

BID PLAN FOR CRAFT LEVEL EMPLOYEES
POWER OPERATING AND MAINTENANCE DIVISION
TELECOMMUNICATIONS SECTION

Except as provided in Section VII, all permanent positions in the Civil Service Classes listed in Section II in the Telecommunications Section are included under this Bid Plan. However, in case of emergencies and other extraordinary circumstances, or in the interest of safety, system reliability and/or efficiency in operations, the Engineer in Charge of Power Operating and Maintenance may withdraw from, restore to or create any position in the Bid Plan.

Following any decision to withdraw a position from the Bid Plan, a written notice signed by the Engineer in Charge of Operation and Maintenance stating the reasons and necessity for the action taken shall be posted at all Telecommunications permanent reporting locations covered under this Bid Plan and a copy mailed to the Union. An employee displaced because a position is withdrawn from the Bid Plan shall be reassigned in accordance with Section XI.

The Bid Plan applies to all permanent reporting locations listed under Section VIII to which Telecommunications assigned personnel covered by this Bid Plan, in accordance with Article 14(a) (1) of the Operating, Maintenance and Service (OM&S) Unit Memorandum of Understanding (MOU).

This Bid Plan shall be subject to:

- City, State and Federal laws, rules and regulations which govern employment related practices.
- The Civil Service Rules.
- The current Memorandum of Understanding (MOU).

Section I: Bid Plan Purpose & Objective

- To promote the welfare of Telecommunications Section craft level employees.
- To provide employees with opportunities to train and acquire experience.

- To promote EEO/AA goals and objectives in the assignment and reassignment of employees.
- To recognize service seniority for Telecommunications Section craft level employees.
- To maintain an atmosphere conducive to safe and efficient operations within Telecommunications.

Section II: Civil Service Classes Covered By Bid Plan

- Senior Communications Electrician 3638
- Senior Communications Cable Worker 3801
- Communications Electrician 3686
- Communications Cable Worker 3802
- Assistant Communications Cable Worker 3808
- New craft-level classes within the Telecommunications Section which are accreted to the OM&S unit.

Section III: Definitions

Seniority for the purpose of the Bid Plan, shall mean all service with the Department of Water and Power (DWP) Telecommunications Section in the classes named above, or in positions which have been reallocated to the classes above. In bidding within one of the above-named classes, only seniority earned in the particular class in which the bid is being submitted shall be allowed. Seniority shall be computed in accordance with the provisions under Section V below (Seniority Records).

Position for the purpose of this Plan shall mean a prescribed position in one of the classes listed in Section II above (Civil Service Classes Covered by Bid Plan), the duties of which have been designated for performance by one person and identified by an approved Duties Description Record (D.D.R.). All positions shall have designated reporting locations, working days, and shifts which shall be defined as "A.M.", "P.M.", or "day." Positions in the same class that have the same Duties Description Record, hours, and reporting location shall not be considered different positions for bidding purposes.

Vacant positions shall mean biddable positions as defined in Section VI below which can reasonably be expected to last more than one year.

Permanent assignment under this bid plan shall mean an assignment to a bid position which is expected to last more than one year. Such assignment provides rights against displacement and requires performance of the duties by the incumbent until reassigned under this Plan. Temporary reassignment of an employee from a bid position to meet the operating needs of the Department, shall not be construed as displacement.

Section IV: Eligibility

Telecommunications Section employees in a class listed in Section II above (Civil Service Classes Covered by Bid Plan), who have completed probation in that class, shall be considered eligible bidders in this Bid Plan. Those employees who have not completed probation shall be considered tentative bidders.

Section V: Seniority Records

All necessary seniority data will be obtained from the Personnel Records Section of the Power Operating and Maintenance Division. These seniority data are for use in bidding only. In the event of a layoff, lists will be furnished by the Civil Service Commission under regularly established rules.

Where an employee believes errors exist in seniority records, a statement of such errors shall be made in writing by the employee and referred to his/her supervisor. That supervisor will refer it through regular organizational channels, to the Power Operating and Maintenance Division, Personnel Records Section to check and, if found valid, to make the necessary corrections.

A tabulation showing seniority of employees in-class as defined herein, for the Bid Plan, will be published and posted by management in each location listed in Section VIII below and revised quarterly. In-class seniority for each employee shall be equal to the total time served continuously under a regular Civil Service appointment, in that employee's class in the DWP Telecommunications Section starting with the probationary period if such probation is served in the Telecommunications Section. For purposes of this Bid Plan, time served in classes or positions which have been reallocated to the classes listed in Section II above, shall count toward affected employees' in-class seniority.

The following provisions shall apply in the calculation of in-class seniority.

1. Time served by an employee in a higher class within that employee's class series under limited, emergency, intermittent, or regular appointment shall be included in the calculation of that employee's in-class DWP Telecommunications seniority. However, if the employee later promotes within the class series to a regular appointment in the higher class in which he/she previously held a limited, emergency, regular, or intermittent assignment, the employee shall not be credited with in-class seniority for such prior service.
2. Time served under a regular appointment in a bid class prior to a resignation, discharge, or layoff for over one year from the Department of Water and Power for any cause shall not be included in the calculation of in-class seniority.
3. Seniority credit shall accrue during leaves except:
 - A. Personal leaves which aggregate to more than 90 days in one calendar year. Personal leaves to work at IBEW Local 18, as specified under Article 8.3 (Leaves of Absence) of the OM&S Unit MOU shall not be subject to this provision.
 - B. Suspension time (as used in Los Angeles City Charter Section 112A) in excess of 20 days in a bidder's career.
 - C. Continuous absence for temporary disability in excess of one year.
4. An employee on loan to other organizations, shall be considered a Telecommunications Section Employee for the purposes of this Bid Plan.

Section VI: Biddable Positions

Subject to the Department's exclusive right to establish, abolish, or restore positions, the following conditions shall be deemed to create biddable positions under this Bid Plan, except as provided in Section VII:

1. Establishment of a new position.
2. Termination of employment of the previous incumbent.
3. Permanent reassignment of previous incumbent to another position within the Bid Plan.

4. Permanent appointment of previous incumbent to another City of Los Angeles Civil Service class.
5. Transfer of previous incumbent to another section, division, or department.
6. Absence due to temporary disability of previous incumbent exceeding a period of one year.
7. Relinquishing of rights to a bid location position by previous incumbent.
8. Personal leave of 90 or more calendar days.
9. Permanent disability as determined by the Department's Medical Director.

Note: All leaves of absence taken while in the Telecommunications Section from which an employee is entitled to return to his/her former position in accordance with the City of Los Angeles Civil Service Rules and Charter shall not lead to such an employee's loss of his/her bid location.

Section VII: Non-Biddable Positions Under the Plan

A vacant position at a given location will not be considered open for bid whenever it meets any of the following conditions:

1. The regularly assigned employee is on Temporary reassignment initiated by Department Management.
2. The regularly assigned employee has accepted an emergency or other temporary appointment.
3. The regularly assigned employee is on any leave of absence including military leave, and temporary disability leave from which the employee, under State, Federal, or the City of L.A. Charter and Civil Service Rules, is entitled to return to his/her former position.
4. The position or vacancy is expected to last for less than one year.
5. The position is one of those shown below:

Trainer
Maintenance Planner

Safety Coordinator
Procedures Writer

Prior to filling positions listed in this Section VII (5), management shall post a notice at each Telecommunications reporting location announcing its intent to fill such position(s). Following such notice, management shall then fill the positions through job-related interviews, taking into consideration the job requirements, EEO/AA goals, seniority and other factors as appropriate. An employee selected for such a position who later desires to return to a bid position in Telecommunications, must bid for such position in accordance with this Bid Plan.

In case no qualified employee desires these positions, management reserves the right to assign the least senior, qualified employee in the class to the non-biddable position.

Section VIII: Permanent Reporting Locations

Subject to the Department's exclusive right to establish, abolish, or restore permanent reporting locations, the following Telecommunications reporting locations shall be considered permanent for the purpose of this Bid Plan.

1. Central Los Angeles (Second Street and General Office Building)
2. Hoover Street
3. Van Nuys
4. Sylmar Converter Station
5. Energy Control Center
6. Mojave, California
7. Bishop, California
8. Independence, California
9. Boulder City, Nevada
10. Cedarville, California
11. Victorville, California

12. Ely, Nevada

13. Any replacement for the above reporting locations or new permanent reporting locations under the jurisdiction of Telecommunications established by the Engineer in Charge of Operation and Maintenance to which Telecommunications employees are assigned.

Note: Employees assigned to a permanent reporting location which is replaced by a new permanent reporting location shall automatically be assigned to that new location.

Section IX: Filling Permanent Vacancies

Positions at bid locations shall be filled according to the following procedure:

1. Regular Telecommunications positions in classes listed under Section II above, which are expected to last for one year or more shall be subject to the provisions of this Bid Plan.
2. Any eligible employee under this Bid Plan who desires reassignment to another location, shall submit a Bid Request for the location of his/her choice to the General Superintendent of the Telecommunications Section. The General Superintendent of Telecommunications will sign and date a copy of the Bid Request and return it directly to the employee. Bid Requests submitted by employees who have not completed probation and served six months within Telecommunications in the class in which reassignment is sought, shall be clearly marked "tentative" for purposes of this Bid Plan.
3. A Bid Request shall remain on file with the Telecommunications Section until the employee who initiated it discontinues his/her service with Telecommunications Section or withdraws such a request in writing.
4. Whenever the need to fill a vacant bid position at a location has been determined, an announcement of such a position will be posted for seven calendar days at each permanent reporting location identified in Section VIII of this Bid Plan. Bid Requests submitted during the seven calendar day posting period, will be considered along with those already on file for the vacant position. Following the seven calendar day posting period, the vacant bid position will be awarded in accordance with the following:

- A. First, to the bidder with the highest in-class DWP Telecommunications Section seniority who at the time of the award has completed probation and served six months in Telecommunications Section in the class in which reassignment is sought.
- B. Second, if no candidates are available under 4A above:
- to the tentative bidder, or
 - to a transferee from another City Department, or
 - to an appointee from the list of eligibles for the class, or
 - to the person with the least amount of DWP Telecommunications Section seniority in the class.
5. Within two weeks following an award of a bid position, a written announcement of the location and name of the successful bidder will be posted in each of the DWP Telecommunications bid locations for the benefit of Telecommunications employees in the affected class.
6. An employee who declines an award of a bid position at a permanent reporting location must do so in writing within three (3) working days following the award. A bidder who declines an award of a bid position shall be ineligible to bid for that location for one (1) year.
7. Employees in classes covered by this Bid Plan, who successfully bid or are selected for positions outside Los Angeles County, must establish residence within a thirty (30) statute mile radius of their new permanent reporting location not later than four months after the award.
- This provision will not affect any employee holding a bid position on the day this Bid Plan goes into effect as long as that employee remains in that bid position.
8. 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.
9. At locations outside of Los Angeles County, there will be a four-month evaluation period during which a successful bidder must demonstrate a satisfactory level of performance of his/her assigned duties. During this period, the

supervisor will evaluate the employee's performance and every two weeks the supervisor will inform the employee in writing of his/her level of performance. Should the bidder fail to perform satisfactorily by the end of the four-month period, documentation of the unsatisfactory performance will be provided to the bidder and he/she will be removed from the new location and returned to his/her previous location and will be ineligible to rebid for one (1) year to the location at which he/she was unsatisfactory. If during the four-month evaluation period, an employee requests to return to his/her previous location, such a request shall be granted. However, he/she will be ineligible to rebid for one (1) year to the location where he/she failed to complete the four-month evaluation period.

If an employee's return to his/her previous location during the evaluation period necessitates displacement, the employee in the class with the least in-location seniority will be displaced at that location. This procedure will also apply to all displaced employees until all affected locations reach their in-class staffing levels.

In-location seniority for the returning employees shall include the time spent at the locations where they were displaced or failed to complete the four month evaluation period.

Section X: Filling Temporary Vacancies

Employees awarded bids at any of the locations listed under Section VIII may be reassigned to fill temporary vacancies at other locations in accordance with the following conditions:

1. No employee shall be reassigned continuously to any one temporary vacancy for more than six calendar months unless Department operating needs dictate a longer reassignment period. If Department operating needs require that an employee be reassigned for more than six months, Management shall provide to the effected employee and the Union, in writing, the reasons for such an extension before the end of the sixth month of the temporary reassignment.
2. Employees who have served a total of thirty (30) or more days in temporary positions during the twelve months immediately preceding, shall not again be reassigned to temporary vacancies unless their total temporary reassignment time in the preceding twelve-month period is less than that of anyone else in the class in Telecommunications; or

3. An emergency exists.

Section XI: Abolishment of a Bid Position

If it becomes necessary to abolish a bid position at a particular location and to relocate an employee from that location, the following procedure will apply:

1. Notice of the need for abolishment of the bid position shall be posted as far in advance as possible.
2. A volunteer or the individual with the least seniority at that location will be reassigned to a location where a vacancy exists, provided there are no interested bidders.

An employee who is reassigned to a vacancy in accordance with Section XI, 1 and 2, shall be deemed to hold a bid position at the new location.

If an employee's bid position at a particular location has been abolished and there is no vacancy, the employee may be relocated to a particular location and assigned work in accordance with the operating needs of the Section.

The provisions of this Section shall not be construed as a right to displace personnel holding permanent bid positions in other areas, nor shall it be viewed as limiting the Department's right to layoff employees for lack of work. In the event the abolition of a position necessitates layoff, the applicable City of Los Angeles Charter provisions and related Civil Service Rules shall be deemed to control.

Section XII: Transfer of Function From One Bid Location to Another

If it becomes necessary to transfer a function (e.g., a shop or any part thereof) from one bid location to another, employees assigned to that function at the original location shall be given the option to transfer with the function to the new location. Those who opt to transfer shall be deemed to hold bids at the new location from the day the transfer is effected.

Section XIII: Assignments to Shops

All assignments to shops shall be made after the location bid process as detailed in Section IX above has been completed.

1. Whenever a vacancy occurs within a shop at a bid location where two or more shops exist, an announcement of such a vacancy shall be posted at that location for a minimum of three working days before filling such a vacancy.

2. All employees who hold bids in the class at the bid location where the shop vacancy exists shall be eligible to request reassignment to such a vacancy.
3. Each interested employee shall submit his/her request in writing to the superintendent in charge of the bid location where the shop vacancy exists.
4. Following the three working days posting period, the shop vacancy shall be filled consistent with the most efficient operation of the shop and with due consideration given to:
 - A. Seniority
 - B. Department Affirmative Action Goals
 - C. Telecommunications Section training requirements
 - D. Experience and prior work performance
 - E. Attendance record
5. If the applicant with the greatest seniority fails to obtain the shop position, he/she shall be entitled to a written explanation upon request.

Section XIV: Changes to the Bid Plan

Any change to this Bid Plan will be by mutual agreement between Management and Local 18. Requests to discuss proposed changes to the Bid Plan may be initiated by either party at least 30 days prior to the date of the intended discussions.

Section XV: Effective Date

This Bid Plan shall go into effect September 1, 1988. All employees within the DWP Telecommunications Section who hold regular appointments on the effective date of the Bid Plan, in a Civil Service Class covered by this Bid Plan, shall be deemed to hold a bid at their permanent reporting locations on the date the Bid Plan is implemented.

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