

CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER
SECURITY SERVICES DIVISION MEMORANDUM

Date: October 7, 2022
To: All Lead and Security Officers
From: Christopher O. Vicino, Management Chairperson
Bid Committee of the Joint Labor – Management Security Committee
Subject: Addendum to 2023 Bid Procedures

The Security Services Division will hold its annual Bid November 17 through November 20, 2022.

The 2023 Bid will be in the JFB Cafeteria Conference Rooms 1, 2 and 3. Vacation request will also be in the cafeteria at a table designated per watch (AM, Day, PM).

If you do not wish to report in person for your Bid but prefer to call in, use the numbers below.

- 213 760-8836
- 213 418-8573

After your Bid you will be advised as to what table or room you are to report to for your vacation request.

- You can request up to 80 hours on Bid day to include the time frame of January 16, 2023 through January 14, 2024.
- You can request an additional 80 hours of vacation using the ATORP Form that will need to be handed into the Watch Commanders between Monday, November 21, 2022 and Monday, December 05, 2022, vacation will be issued based on seniority.
- Additional request will be on a first come first serve basis after January 16, 2023.

If you do not wish to report for your Bid but prefer to call in, use the numbers below for vacation request.

AM Watch

- 213 792-6597 Iverson L.
- 213 216-9017 Avila, J

Day Watch

- 213 216-9130 Washington, L.
- 213 503-5209 Schnyder, C.

PM Watch

- 213 216-4670 Frias, R.
- 213 792-5667 Rucker, J.

Per Article 28.1 of the Security Unit Memorandum of Understanding (MOU) – this Bid Plan was established through the Security Services Bid Committee of the Joint Labor – Management Security Committee.

Guevara, Rudy – **SEIU – Local 721**
Kevin Monk – **SEIU – Local 721**

Christopher O. Vicino – **Director of Security and Emergency Management**

Labor

Management

De La Cruz, Hector *AS*

Esqueda, Arnold D. *A.E.*

Milhado, Frederick M. *FM*

Supervision

Harrington, Mary

Jimenez, Marcelino *[Signature]*

Vidales, Angel *AV*

For the Parties:

Kevin Monk

Kevin Monk
Chairperson, Labor

David D. Garcia FOR C. VICINO

Christopher O. Vicino
Chairperson, Management

CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER
SECURITY SERVICES DIVISION MEMORANDUM

Date: October 7, 2022
To: All Security Officers
From: Christopher O. Vicino, Management Chairperson
Bid Committee of the Joint Labor – Management Security Committee
Subject: Lead Security Officer Bid Procedures

The Security Services Division is currently placing the attached list of assignments up for bid the period January 16, 2023, through January 14, 2024. All Lead Security Officers (LSO) will receive a bid package that consists of the following documentation:

- LSO Bid Procedures - Memo
- LSO Seniority - List (Provided and Certified by Human Resources)
- Open Bids – Form
- Bid Request – Form
- Bid Schedule - List

All Lead Security Officers (Officers) will be assigned a “Bid Window” in accordance to their “Seniority Group.” A Bid Window is the time that an LSO may physically appear before the Bid Committee to choose his/her assignment. A Seniority Group shall consist of no more than (10) ten Officers from highest to lowest seniority. LSO who choose not to appear should submit a completed Bid Request Form to a Bid Committee member no later than five (5) calendar days prior to the initiation of the bid.

LSO who cannot respond in person to their assigned Bid Window because they are on duty may contact the Bid Committee via telephone at their appointed time. LSO who miss (those LSO that are away from work on Management approved or acknowledged time off) their Bid Window will have first priority in the next available Bid Window. LSO who do not respond to their Bid Window and subsequently fail to submit a Bid Request Form will be assigned a work location and shift at the discretion of Security Management.

In all instances, LSO’s losing their position due to a post being eliminated will be allowed to occupy any available open post (in accordance to seniority) until the next Bid. An “Open Post” is a Bid Assignment that is not staffed.

LSO’s who submit a Bid Request Form must do so prior to the Bid. Please return your Bid Request Forms to **Bid Committee members** De La Cruz, Milhado, Harrington, or Vidales no later than 1700 hours, **Sunday, November 14, 2022**. Bid assignments will be selected **Thursday, November 17, 2022**. The Bids will go into effect on **Monday, January 16, 2023**.

Bid shift duty times are as follows (unless otherwise noted):

07:00AM – 15:00PM	Day Shift
07:00AM – 18:00PM or till closing	Customer Service Centers
15:00PM – 23:00PM	Swing/ PM Shift
23:00PM – 07:00AM	Graveyard/ AM Shift

Officer (Name)

Seniority Group (Date)

Bid Window (Time)

Section 001 – Introduction

The Amendment to Memorandum of Understanding between the Los Angeles Department of Water and Power (LADWP) and Service Employees International Union, Local 721 (SEIU, Local 721) for the Security Unit (October 17, 2017 – September 30, 2022); specifically Article 28.1; provides for an annual bidding of positions for the classification of Security Officer. In accordance with the conditions and procedures herein set forth, a bid plan is hereby established by which the opportunity is extended to all Los Angeles Department of Water and Power Security Officers to annually bid for reporting locations, work shifts and days off. This document, known as the Security Officer Bid Plan, dated Wednesday, 20th, May 2009, is established by the mutual agreement of LADWP and SEIU, Local 721.

Section 002- Statement of Policy

It is the policy of the LADWP when filling a Bid Assignment to give first consideration to employees currently working in the classification of Security Officer in the Los Angeles Department of Water and Power. LADWP and SEIU, Local 721 agree that the object of this bid plan is to afford the employee with the most seniority (as defined for purposes of this bid plan exclusively) the first opportunity to fill a vacant Bid Assignment.

Section 003- Implementation

On or before October 1st of every year, Management and Labor shall meet to review the availability of bid positions throughout the LADWP. The Security Services Division (SSD) shall prepare Bid Packages listing all bid positions. Information in the Bid Packages shall list the reporting location of the positions and the regular working schedule which include work shifts and days off.

The SSD shall distribute the Bid Packages on or before October 15th of every year. The employees will have three weeks (21 calendar days) to request/ review their choice of bid assignment. SSD has opted to use the following methods to collect bids: (1) Physically appear before the Bid Committee to choose his/her assignment at Bid Window time; (2) Submit a completed Bid Request Form to a Security Services Bid Committee Member no later than 5 (five) calendar days prior to the initiation of the Bid; (3) If on duty, contact the Bid Committee via telephone at their appointed Bid Window time; and (4) Officers who miss (those Officers that are away from work on Management approved or acknowledged time off) their assigned Bid Window will have first priority in the next available Bid Window. Once the 21day application period for placing bids has expired, the SSD shall award bids based on seniority ranking. The SSD shall notify bid recipients as soon as possible, but in no case later than seven calendar days after the closing date of bid applications. All bided assignments shall be awarded by November 30 of each year. All new positions will commence on January 1st of each year (or during that 1st pay period in January).

Section 003- Implementation (Continued)

Bid Packages: On or prior to October 15th of every year, a Bid Package shall be distributed to each eligible Security Officer. The bid period shall be 21 calendar days, as outlined above. With respect to each position open for bid, the Bid Package shall designate the reporting work location and the regular work schedule (Which Includes: Shift Schedule and Days Off of the Bid Assignment).

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. The employee shall retain a signed copy of the bid request form. The location and the telephone number of the person(s) assigned to accept the completed Bid Request Forms shall be provided on the BPA.

Section 004 – Applicability

This procedure shall apply to the filling of Bid Assignments in the Security Services Division except those of a temporary nature.

Section 005 - Filling A Permanent Security Assignment Vacancy

- A) Officers losing their bided position due to a post being eliminated and/or any Officers (who do not have a bid) will be allowed to occupy an available Bid Assignment (based on seniority as calculated for the purposes of this Bid Plan) until the next Bid. An "Open Post" is an assignment (new or old) that is not staffed.
- B) It is the intent of this Bid Plan to have the Bid Assignment awarded to the Officer with the most seniority.
- C) If the Officer with the most seniority is not selected, he/she shall have the right to an explanation, in writing, as to the reason he/she was not selected for the Bid Assignment.
- D) Security Management may assign an Officer without a bid to a specific Bid Assignment if no bids were received for that assignment. (Seniority may be considered for Officers with extenuating circumstances).
- E) A successful bidder shall not be eligible to bid on a new assignment during the life of this current bid.

Section 006 – Bidding (*See Implementation Section 003*)

An Officer may utilize the following methods to bid:

1. Physically appear before the Bid Committee to choose his/her assignment at Bid Window time.
2. Submit a completed Bid Request Form to a Security Services Bid Committee Member no later than 5 (five) calendar days prior to the initiation of the Bid.
3. If on duty, contact the Bid Committee via telephone at their appointed Bid Window time.
4. Officers who miss (those Officers that are away from work on Management approved or acknowledged time off) their assigned Bid Window will have first priority in the next available Bid Window.

*Officers who do not respond to their Bid Window and subsequently fail to submit a Bid Request Form will be assigned a work location and shift at the discretion of Security Management.

Section 007 - Reserving Jobs

- A) When an Officer accepts a promotional appointment and is reassigned, his/her bided assignment shall be declared temporarily vacant. The assignment he/she is leaving shall not be declared vacant and open for bid until he/she has completed his/her probationary period (this applies only during the life of this current bid).
- B) When an Officer accepts a position in an apprentice or trainee class, where no probationary period is involved, his/her bided assignment shall not be declared vacant and open to bid for the duration of the apprentice or trainee class (during the life of this current bid.)
- C) When an Officer will be on an Administrative Assignment (AA) for what is anticipated to be the life of this current bid, they will not submit a bid request for this bid cycle. If for any reason, the Officer does not remain in the AA for the duration of the current bid, he/she will still be guaranteed the same location, shift and days off, as if he/she was still on the AA. If a new AA is created, after bided assignments are awarded, that AA will be filled by Security Management and the selected Officer's bided assignment will not be declared vacant and open for bid (during the life of this current bid.)
- D) When an Officer chooses to take a leave of absence for elective personal reasons (ie. school) for (6) six-months or less his/her bided assignment shall not be declared vacant and open to bid.
- E) When an Officer is on a leave of absence for personal reasons for more than (6) six-months the Officer will no longer retain his/her bided assignment and shall, upon his/her return, be assigned to a vacant assignment (during the life of this current bid.)

Section 007 - Reserving Jobs (Continued)

- F) When an Officer is on a military leave, the Officer's bided assignment will not be declared vacant and open for bid.
- G) When an Officer is on disability leave his/her bided assignment shall not be declared vacant and open to bid. Once it has been determined by the Department's Medical Director that he/she is capable of resuming his/her bid assignment duties, the Officer shall be allowed to return to his/her bided assignment.
- H) When an Officer becomes permanently disabled as determined by the Department's Medical Director, the bided assignment that he/she held will be declared vacant and open to bid.

Section 008 - Seniority

The position of Officer on the bid list shall be determined by his/her total seniority in class (Security Officer) at the Department. Seniority dates shall be furnished by Personnel Services Office and the Officer shall have the right to request, through supervisory channels, that their seniority data be reviewed and corrected if found to be in error. The Officer having the most seniority shall be first on the list. Seniority, for purposes of this Bid Plan, shall be determined as follows:

- Time served as a Regular (once probation has been completed) Civil Service appointment in the class of Security Officer in the Department shall be allowed. Limited and Emergency time shall not be counted toward seniority.
- Officers with time served in other classes, wherein the probationary period for that classification had not been completed, shall be allowed to accrue seniority in the classification of Security Officer.
- Separation from the Department by reason of resignation or discharge shall constitute a break in service.

Section 009 – Special Circumstances

In the event of a crisis such as natural disaster, terrorist attack or civil unrest, personnel may be reassigned to accommodate operational needs to manage the emergency. Management/ Supervision shall consider, but not be bound to, seniority when reassigning personnel to duties.

Section 010 – Training/ Equipment

Some or all Bid Assignments may require *site specific* training and equipment to facilitate the Officer's ability to perform the functions at their assigned bided post. This training might include, but not be limited to, procedure drills, hypothetical situational instruction, classroom instruction, etc.

S E C U R I T Y O F F I C E R B I D P L A N

Section 011- Bid Committee

Per Article 28.1 of the Security Unit Memorandum of Understanding (MOU) – this Bid Plan was established through the Security Services Bid Committee of the Joint Labor – Management Security Committee.

Rudy Guevara – **SEIU – Local 721**
Monk, Kevin – **SEIU – Local 721**

Vicino, Christopher O. **Director of Security and Emergency Management**

Labor

Management

De La Cruz, Hector *Hec*

Esqueda, Arnold D. *A.D.*

Milhado, Frederick M. *F.M.*

Supervision

Harrington, Mary

Jimenez, Marcelino *M. Jimenez*

Vidales, Angel *A.V.*

For the Parties:

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Kevin Monk
Chairperson, Labor

Christopher O. Vicino

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