


CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER
INTRADepartmental CORRESPONDENCE

Date: July 26, 2004

To: Enrique Martinez
Gerald A. Gewe

From: Peter Lakatos 
Director of Labor Relations

Subject: Implementation of Joint Labor/Management Committee Letter of Agreement
Establishing An Electrical Mechanic System Wide Bid Plan

The Department and Local 18 of the International Brotherhood of Electrical Workers (Local 18) established a Joint Labor/Management Committee (Committee) in 1995 to address issues of common concern to both parties. The Letter of Agreement transmitted herewith reflects an accord reached through the Committee process by the Department and Local 18.

The Letter of Agreement memorializes a mutual agreement reached by the Department and Local 18 to establish an Electrical Mechanic System Wide Bid Plan. This Bid Plan establishes the procedures for the assignment and reassignment of Department employees occupying positions in the job classifications of Electrical Mechanic and Senior Electrical Mechanic. This Bid Plan supercedes all previous Electrical Mechanic and Senior Electrical Mechanic bid plans in the Department and is extended to Departmental Electrical Mechanics and Senior Electrical Mechanics (who have completed their six-month probation period) to bid on positions at permanent work reporting locations throughout the Department.

In accordance with the Letter of Agreement and the Bid Plan, the administration of the Bid Plan shall be the responsibility of the Electrical Mechanic System Wide Bid Plan Committee to be composed of an equal number of representatives from management and labor. This Committee shall be responsible for maintaining seniority lists, informing employees of available bid positions, assigning bid positions on the basis of seniority, and handling and resolving disputes based on the administration of the Bid Plan.

Copies of the Letter of Agreement and the Electrical Mechanic System Wide Bid Plan are attached for reference and implementation, effective January 1, 2004.

Any questions you may have concerning this Letter of Agreement or its implementation should be addressed to Peter A. Lakatos on Extension 71918.

CR:sar

Attachments

c/att:	Brian D'Arcy, Local 18	Nancy Swan	Caroline McKnight	Anita Frazier
	Russ Butow, Local 18	Helen Yee	Sharyl K. Anderson	Susie Rodriguez
	Jim Barham, Local 18	LaSandra Akesson	Virginia Hatchard	
	Frank Miramontes, Local 1	Diane Beckwith	Peter A. Lakatos	
	Dave Huff, Local 18	Hal D. Lindsey	Charles Rogers	
	Mahmud Chaudhry	Michele Nagin	Sr. LR Representatives	



LETTER OF AGREEMENT
Electrical Mechanic System Wide Bid Plan

The parties to the Letter of Agreement are the Los Angeles Department of Water and Power (Department) and Local 18 of the International Brotherhood of Electrical Workers (Local 18). The attached Bid Plan agreed to by all parties establishes the procedures to be followed in the assignment and reassignment of personnel to positions in the classes of Electrical Mechanic and Senior Electrical Mechanic. The parties hereby agree to the following:

1. This Bid Plan, dated January 1, 2004 shall supercede all previous Electrical Mechanic and Senior Electrical Mechanic bid plans and shall go into effect on January 1, 2004.
2. This Bid Plan will be subject to:
 - DWP, City, State and Federal laws, rules and regulations which govern employment related practices;
 - The Department of Water and Power (DWP) Equal Employment Opportunity policies and procedures;
 - The Rules of the Board of Civil Service Commissioners; and
 - The current Memorandum of Understanding (MOU).
3. Participation in this Bid Plan is limited to Department of Water and Power employees who meet the eligibility requirements as specified in the attached Bid Plan.
4. In accordance with the attached Bid Plan, the administration of this Bid Plan shall be the responsibility of the Electrical Mechanic System Wide Bid Plan Committee and any proposed amendments to this Bid Plan shall be made to the System Wide Bid Plan Committee for its consideration and approval.
5. In accordance with the procedures specified in this Bid Plan, when a bid position is awarded at a location, that location will be considered the employee's new permanent reporting location on the first day he or she is to report.

The Parties:

For the Department:

Frank Salas
Acting General Manager
Department of Water and Power

Date: 7-14-04

For Local 18:

Brian D'Arcy
Business Manager
International Brotherhood of
Electrical Workers, Local 18

Date: 7/19/04

**Electrical Mechanic
System Wide Bid Plan**

**Los Angeles Department of
Water and Power**

January 1, 2004

5/18/2004

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Section I: Resolution

Resolution

WHEREAS, there exists a need to provide training and development consistent with the interests of the Los Angeles Department of Water and Power; and

WHEREAS, it is necessary and in the interest of the Los Angeles Department of Water and Power to promote the development of its employees; and

WHEREAS, the Los Angeles Department of Water and Power recognizes the need to vigorously support Equal Employment Opportunity programs which aim to improve personnel practices and the advancement of its employees; and

WHEREAS, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment opportunity Act of 1972, State and other Federal laws prohibit discrimination in employment,

NOW, THEREFORE, BE IT RESOLVED THAT

The Los Angeles Department of Water and Power adopt the *Electrical Mechanic System Wide Bid Plan* to affirm their commitment to the principles of equal employment opportunity and the advancement of their employees.

5/18/2004

Section II: Introduction

In accordance with the conditions and procedures herein set forth, a system wide bid plan is hereby established by which the opportunity is extended to all civil service Electrical Mechanics and Senior Electrical Mechanics to bid for permanent work reporting locations.

This document, known as the *Electrical Mechanic System Wide Bid Plan*, dated January 1, 2004, supercedes all previous bid plans and is established by the mutual agreement of the Los Angeles Department of Water and Power and the International Brotherhood of Electrical Workers Local 18.

The objectives of the System Wide Bid Plan are:

1. To assert the Equal Employment Opportunity policy of the City of Los Angeles Department of Water and Power.
2. To advance the levels of employee knowledge and skill.
3. To promote the diversity of employee training and experience.
4. To recognize employee seniority and years of service.
5. To provide guidelines for the orderly assignment of bid positions.

A system wide bid plan committee shall be established to administer the provisions of this plan. The system wide bid plan committee will be composed of an equal number of representatives from management and labor.

5/18/2004

Section III: Definitions

The Electrical Mechanics System Wide Bid Plan – An agreement by the Los Angeles Department of Water and Power and IBEW Local 18 designed to elevate the levels of service provided to the department and to promote the welfare of Electrical Mechanics and Senior Electrical Mechanics. Also known as the *system wide bid plan* and the *bid plan*

Electrical Mechanic System Wide Bid Plan Committee -- A committee composed of an equal number of representatives from labor and management who have the responsibility of administering the provisions of the ***Electrical Mechanics System Wide Bid Plan***. Also known as the *committee*, the *bid plan committee*, and the *system wide bid plan committee*.

Bid – An act in accordance with the rules of the System Wide Bid Plan to acquire a Bid Position at a location where a vacancy exists.

Bid Position -- A position at a permanent reporting location that has been determined to be continuously necessary for the operational needs of the Los Angeles Department of Water and Power. Occupying a bid position provides employees assurance that their regular reporting locations will be remain fixed.

5/18/2004

Bid Position Announcement – A bulletin intended to inform Electrical Mechanics and Senior Electrical Mechanics of the availability of biddable positions located throughout the Los Angeles Department of Water and Power. Also known as a *bid notice*. **Note: Electric Substation Construction Bid Position Announcements shall include notification of change of pay/benefits pertaining to Daily Rate pay status.**

Bid Request Form – The form required to submit requests for biddable positions

Non-bid Position – A position that has not been classified by the Electrical Mechanic System Wide Bid Plan Committee as a biddable position.

Permanent reporting location – A work location where employees regularly report to work. The following are recognized as permanent reporting locations: ESM Metro, ESM South, ESM West LA, ESM West Valley, ESM East Valley, Water Department Electric Shop, LA Filtration, Castaic Power Plant, Valley Generating Station, Scattergood Generating Station, Harbor Generating Station, Haynes Generating Station, Sylmar Converter Station, Adelanto Converter Station, McCullough Switching Station, Bishop, Lone Pine, Boylston, and Electric Substation Construction Group. **Note: a bid position with Electric Substation Construction Group includes job site reporting due to the transient nature of construction jobs.**

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Seniority – Ranking by classification in accordance with the criteria in Section VII

Seniority List – Separate lists ranking Electrical Mechanics and Senior Electrical Mechanics from highest to lowest seniority. This list is to be used for the sole purpose of assigning bids in accordance with this Bid Plan.

Temporary Transfer – A temporary assignment to a vacant biddable position at a permanent reporting location.

5/18/2004

Section IV: System-wide Bid Plan Committee

The System Wide Bid Plan Committee has the responsibility of administering the provisions of the ***Electrical Mechanic System Wide Bid Plan***.

The Committee has the responsibility to:

1. Maintain seniority lists for all Electrical Mechanics and Senior Electrical Mechanics.
2. Inform employees of available bid positions by posting Bid Position Announcements at permanent reporting locations.
3. Assign bid positions on the basis of seniority.
4. Handle disputes based on the administration of the Bid Plan.

5/18/2004

Section V. Implementation

Prior to March 1 and September 1 of every year, the Electrical Mechanic System Wide Bid Plan Committee shall meet to review the availability of bid positions throughout the Los Angeles Department of Water and Power.

The Committee (through the Personnel Services Office) shall prepare Bid Position Announcements listing the availability of all bid positions. Information on the Bid Position Announcement shall list the location of the positions as well as the regular working schedule.

The Committee shall distribute the Bid Position Announcement for posting on or before April 1 and October 1 of every year. Once the three-week application period for placing bids has expired (April 21 and October 21), the Electrical Mechanic System Wide Bid Plan Committee shall award bids based on seniority ranking. The Electrical Mechanic System Wide Bid Plan Committee shall notify bid recipients as soon as possible but in no case later than seven calendar days after the closing date of bid applications (April 28 and October 28). An additional two weeks (May 14 and November 14) shall be established for the purpose of resolving complaints regarding the awarding of bid positions. The Electrical Mechanic System Wide Bid Plan Committee will resolve all such complaints in a timely fashion. If no complaints have been filed by May 14 or November 14, the bid position shall be firmly established and the bid plan committee will address no further complaints.

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The Seniority List is the basis for awarding bid positions.

Employees are eligible to participate in the bid plan beginning with the first open bid period after completion of their six-month probation.

Upon acceptance of a bid, the successful bidder may not bid their previously held bid position until one year has passed.

A biddable position will be available for bid when:

- The current bid holder accepts another bid position
- The current bid holder voluntarily transfers to another position
- The current bid holder promotes (After completion of probation)
- The current bid holder retires.
- The current bid holders' employment is terminated.
- The current bid holder remains on temporary disability for one year
- The current bid holder is on permanent disability
- The current bid holder takes a personal leave of absence in excess of six months.

Out of Town bid positions, Adelanto, McCullough, Castaic, and Owens Valley, shall be filled in accordance with Section VI: Bid Procedure, as soon as the position becomes available.

All reassignments made under this bid plan shall be subject to the working rules of the Department of Water & Power and the rules of the Civil Service Commission.

Bids will be awarded strictly based on the seniority list.

5/18/2004

Section VI: Bid Procedure

Bid Position Announcement

On or prior to April 1 and October 1 of every year, a Bid Position Announcement shall be posted by the Personnel Services Office at every permanent reporting location. The Bid Position Announcement shall provide information regarding the availability of all bid positions throughout the Los Angeles Department of Water and Power. The Bid Position Announcement shall indicate the opening and closing dates for the application of biddable positions. The bid period shall be 21 calendar days. With respect to each position open for bid, the announcement shall designate the permanent work location, shift schedule, and type of shift.

Bid Request Form

In order to facilitate administration, a standard form will be available by which applicants can indicate their bid position choice and their order of preference where more than one position is bid. If such standard forms are not available, applicants may submit a reasonable facsimile. Bid position forms shall be delivered to the Electrical Mechanics System Wide Bid Plan Committee (and copied to the Personnel Services Office) through the first level supervisor. The employee shall retain a signed copy of the bid request form. The location and the telephone number of the Electrical Mechanic System Wide Bid Plan Committee shall be provided on the Bid Announcement form.

5/18/2004

Section VII: Seniority List

The System Wide Bid Plan Committee shall have the responsibility to maintain an accurate seniority list for Electrical Mechanics and Senior Electrical Mechanics.

The seniority list shall be computed accurately as of February 1 and August 1 of every year. The seniority list shall include every employee who falls under the provisions of the bid plan. Electrical Mechanics and Senior Electrical Mechanics shall be listed by seniority rank. The mechanics with the highest seniority shall be listed first. Seniority for bidding purposes shall only include time spent as a full time civil service employee of the City of Los Angeles.

The Seniority List is to be used only for assigning bids in accordance with this Bid Plan.

Seniority rank for **Electrical Mechanics** shall be determined by these criteria in the following order:

1. Total time as Civil Service Journey Level Electrical Mechanic
2. Electrical Mechanic Trainee final academic record
3. Civil Service test score
4. Total continuous employment with the LADWP
5. Total continuous employment with the City of Los Angeles
6. The decision of the System Wide Bid Plan Committee

5/18/2004

Seniority rank for **Senior Electrical Mechanics** shall be determined by these criteria in the following order:

1. Total time as a Senior Electrical Mechanic
2. Total time in series (E.M. & S.E.M).
3. Civil Service test score
4. Total continuous employment with the LADWP
5. Total continuous employment with the City of Los Angeles
6. The decision of the System Wide Bid Plan Committee

The System Wide Bid Plan Committee will decide any disputes regarding seniority.

Seniority Lists shall be posted for review by March 1 and September 1 of every year.

Section VIII: Disputes

All Disputes regarding the administration of the bid plan shall be addressed to the System Wide Bid Plan Committee. Disputes shall be addressed in a timely manner.

The decision of the System Wide Bid Plan Committee is final.

5/18/2004

Section IX: Amendments

Grandfather Clause

All Electrical Mechanics and Senior Electrical Mechanics shall be awarded a bid position at their current position upon implementation of the *Electrical Mechanic System Wide Bid Plan*.

Filling positions between open bid periods

When a vacancy occurs between open bid periods, DWP management shall offer the vacant position for voluntary transfer. Transfers shall be awarded based on the Seniority List. The Electrical Mechanic or Senior Electrical Mechanic applicant highest on the Seniority List shall be awarded the position. Any Electrical Mechanic or Senior Electrical Mechanic who voluntarily transfers to a new position gives up the bid to his current position. If there are no volunteers, the Electrical Mechanic or Senior Electrical Mechanic with the least seniority may be assigned to the position if operational needs require (In the case of a forced temporary transfer, the individual transferred will not forfeit their bid & will return to their bid position as soon as operational needs allow). Positions filled by transfers shall be made available for bid during the next open bid period.

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