated bid positions placed on the Operators' Bid Sheet after a period of four months.

If the successful candidate elects to leave the position and/or Management determines that the candidate no longer meets their requirements for the position, the candidate will be returned to his/her previous area/location and placed on a non-bid position at the same pay level and days off that were previously held by the candidate.

(E) When a position is vacated because an Operator has taken time on Family and Medical Leave Act / California Family Rights Act, (FMLA/CFRA).

(9) Bid Positions Vacated by Disability

When a bid position is vacated by reason of the incumbent's non work-related disability or the incumbent has been accommodated (non ESO duties) for a period of one year, or when the incumbent is placed on Permanent and Total Disability, his/her bid position shall be relinquished and may be opened for bid.

(10) Positions to be vacated by Retirement

When it is known that a position is to be vacated because of retirement, the position shall be declared open for bidding on the bid announcement following the incumbent's last scheduled shift prior to retirement.

(11) A Plant or Station Removed from Service

If a plant or station is to be removed from service and will not be replaced by another plant or station in the same general vicinity, Operators holding bid positions in such plant or station shall be notified of the removal from service, so they may bid into another plant or station. At the time of the removal from service of the plant or station, all Operators remaining will be designated as non-bid Operators.

(12) Conversion of a Plant or Station to supervisory Control

If a plant or station is to be placed under supervisory control, the policy as described in Paragraph (11) will apply to those positions which are abolished.

(13) A Plant or Station Replaced by another Plant or station

If a plant or station is to be removed from service, but is replaced by another plant or station requiring the services of Operators, and is in the same general location or carries the same number or designation, then Operators holding bid positions in the old plant or station will

be assigned like positions and shifts in the new plant or station up to the number of such positions in the new plant or station. Such assignments shall be made in accordance with the bid system seniority tabulation. Any Operators not so assigned will be designated as non-bid Operators.

(14) Operator Break-In Time

A bidder awarded a position will be provided reasonable break-in time in the new position before being required to assume the duties and full responsibilities of that position. Before the Operator assumes the position, the Supervisor will determine that the bidder is capable of handling the position in a competent manner. The supervisor may require reasonable tests and performance demonstrations by the bidder to prove competency. In the event the Operator does not demonstrate proficiency in the performance of these duties and responsibilities, the Operator will be removed from the position and designated as a non-bid Operator or returned to the former position, if still vacant.

(15) Non-bid Operators

(A) An Operator who does not hold a bid position will be assigned according to the operating needs of the Power system. As far as practical, consideration will be given to his/her expressed preferences for area, station, plant, and shift, based on his/her seniority.

(B) A non-bid Operator may be subject to reassignment to other open positions. If reassignment becomes necessary, Operators selected to be transferred shall be the following:

(1) An Operator who has expressed a preference for reassignment by Request for Transfer to the open position and/or location. If more than one Request for Transfer is received, reassignment will be based on seniority, as indicated in the most recent Seniority Roster.

(2) If no Operator has requested transfer to the open position and / or location, then a non-bid Operator having the least seniority, as indicated in the most recent Seniority Roster, shall be transferred.

(C) Non-bid Operators reassigned according to this provision shall retain the same rate of pay as their previous assignments.

(D) Because Electric Station Operator Trainees (ESOTs) need on-the-job training, assignment of ESOTs to on-the-job training shall be based on operating requirements and is outside the scope of this Plan.

VI. ELIGIBILITY

(16) Eligible Bidders

Electric Station Operators shall become eligible to Bid Operator positions upon completion of their Civil Service probationary period. One additional year of experience, as provided in Paragraph (30) (A), is required to bid "Area Control," "Hydro Control," and "Converter station First" Operator positions. For Area Operators, it is a requirement that, after notification, they be able to reach their work location within a reasonably short time. A person awarded such a position will be required to reside not more than 40 airline (straight line) miles from the Receiving Station which is closest to his/her home in the area into which he/she is bidding. Failure to comply with the residence requirement within a one-year period, beginning the first day of assignment to the area, will be sufficient reason for reassignment and re-advertisement of the position.

(17) PARAGRAPH DELETED IN ITS ENTIRETY 10/91

(18) PARAGRAPH DELETED IN ITS ENTIRETY 10/91

(19) Converter Station Bidding

(A) Converter Station First Operator positions will be open to bidding by Operators having had at least one year's experience within the past five years as a Converter Station Second Operator.

(B) Converter Station Second Operator positions will be open to bidding by eligible Operators. Successful bidders will be required to complete the training program and qualify in operating procedures and converter station equipment knowledge in accordance with Paragraph (14).

(20) Local Bidding

(A) Local Bidding

Whenever a vacancy occurs within one of the groups listed below, the position shall be put on the bid announcement and shall be open to all eligible bidders not already holding positions in the same group. Local bidding will only take place at reporting locations having two or more bid positions at the same DDR.

(1) Operators at respective switching stations, excluding Operators-in-Charge.

(2) Control Operators at the respective Hydro Plants.

(3) Traveling Operators located at:

- Castaic Power Plant
- Aqueduct Power Plants
- North Owens Valley Area at the respective power plants or other reporting locations
- South Owens Valley Area at the respective power plants or other reporting locations

(4) Any one of the groups of Area Operators under the jurisdiction of the same Area Superintendent.

(5) First Operators at the respective Converter Stations.

(6) Second Operators at the respective Converter Stations.

(7) Area Control Operators.

After the position has been awarded, or in the event no award is made, all Operators holding bid positions in the group, including the new member just bidding in, if any, will be notified that they may participate in local bidding for the days off and/or shift assigned to the vacant positions. The list of vacant positions will be posted for 14 days or less if all Operators involved have voted for their choices of vacant positions. Such local bidding shall be in accordance with bid seniority as shown in the service record tabulation and shall be repeated until no bid is received for a vacancy.

(B) Local Bidding of Area Field Truck Assignments

All Field Truck assignments (Day, P.M., or A.M.) shall be filled from the group of Area Operators working in that Area, under the jurisdiction of the Area Superintendent. All Operators holding bid jobs within the involved Area operator group, including the new member just bidding in, if any, will be notified that they may participate in local bidding for the vacant Field Truck assignment. The list of vacant positions will be posted for 14 days, or less if everyone involved has voted for their choice of vacant position(s). Such local bidding shall be in accordance with bid seniority as shown in the service record tabulation and shall be repeated until no bid is received for a vacancy. Each successful bidder will work the Field Truck assignment with the days off of the Area Operator position he/she holds as determined by Paragraph (20) (A). Un-bid Field Truck positions shall be equitably divided amongst the remaining Area Operators in that Area.

(21) Reassignments under the Bid Plan

All reassignments made under this Bid Plan shall be subject to the Working Rules of the Department and to the rules of the Civil Service Commission.

VII. POSITION BID PROCEDURE

(22) Position Bid Announcements

(A) An announcement advising Operators of all positions declared open for bidding will be sent to all attended, plants or stations and eligible bidders (LADWP e-mail address) on or about the 15th of every alternate month, beginning in February of each year. These announcements will indicate the opening and closing dates for receipt of bids and the period of bidding shall not be less than 14 days. With respect to each position open to bid, the announcement shall designate the station, power plant, Area, or other reporting location within an operating area schedule subject to local bidding. The announcement shall indicate the availability and location of housing and subsistence as of the date of the announcement.

(B) Positions announced open for bid which are subject to special conditions as provided under Paragraph (7) (C) shall have a footnote indicating such special conditions.

(23) Position Bid Forms

In order to facilitate administration, a standard form will be supplied on which applicants will indicate the position bid and their order of choice where more than one position is bid. If such standard forms are not available, applicants may submit a reasonable facsimile. A separate form shall be filled out for each position bid. Bids for positions and cancellations of same will be considered valid if received, or bear a postmark, prior to midnight of the closing date as announced.

(24) Position Awards

Each successful bidder will be awarded the position highest in the order of their choice as determined by the bidder's bid seniority and by consideration of the bidder's qualifications.

Successful bidders will be transferred to their new positions as soon as operating conditions permit. If successful bidder cannot be transferred to the new position before the first day of the second pay period following the date of the bid award announcement, the successful bidder shall receive mileage compensation for traveling the distance in excess of their newly awarded facility or reporting location. If the bid is to a higher salary DDR, and if the successful bidder cannot be transferred to the position before the first day of the second pay period following the date of the bid award announcement, his/her DDR shall be changed to that of the higher salary DDR on that day, or the first normal work day following, even though they continue to occupy the lower DDR position. If the successful bidder has requested that the transfer be delayed, and if such request has been granted, the foregoing shall not apply, except that the bidder shall be transferred as soon as practical after he/she indicates that he/she is ready to assume the position. If the successful bid is to a position which is not vacant at the time of the bid award, but which will become vacant on a date specified in the bid announcement, and if transfer cannot be made, the DDR change shall be made on the first day of the second pay period following the date that the position become vacant, or the first normal work day following. Each bidder will be required to accept his/her awarded position unless excused by the Manager in Charge, or the designated representative, provided such request has been made before the former position is advertised for bid. All bids the bidder has made for other positions will then be cancelled. A list of successful bidders and the positions awarded will be sent to all Headquarter facilities and permanent reporting locations. If the bidder with the greatest bid seniority is disqualified, other bidders for the position will be considered in the order of their bid seniority. Any disqualified bidder has the right to protest as outlined in Paragraph (28). Upon written request of a disqualified bidder, the Manager in Charge,

or the designated representative, will furnish a letter to the disqualified bidder explaining the reason for disqualification.

(25) Positions Not Filled by Bid

If no bid from an eligible bidder is received for a position which has been declared open for bidding, the position will be advertised again on the following bid announcement. If no bid is received after the position has been advertised on two successive bid announcements, the position will be filled as follows:

(A) By continuing to place the position on succeeding bid announcements until a bid is received and an award made as outlined in Paragraph (24), or by:

(B)

1. Selection from Operators who have no bid position, or
2. Selection from a civil Service eligible list, or
3. Emergency appointment.

If a position is filled under the terms of (B) 1 or (B) 2, the Operator so appointed shall have the same rights to the position as if it had been awarded by bid.

VIII. SUPERVISION AND ADMINISTRATION

(26) Bid Award Committee

A Committee of Chief Electric Plant Operators, to be known as the Bid Award Committee, will be responsible for examination and consideration of all bids for positions declared open for bidding and for making recommendations of awards to the Manager in Charge or the designated representative. The Committee shall consist of representatives or alternates, one from each of the groups listed in Paragraph (3) of this plan. A majority of members of the Committee shall constitute a quorum for the transaction of business.

(27) Temporary Filling of Open Bid Positions

The Superintendent of a converter station, plant, or an area may temporarily fill any position declared open for bidding with any qualified Operator until the Operator to whom the position is finally awarded becomes qualified. As far as practical, consideration will be given to Operators' seniority within that group.

(28) Protest Procedure

A bidder who is disqualified for a position for which he/she has bid may request an interview with the Bid Award Committee. He/She may further request a meeting with the Manager in Charge or the designated representative for discussion concerning the award.

(29) Bid Plan Review Committee

This plan will be subject to review by a Committee to be known as the Bid Plan Review Committee, which will recommend revisions during the month of January of each year if written request for review is received from the employees' certified representative or if requested by the Manager in Charge or the designated representative. The Committee shall consist of representatives or alternates as follows:

Location	# of Reps
Sylmar Converter Station	1
Adelanto Converter Station	1
Owens Valley Electric System	1
Los Angeles Hydro System	1
Substation Operations	3
Manager in Charge or the designated representatives	

One representative from each of the groups listed above shall constitute a quorum for the transaction of business. Employee committee members are to be chosen by the union. Committee members shall be rescheduled to work a daytime shift during their normal work schedule to accommodate the committee meetings and reasonable travel time. An employee may waive

his/her rights to this shift change. Operational needs and operational emergencies may preclude rescheduling of a shift to accommodate his/her attendance at the meeting.

This committee shall be furnished with an agenda of major items to be discussed at least four weeks prior to the scheduled meeting. Suggestions for items to be placed on the agenda should be submitted to the Manager in Charge or the designated representative and the union at least five weeks prior to the scheduled meeting to facilitate preparation of the agenda. The agenda submitted by the Union shall include the names of the committee members and alternates.

One employee committee member from the Owens Valley and one employee committee member from Adelanto Converter Station and associated facilities will be allowed transportation and reasonable travel time to attend the Bid Plan committee meeting. However, travel time to and from this meeting that falls outside the employee's scheduled hours of work shall not be paid.

IX. BID SENIORITY

(30) Bid Seniority Tabulation

All necessary data will be obtained from the Power Supply Operations Division and will be published and distributed to all reporting stations and attended plants on or near the first of each calendar year. The published bid seniority tabulation is the accumulated total of the following:

(A) Time served in the classification of Power House and Station Operator, Power switchboard Operator, and for Electric Station Operator under regular appointment, including the probationary period, will be counted after April 4, 1972. Bid seniority tabulation prior to this date will not be affected.

(B) Time served as a Power House and Station Operator although classified otherwise.

(C) Time served as system Load Dispatcher under emergency or limited appointment and probationary period of regular appointment. Time accumulated prior to 4/4/77 will not be affected.

(D) Time served in the classification of Chief Electric Plant Operator under an emergency, limited, or regular appointment.

(31) Civil Service Classification Time Not Covered in Paragraph (30)

Time served in any civil service classification, other than specified in Paragraph (30) above, either on a temporary or permanent basis, shall not be included in bidding seniority. However, upon return to the classification of Electric station Operator under Charter Section 1014, by voluntary reversion, or by regular Civil Service appointment from an eligible list and upon completion of the probationary period, all applicable time served as specified in Paragraph (30) above shall be credited to the total seniority.

(32) Prior Service Bid seniority Credit

Bid seniority credit earned prior to a separation from LADWP service shall be treated as follows: If an employee is laid off through no fault of his/her own and is later reemployed, the employee shall not lose any bid seniority credit for any period of actual service. If, however, the employee has been separated from the service by resignation or discharge for cause and is again employed, the employee shall receive no bid seniority credit for service rendered prior to the separation from the service.

(33) Non-Deducted Bid Seniority Time

(A) Time while on a suspension shall not be deducted from the bid seniority tabulation after April 4, 1972. Bid seniority tabulation prior to this date will not be affected.

(B) Time while on a leave of absence for union business shall not be deducted from bid seniority or accumulation of bid time.

(C) Time while on Family and Medical Leave Act/California Family Rights Act (FMLA/CFRA) shall not be deducted from bid seniority.

(34) Leaves of Absence (Without Pay)

(A) Any time off while on leave of absence (without pay) for personal reasons exceeding 30 days in any individual's service year shall be deducted from bid Seniority credit. For example, if an employee takes leaves of absence totaling 40 days off for personal reasons during this individual's service year, 10 days shall be deducted from that employee's bid seniority credit.

(B) Any time off exceeding time limits in F.M.L.A. or four consecutive calendar months (whichever is greater) for Parental Leave shall be deducted from bid seniority credit. For example, if an employee remains off on Parental Leave from June 10 through October 31, a period of four consecutive months plus 21 days, those 21 days shall be deducted from the employee's bid seniority credit.

(35) Correction of Bid Seniority Tabulation

The bid seniority tabulation is for use in position bidding only. In the event of layoff, layoff lists will be furnished by the civil Service Commission under its regularly established rules. Where errors are believed to exist in the bid seniority tabulation, a statement of such errors should be made in writing and referred through regular supervision channels to the Power Supply Operations Division for a check. If the claim is found valid the necessary corrections will be made.