



ANTONIO R. VILLARAIGOSA  
*Mayor*

Commission  
LEE KANON ALPERT, *President*  
EDITH RAMIREZ, *Vice President*  
FORESCEE HOGAN-ROWLES  
JONATHAN PARFREY  
THOMAS S. SAYLES  
BARBARA E. MOSCHOS, *Secretary*

S. DAVID FREEMAN  
*Interim General Manager*  
RAMAN RAJ  
*Chief Operating Officer*

**LETTER OF AGREEMENT**  
**Senior Security Officers Bid Plan**

The Parties to this Letter of Agreement are the Los Angeles Department of Water and Power (LADWP) and the International Brotherhood of Electrical Workers, Local 18 (IBEW, Local 18).

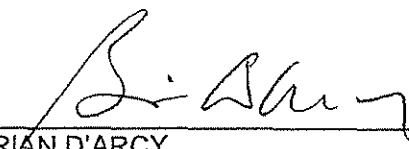
The attached Senior Security Officers Bid Plan agreed to by all Parties establishes the procedures to be followed in the assignment and reassignment of personnel to permanent vacant positions in the classification of Senior Security Officer. The parties hereby agree to the following:

1. The Senior Security Officers Bid Plan shall go into effect on May 1, 2009. All permanent reporting locations, work shifts, and days off will be opened for bid on or prior to June 1 of every year as outlined by this Bid Plan.
2. The Senior Security Officers Bid Plan complies with:
  - LADWP, City of Los Angeles, State and Federal laws, rules, and regulations which govern employment-related practices;
  - Policies and procedures of LADWP's Equal Employment Opportunity Section;
  - Rules of the Board of Civil Service Commissioners; and
  - The Supervisory Blue Collar Memorandum of Understanding.
3. Participation in this Bid Plan is limited to LADWP employees who meet the eligibility requirements as specified in the Bid Plan.
4. The administration of this Bid Plan shall be the responsibility of the Principal and Senior Security Officers Bid Plan Committee, and any proposed amendments to this Bid Plan shall be made to the Principal and Senior Security Officers Bid Plan Committee for its consideration and approval.

In accordance with the procedures specified in the Senior Security Officers 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 the Senior Security Officer is to report to that location.

For the Parties:

  
\_\_\_\_\_  
RAMAN RAJ  
Chief Operating Officer and  
Acting General Manager  
Los Angeles Department of Water and Power

  
\_\_\_\_\_  
BRIAN D'ARCY  
Business Manager  
International Brotherhood  
of Electrical Workers, Local 18

Date: 4/15/10

Date: 4/28/10

Water and Power Conservation ... a way of life

---

**Security Services Section**  
**Senior Security Officers**  
**Bid Plan**

**Table of Contents**

**Section I** ----- **Introduction**

**Section II** ----- **Definitions**

**Section III** ----- **Implementation**

**Section IV** ----- **Bid Procedure**

**Section V** ----- **Seniority List**

**Section VI** ----- **Review of Bid Plan**

## Senior Security Officers Bid Plan

---

### Section I - Introduction:

In accordance with the conditions and procedures herein set forth, a bid plan is hereby established by which the opportunity is extended to all permanent civil service Senior Security Officers to annually bid for permanent reporting locations, work shift and days off.

This document, known as the **Senior Security Officers Bid Plan**, dated May 1, 2009, is established by the mutual agreement of the Los Angeles Department of Water and Power (LADWP) and the International Brotherhood of Electrical Workers, Local 18 (Local 18).

The objectives of this Bid Plan are:

1. To provide procedures for the orderly assignment of personnel to vacant bid positions, and to afford the Senior Security Officer (SSO) with the most seniority the first opportunity to choose a permanent reporting location, work shift and days off.
2. To advance the levels of employee knowledge and skill.
3. To promote the diversity of employee training and experience.
4. To comply with the Equal Employment Opportunity policies of the City of Los Angeles.

### Section II - Definitions:

**Senior Security Officers Bid Plan** - An agreement by LADWP and Local 18 designed to elevate the levels of service provided to the Department.

**Principal and Senior Security Officers Bid Plan Committee** - A committee composed of representatives from Management and Labor who have the responsibility of establishing the provisions of the *Senior Security Officers Bid Plan*.

**Bid** - An act in accordance with the rules of the Senior Security Officers Bid Plan to acquire a Bid Position at a permanent reporting location, work shift, and days off where a permanent vacancy exists.

**Bid Position** - A position at a permanent reporting location that has been determined to be continuously necessary for the operational needs of LADWP. Occupying a bid position provides SSOs some assurance that their permanent reporting locations will remain fixed.

**Bid Position Announcement** - A bulletin intended to inform SSOs of the availability of biddable positions located throughout LADWP; also known as a *bid notice*.

**Bid Request Form** - The form required to submit requests for biddable positions.

**Eligibility** - All permanent SSOs who have completed their probationary period are eligible to bid.

---

**Non-Bid Position** - A position that has not been classified as a biddable position.

**Reporting Location** - A work location where SSOs regularly report to work. The following are recognized as reporting locations: John Ferraro Building, Los Angeles Aqueduct and Filtration Plant (LAAFP), and Harbor Generating Station.

**Seniority** - Ranking by classification in accordance with the stated criteria in Section V of this Bid Plan.

**Seniority List** - A list ranking the SSOs from highest to lowest seniority. This list is to be used for the sole purpose of assigning bids in accordance with this Bid Plan.

### **Section III – Implementation:**

Prior to May 8th of every year, Management and Labor shall meet to review the availability of bid positions throughout LADWP. The Security Services Section shall prepare Bid Position Announcements listing the availability of all bid positions. Information on the Bid Position Announcement shall list the reporting location of the positions, specifically the duties and responsibilities of that job assignment, and the regular working schedule which includes work shifts and days off.

The Security Services Section shall distribute the Bid Position Announcement in accordance with Section IV of this Bid Plan on or before June 1st of every year. Once the twenty-one (21) calendar day application period for placing bids has expired, the Security Services Section shall award bids based on seniority ranking. The Security Services Section shall notify bid recipients as soon as possible but in no case later than seven (7) calendar days after the closing date of bid applications. An additional seven (7) calendar days shall be provided for the purpose of resolving complaints regarding the awarding of bid positions. Management and Labor will resolve all such complaints in a timely manner. If no complaints have been filed by then, the bid position shall be firmly established and no further complaints will be accepted.

### **Section IV - Bid Procedure:**

#### **Bid Position Announcement**

On or prior to June 1st of every year, a Bid Position Announcement shall be posted at each reporting location. A copy shall also be placed in the mail slot at the reporting location of every permanent employee in the respective classification to be bid. The Bid Position Announcement shall provide information regarding the availability of all bid positions throughout LADWP. The Bid Position Announcement shall indicate the opening and

closing dates for the application of biddable positions. The bid period shall be twenty-one (21) calendar days. With respect to each biddable position, the announcement shall designate the reporting work location, including the specific duties and responsibilities of the job assignment, the regular work schedule which includes; shift schedule, days off 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. The SSO shall retain a signed copy of the bid request form. The location and the telephone number of the person assigned to accept the completed Bid Request Form shall be provided on the Bid Position Announcement.

### **Section V – Seniority List:**

The position of SSO on the bid list shall be determined by his/her seniority in the classification of SSO at the Department. Seniority dates shall be furnished by Personnel Services via a listing for SSO - DDR No. 93-31006. The SSO shall have the right to request, through supervisory channels, that their seniority data be reviewed and corrected if found to be in error. The SSO having the most seniority shall be first on their list. Seniority, for purposes of this Bid Plan, shall be determined as follows:

- Only time served as a Regular (once probation has been completed) Civil Service appointment in the class of SSO in the Department shall be allowed. Limited and Emergency time shall not be counted toward seniority. Time, while on disability leave, shall not be counted toward seniority.
- SSOs 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 SSO.
- Separation from the Department by reason of resignation or discharge shall constitute a break in service.

Seniority tie-breakers will be determined in the following order:

- (1) Time served as a Regular SSO
- (2) Civil service score for SSO
- (3) Time served as a Regular Security Officer with LADWP
- (4) Total continuous employment with LADWP
- (5) Date of filing application for the classification of SSO with the Personnel Department
- (6) If still tied, the actual filing time on the application.

---

### **Implementation of Awarded Bids**

- a) The successful bidder shall receive, review, and agree in writing to the specific duties of the assignment as a condition for the bid to be awarded. Failure to sign will result in the SSO not having a biddable position until the next bid process.
- b) If a SSO accepts overtime on an assignment other than their bid or assigned assignment, the SSO shall perform all of the specific duties of the overtime assignment.
- c) Once the bid procedure is implemented, awarded bids shall be established within two pay periods.

### **Section VI - Review of Bid Plan**

This bid plan shall be reviewed annually during the month of May or as mutually agreed by the parties. If Local 18 or LADWP proposes changes to the bid plan, the Principal and Senior Security Officer Bid Plan Committee shall convene for discussion.

#### **Failure to Bid**

It shall not be required that an employee exercise his/her bidding rights, nor shall his/her failure to do so in any way prejudice future bids. Employees who fail to bid, during the notification period, shall not be considered for a biddable work shift or days off and shall be considered as a SSO without a bid assignment.

#### **If No Bids Are Received**

If no bids are received for a reporting location, work shift, or days off, the vacancy may be filled, at Management's discretion, by a SSO without a bid assignment or the SSO with the lowest seniority (as described in Section V).

#### **Reserving Bids\***

- a) When a SSO accepts another appointment, his/her bid shall not be declared vacant and open for bid until he/she has completed the probationary period in the other appointment. In the case of an appointment being an apprentice or trainee class, or other situation where no probationary period is involved, the bid shall be protected for a maximum of six (6) months.
- b) When a SSO will be on an Administrative Assignment (AA) for what is anticipated to be the life of this current bid, he/she will not submit a bid request for this bid cycle. If for any reason, the SSO 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 bidded assignments are awarded, that AA will be filled by Security Management and the selected SSO's bidded assignment will not be declared vacant and open for bid (during the life of this current bid).

- c) When a SSO accepts an assignment in another non-bidded security position (such as the proposed Security Investigator training position), his/her bid shall not be declared vacant and open for bid during the three (3) month period.
  - d) When a SSO chooses to take a leave of absence for elective personal reasons (ie. School) for (6) six-months or less his/her bidded assignment shall not be declared vacant and open to bid.
  - e) When a SSO is on a leave of absence for personal reasons for more than (6) six-months, the SSO will no longer retain his/her bidded assignment and shall, upon his/her return, be assigned to a work location and shift at the discretion of Security Management (during the life of this current bid).
  - f) When a SSO is on a military leave, the SSO's bidded assignment will not be declared vacant and open for bid.
  - g) When a SSO is on disability leave, his/her bidded assignment shall not be declared vacant and open for 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 SSO shall be allowed to return to his/her bidded assignment.
  - h) When a SSO becomes permanently disabled as determined by the Department's Medical Director, the bidded assignment that he/she held will be declared vacant and the work location and shift will be assigned at the discretion of Security Management (during the life of the current bid).
- \* Temporary Assignment – When a vacancy occurs between open bid periods, and DWP management determines there is an operational need to fill the position temporarily, DWP management shall offer the vacant position for voluntary transfer. Transfers shall be awarded based on the Seniority List. The SSO applicant highest on the Seniority List shall be awarded the position predicated upon operational needs. If there are no volunteers, the SSO with the least seniority may be assigned to the position based on operational needs. Positions filled temporarily by transfers shall be made available for bid during the next open bid period. Bid holders filling positions temporarily between open bid periods will not lose their current bid.

Management and Labor will mutually participate in meetings when changes in the terms and conditions of this Bid Plan are being considered.