

October 1, 2013 – September 30, 2014

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
AND
COUNCIL OF HOUSING PROFESSIONALS – ADMINISTRATION
(CHP-A)**



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MEMORANDUM OF UNDERSTANDING: By and between the Housing Authority of the City of Los Angeles, California (hereinafter referred to as the "Authority"), and the Council of Housing Professionals Administration (hereinafter referred to as "CHP-A"), and both hereinafter collectively referred to as the "Parties."

**ARTICLE I
TERM**

Section 1. DURATION. This Memorandum of Understanding shall be effective on October 1, 2013 and shall remain in effect until September 30, 2014.

Section 2. RENEGOTIATION. One hundred twenty (120) days prior to September 30, 2014, the Parties shall meet to negotiate the terms and conditions of a new Memorandum of Understanding or the extension of this Memorandum of Understanding.

**ARTICLE II
PAYROLL AND DUES DEDUCTIONS**

Section 1. DEDUCTIONS. As a condition of continuing employment, employees in the respective bargaining unit must either join CHP-A or pay to CHP-A a service fee in lieu thereof. Such service fee shall be established by the CHP-A, and shall not exceed the standard initiation fee, periodic dues and general assessments of CHP-A.

Section 2. AUTHORIZATION. Dues will be deducted from the earnings of employees for the second pay period of each month. Dues shall be paid to CHP-A within fifteen (15) calendar days after the date of deduction. All other legal and required deductions shall have priority over dues deduction.

Section 3. INDEMNIFICATION CLAUSE. CHP-A agrees to indemnify, defend and hold the Authority harmless against any claims made of any nature and against any suit instituted against the Authority arising from the deduction of CHP-A dues. CHP-A will have no monetary claim against the Authority by reason of any failure to properly deduct dues.

**ARTICLE III
COMPENSATION**

Section 1. SALARIES. Increases in salaries shall be as follows with salary schedule provided in appendix A:

- a. Effective October 1, 2013 – 2.5% increase to base salary for all current full-time permanent CHP-A members.

Section 2. OTHER PAY ADJUSTMENTS.

- a. At the time of temporary or permanent promotion, a minimum of five percent (5%) upward adjustment to pay shall be provided to employees at the time of promotion; provided however, that no adjustment for promotion may exceed the maximum pay rate set forth in the pay range for the class to which an employee is promoted.
- b. An employee appointed to acting status in a position with higher pay range, or where a department is being reorganized, or where a department is undergoing experimental restructuring, who as a result is required to perform additional duties above and beyond those reasonably required of their position may, with approval of the President and CEO, receive a pay increase added to base pay on a temporary basis. Such additional pay shall be established within the pay range of the class with duties that most closely approximates the duties being performed by the employee. The higher pay rate shall not be considered a promotion and may be reduced or removed without cause, notice or hearing.
- c. The supervisor's salary (as defined by 108:102(m)) will be higher (at least 1%) than the salary of those that they directly supervise.

Section 3. PAY RATE ADVANCEMENT WITHIN PAY RANGE. On the basis of performance evaluation, each employee shall be eligible for a pay rate advancement within the assigned pay range effective at the beginning of the pay period following his/her anniversary date.

Section 4. BASIS FOR DETERMINING PAY RATES.

- a. The Authority shall pay new employees at the first step of the appropriate salary schedule. However, when it is determined that unusual circumstances exist, the President and CEO may authorize a higher salary step placement.
- b. Promoted employees shall be placed on the step in the pay schedule assigned to the new position which is not less than a minimum one (1) step salary increase, not to exceed a maximum salary of the new position.

Section 5. MERIT STEP INCREASE.

- a. Employees shall be eligible for merit step increases provided that the required length of service at each salary step has been completed. Credit for length of service shall be given for all time served on the step including periods of authorized leave.

- b. Employees must serve an elapsed period of not less than one (1) year on each salary step to be eligible for additional merit increases.
- c. Full-time permanent employees who are below the top step of the salary range and who are eligible for an annual step advance will be granted a step advance only when a “satisfactory” or better performance evaluation has been filed by the employee’s department head. The performance evaluation shall be filed at least one (1) month prior to the employee’s step advance anniversary date and within a period which does not exceed one (1) year prior to that date.
- d. If an employee receives an overall “improvement needed” or “unsatisfactory” performance evaluation, the employee’s step advance will not be granted.
- e. Where no performance evaluation is issued in accordance with c. above, the employee may request the Human Resources Department to obtain a completed performance evaluation from the employee’s department head. The department head shall issue a performance evaluation within five (5) days of the employee’s request. If said evaluation is “satisfactory” or better, the employee shall be granted step advance effective to his step advance anniversary date.

Section 6. TEMPORARY APPOINTMENTS.

- a. In the absence of an eligibility list, the requesting department will issue a memo or e-mail giving notice of the temporary promotion opportunity. All interested employees will need to respond in writing of their interest in the opportunity within three working days. A list will be compiled of all interested employees by the department head or his/her designee, and the appropriate management level supervisor or manager will make a selection and appointment with concurrence of the department head from a list of interested employees.
- b. Employees serving in a temporary promotion are eligible for step increases after having completed one year of service in their temporary appointment and annually thereafter upon receipt of a performance evaluation.

Section 7. DIRECT DEPOSIT. Unless otherwise agreed to because of unique circumstances, represented classifications will be paid by direct deposit and a payroll receipt will be available by electronic copy. Employees on leave of absence will be mailed a copy of his/her check-stub.

ARTICLE IV PROBATIONARY PERIOD

The probationary period for employees appointed to a classification in CHP-A shall be twelve (12) months.

ARTICLE V PART TIME AND TEMPORARY EMPLOYEES

Section 1. PART-TIME EMPLOYEES. An employee who works less than forty (40) hours a week shall be paid on a part-time basis; provided, however, that no employee shall be required to work a regular part-time schedule of less than four (4) hours per day. The pay rate shall be the actual number of hours worked proportionate to the rate specified for full-time employment in the classification.

Section 2. TEMPORARY APPOINTMENTS. Temporary (casual appointments) shall be paid at the appropriate step in the salary range in accordance with the Personnel Rules and are not entitled to benefits or accrual of leaves.

ARTICLE VI HOURS OF WORK

Section 1. HOURS OF WORK.

- a. **Regularly Scheduled Work Period.** The Parties expressly agree that the Authority operates twenty-four (24) hours per day, seven (7) days per week. Employees may be assigned days to work and a shift that meets the operational needs of the Authority. The hours of employment shall normally be eighty (80) hours in an any fourteen (14) day period. The regularly scheduled work week shall normally be Monday through Friday except that the Authority may change the weekly work schedule for individual employees, work sites, and classifications to meet operating conditions, provided that employees so affected shall receive at least five (5) working days notice of any change in the regularly scheduled work week. When the regularly scheduled work week is other than Monday through Friday, said work week shall be scheduled so as to provide at least two (2) consecutive days absence from duty each calendar week.
- b. **Regularly Scheduled Work Day.** Except as otherwise provided by Authority management, the work day shall be comprised of eight (8) consecutive hours during any twenty-four (24) hour period. However, alternative hours may be directed at the discretion of Authority management.

ARTICLE VII OVERTIME

Section 1. UNDERSTANDING AND DETERMINATION. The Parties agree that certain employees subject to this Memorandum of Understanding are not subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and are therefore not entitled to overtime pay. For those positions determined by the Human Resources Department to be subject to the overtime provisions of the FLSA, employees working in excess of forty regular hours in a work week will be paid overtime in accordance with subsequent provisions of this article.

Section 2. AUTHORIZATION. Employees may be required to work extra hours in addition to the regular scheduled shift at the discretion of the responsible supervisor. Each department head shall determine and identify those supervisors who shall be empowered to authorize or require additional hours of work when required by an emergency or other occasions as deemed necessary in the judgment of the responsible supervisor.

Section 3. POSITIONS EXEMPT UNDER FEDERAL LABOR STANDARDS ACT (FLSA).

- a. The following positions are considered exempt under the FLSA and may be amended as appropriate by the Human Resources Director.

- Accounting Supervisor
- Administrative Analyst I
- Administrative Analyst II
- Administrative Assistant
- Assistant Housing Manager
- Computer Education Training Specialist
- Construction Estimator
- Construction Project Manager
- Construction Quality Control Monitor
- Construction Support Supervisor
- Data Program Analyst (MOD)
- Department Automation Coordinator
- Duplicating Shop Supervisor
- Economic Development Coordinator
- Environmental Coordinator
- Field Superintendent
- Fleet Maintenance Supervisor
- Housing Inspection Supervisor
- Inspector Supervisor
- Job Developer
- Language Services Assistant
- Language Services Coordinator

Network Technician
Ombudsperson
Program Coordinator
Quality Control Specialist
Relocation Coordinator
Resident Community Liaison
Resident Leadership Training Coordinator
Resident Leadership Training Manager
Security Supervisor
Senior Accountant
Senior Buyer
Senior Community Case Manager
Support Services Supervisor
Systems Analyst
Youth Program Coordinator

- b. The following positions are not considered Exempt under the FLSA
- Buyer
 - Construction Inspector
 - Digital Arts Coordinator
 - User Support Specialist
 - Administrative Assistant (non-exempt)

Section 4. PROFESSIONAL TIME.

- a. Employees who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and who regularly work extra hours, attend evening meetings, and/or is required to participate in job-related weekend activities or functions for which they do not receive paid overtime, may be granted time off with pay at the following rate:

Effective January 1, 2013, Professional Time Off (PTO) will increase from 88 to 100 hours. PTO will no longer be front-loaded.

- b. All unused hours, by December 31, shall be sold back to the Authority during the last pay period of the calendar year.
- c. Professional Time shall not accrue from one year to the next.
- d. PTO is available to all exempt CHP-A members for work done outside the employee's regular scheduled work hours
- e. Prior to accruing PTO, each employee shall discuss with his or her supervisor the requirements for earning PTO.

1. The responsibilities of employees who regularly work extra hours (i.e. employee leads, supervisory staff, etc.) do not need to provide prior notice to his/her supervisor to work on projects after regular business hours
- f. A Supervisor may require employee to provide reasonable justification for PTO not previously discussed.
 - g. Work related phone calls before or after employee's regular scheduled work hours may be considered for accruing PTO
 - h. If an emergency, special event or regularly scheduled work assignment occurs on a furlough day, PTO will be accrued by the authorized employee.

Section 5. OVERTIME AND COMPENSATORY TIME.

- a. Employees who are not exempt from the overtime provisions of the FLSA are eligible to receive compensatory time. They shall not work overtime unless authorized in advance to do so by the department head or appropriate authorized supervisor.
- b. Employees eligible for overtime shall be compensated for overtime worked at a rate of 50% above the employee's regular hourly rate for work performed in excess of forty (40) hours per work week. For overtime computation, the forty (40) hours worked shall only include actual hours worked.
- c. Department heads shall allow their employees to use compensatory time as soon as operationally practical to avoid large accumulations, provided the department head is given adequate advance notice and the department head deems it to be in the department's interest to grant such request.
- d. No employee shall accumulate compensatory time in excess of two-hundred (200) hours. An employee who has accumulated the maximum amount of compensatory time shall not work overtime on a compensatory time basis until the accumulation has been reduced to less than the maximum accumulation allowed under this Plan.

Section 6. DETERMINATIONS. For the purpose of this Memorandum of Understanding, overtime represents time worked under the following conditions:

- a. Regular hours worked in excess of forty hours in a work week.

Section 7. CALCULATIONS.

a. Overtime shall be computed in tenth-hour units as follows:

01 – 06 minutes worked	.1 hours
07 – 12 minutes worked	.2 hours
13 – 18 minutes worked	.3 hours
19 – 24 minutes worked	.4 hours
25 – 30 minutes worked	.5 hours
31 – 36 minutes worked	.6 hours
37 – 42 minutes worked	.7 hours
43 – 48 minutes worked	.8 hours
49 – 54 minutes worked	.9 hours
55 – 60 minutes worked	1 hour

b. When an employee is required to make a special trip to an Authority facility after having completed the required day's work, or on a holiday, or on a regular day off, and such employee is not exempt under FLSA such employee shall receive a minimum of two (2) hours pay except as provided in Personnel Rules 108:0411.

**ARTICLE VIII
GRIEVANCE PROCEDURE**

Section 1. PURPOSE. The purpose of the grievance procedure is to provide a just and equitable method for the resolution of grievances without discrimination, coercion, restraint or reprisal against any employee or employees who may submit to or be involved in a grievance. This procedure applies to suspensions of four (4) days or less.

Section 2. DEFINITIONS.

a. "Grievance" means a complaint by an employee concerning the interpretation or application of the provisions of rules and regulations governing personnel or working conditions, which complaint has not been resolved satisfactorily in an informal manner between an employee and the employee's immediate supervisor or as otherwise specifically provided in these rules and regulations.

b. "Work days" means calendar days exclusive of Saturdays, Sundays, and holidays.

Section 3. EXCLUSIONS. The following matters are excluded from the Grievance Procedure:

- a. The Grievance Procedure shall not be used for the purpose of changing established policy, standard or procedure unless it is the contention of the aggrieved employee that the policy, standard or procedure is in violation of law.
- b. The discharge of a temporary or probationary employee who does not hold permanent status in any classification.
- c. The layoff of an employee, except to the extent that such employee was laid off before employees with less seniority in that classification.
- d. Removal from a classification in which an employee is serving a probationary period.
- e. Performance evaluation with an overall rating of "satisfactory" or better, although the employee shall have the right to submit a written rebuttal to the personnel folder on said performance evaluation.
- f. For matters in which an alternative resolution procedure is provided in the Personnel Rules.

Section 4. DELAY OF ACTION PENDING GRIEVANCE. The filing or pendency of a grievance shall not delay or restrain the implementation of any Authority action; provided, the Authority may, in its discretion, delay any action pending the processing of any grievance.

Section 5. NON-BINDING COMMUNICATION. Processing and discussion of the merits of a complaint by the Authority shall not be considered a waiver of the right of the Authority to assert that the matter is not grievable or that the grievance should be denied for procedural or other reasons, which do not go to the merits. The processing of a non-grievable or procedurally defective complaint may be terminated at any time by the Authority.

Section 6. EMPLOYEE RIGHTS AND RESTRICTIONS

- a. Employees shall have the right to represent themselves individually in the presentation of grievances or may have representation of their choosing. If an employee elects to be represented in a grievance, the Authority shall commence communicating directly with the representative in processing the grievance unless otherwise directed by the grievant. The grievant may be required by the Authority to be present during any stage of the grievance process.
- b. The grievance process will normally be conducted during regular daytime work hours. At the request of the grievant, and as a matter of right, the grievant and no more than one (1) other employee witness at a time and

the employee's representative, if an employee, shall be released, with pay, from duties to attend any stage of the grievance process. Only one (1) person selected by the employee and made known to Management prior to a scheduled grievance process meeting shall have the right to represent the employee.

- c. An employee selected as a representative in a grievance is required to notify such employee's immediate supervisor of any proposed absence from duty to attend a grievance process meeting. The employee representative shall give the supervisor reasonable advance notice to insure that such absence will not interfere with Authority operations.
- d. If the employee elects to be represented during the grievance process, the Authority may also designate a Management Representative to be present.
- e. Employees who have direct, first hand knowledge of the event giving rise to the grievance may be called as witnesses by either the Authority or the grievant, and may attend grievance process meetings on paid time, except as limited above.
- f. Employees may file a group grievance if the subject matter and remedy requested are identical. In processing a group grievance, paid release time will be granted to one (1) of the grievants selected by the group to attend the grievance process meetings.

Section 7. EFFECT OF TIME LIMITS. If a grievance is not filed by the grievant at any step in accordance with the time limits of this procedure, it shall be deemed withdrawn. Failure by the Authority to reply to the employee's grievance within the time limits specified under the grievance procedure shall automatically grant the employee the right to process the grievance to the next level of review. All time limits and grievance steps may be shortened, extended, or waived, but only in writing or by recorded stipulation.

Section 8. REQUIRED INFORMAL DISCUSSION. Before filing a formal written grievance, the employee shall attempt to resolve the dispute by presenting the complaint to the immediate supervisor and discussing it with the supervisor.

Section 9. PROCEDURES.

- a. **Level One – Informal Discussion with immediate Supervisor.** An employee must first discuss a grievance with the immediate supervisor within ten (10) days of the occurrence or within ten (10) days of the date the employee knew or should have know of the occurrence. If the decision of the immediate supervisor is not acceptable to the employee, the employee may file a written grievance as provided in (b) of this section.

Back pay awarded pursuant to Section 108:14 shall be limited to fifteen (15) days prior to the commencement of the procedure in Level One.

b. **Level Two** – Appeal to Department Head. An employee whose grievance is not satisfactorily resolved by the immediate supervisor may request a hearing before such employee’s Department Head, in accordance with the following provisions:

1. Request must be made on Form P-16, “Request for Grievance Review,” within ten (10) days from the date the immediate supervisor rendered a decision.
2. The grievance must state the facts upon which the grievance is based, identifying the specific provisions of this Chapter 108 which are alleged to have been violated and the remedy requested.
3. The Department Head will arrange for the hearing to be held within ten (10) days from the date the appeal was received.
4. The Department Head shall render a decision, in writing, within ten (10) days from the date of the hearing. This decision shall be handed or certified mailed to the employee. If no notice of further appeal is given by the employee within ten (10) days of the date the decision was rendered, the grievance shall be considered closed.

c. **Level Three** – Appeal to the President and CEO. An employee whose grievance is not satisfactorily resolved by the appropriate Department Head may request a hearing before the President and CEO or his/her designee in accordance with the following provisions:

1. Request must be made by written memorandum within ten (10) days from the date the Department Head rendered a decision. Said request must reference the original P-16 and stipulate the reasons for which the employee is pursuing the grievance.
2. A formal hearing with the President and CEO or his/her designee shall be held within ten (10) days from the date the appeal is received.
3. The President and CEO or his/her designee shall render a decision in writing, within ten (10) days from the date of the hearing. This decision shall be handed or certified mailed to the employee. The decision of the President and CEO or his/her designee shall be final.

ARTICLE IX DISCIPLINE

Section 1. NOTICE OF INTENT. Whenever a responsible supervisor intends to suspend for five (5) days or more, demote, or dismiss a permanent employee, the supervisor shall give the employee a written Notice of Intent to Discipline which states:

- a. The disciplinary action intended;
- b. The specific charges upon which the action is based;
- c. A factual summary of the grounds upon which the charges are based;
- d. Notice of the employee's right to respond to the charges either orally or in writing to the responsible supervisor;
- e. The employee's right to a copy of all the materials upon which the intended discipline is based;
- f. The date, time and person before whom the employee may respond in no less than five (5) days;
- g. Notice that failure to respond at the time specified shall constitute a waiver of the right to respond; and
- h. Notice that the employee will not be removed from paid status until after a pre-disciplinary conference except as provided in Section 3(b) below.

Section 2. FINAL NOTICE. If, after the response or the expiration of the employee's time to respond to the Notice of Intent, the responsible supervisor decides to proceed with disciplinary action, a Final Notice shall be served upon the employee either in person or by mail and shall be effective when served.

Section 3. REMOVAL OF EMPLOYEE FROM DUTY.

- a. Where retention in active work status would be detrimental to the best interest of the Authority, the employee or other employees, the employee may be removed from duty immediately, or within less than ten (10) work days after the Notice of Intent.
- b. When the employee has committed an overt act of misconduct which posed or continues to pose a clear and present threat to health and safety

of persons on property owned or managed by the Authority, such employee may be removed immediately from duty and from pay status except for payments to which the employee may be entitled for accrued vacation and sick leave.

Section 4. APPEAL TO PRESIDENT AND CEO.

- a. Within ten (10) work days after service upon the employee of the Final Notice (15 work days if service is by mail), the employee may appeal the disciplinary action to the President and CEO.
- b. Every appeal shall be taken by way of written Notice of Appeal filed with the Human Resources Department prior to the expiration of the appeal period.
- c. An appeal shall contain a notice of the employee's intent to appeal, setting forth specific facts upon which the appeal is based, a specific reference to the disciplinary action from which the appeal is taken and the nature of the relief sought. Every Notice of Appeal shall be signed by the appellant.
- d. Within ten (10) work days after receipt of the Notice of Appeal, the President and CEO shall either appoint a Hearing Officer to conduct a formal hearing on the appeal or schedule a hearing at which the President and CEO will act as Hearing Officer.
- e. Within twenty (20) work days after the hearing, the Hearing Officer or Executive Director shall render a decision. The Hearing Officer's decision shall be advisory to the President and CEO.

Section 5. APPEAL TO COMMISSION.

- a. If the employee is not satisfied with this decision of the CEO/Hearing Officer in Section four (4) above, the employee may appeal the disciplinary action to the Commission within ten (10) work days of receipt of the President and CEO's decision.
- b. This appeal shall be taken by way of written Notice of Appeal filed with the Commission prior to the expiration of the appeal period.
- c. An appeal shall contain a notice of the employee's intent to appeal, setting forth specific facts upon which the appeal is based, a specific reference to the disciplinary action from which the appeal is taken and the nature of the relief sought. Every Notice of Appeal shall be signed by the appellant.

- d. The Human Resources Committee of the Commission may determine that a Hearing Officer from an independent agency conduct the hearing on appeal or designate the Commission to conduct the hearing on appeal.
- e. The Hearing Officer or Commission shall hear the matter and shall render a written decision after the conclusion of the hearing. The Commission shall review the advisory recommendation of the Hearing Officer and render a decision to the Commission.
- f. The decision of the Commissioners shall be final.

Section 6. ADMINISTRATIVE LEAVE. Unit employees placed on administrative leave or asked to come to an administrative investigation shall be given written notice which shall include the general nature of the complaint and be told whether said employee is a subject of the investigation or merely being asked questions as a witness. This section shall not apply to areas where such disclosure may be prohibited by law.

Section 7. DISCIPLINE PROCEDURES REVISION. The Parties agree to review the current discipline procedures for potential update/reorder and/or full revision via subcommittee to meet and confer in 2008.

**ARTICLE X
HOLIDAYS, VACATION, SICK LEAVE AND OTHER ABSENCES**

Section 1. HOLIDAYS.

- a. The Authority has determined the following days as holidays:

New Year's Day	Martin Luther King's Birthday
President's Day	Cesar Chavez Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving
Christmas Eve	Christmas Day
New Year's Eve	

On Christmas Eve or New Year's Eve Day, the Authority has the discretion to bring in CHP-A members to work. Anyone scheduled to work the half-day will receive four (4) hours additional floating holiday credit for each holiday worked which can be carried over for one year.

- b. **Floating Holidays.** Permanent full-time employees who are covered under this Memorandum of Understanding are eligible to receive twelve (12) hours per year as floating holiday hours.

Section 2. HOLIDAY CREDIT FOR EMPLOYEES ON LEAVE WITH PAY. If a holiday or day off in lieu of a holiday occurs during a period when an employee is on a leave of absence with pay, the employee shall be paid for the holiday as though such employee was on active duty.

Section 3. VACATION LEAVE.

- a. **Accrual and Availability.** Full-time permanent employees shall accrue vacation leave as noted below for each pay period of service. Vacation accrued in one (1) pay period will be available for use in the next succeeding pay period. Employees may not have accrued at any one (1) time more than an amount equal to twenty-four (24) times their monthly accrual.
1. Employees with less than four (4) years of service shall accrue vacation leave at the rate of 3.10 hours of vacation for each pay period of service.
 2. Employees with four (4) years of service, but less than ten (10) years of service shall accrue vacation leave at the rate of 4.62 hours of vacation for every pay period of service.
 3. Employees with ten (10) years of service shall accrue vacation leave at the rate of 6.19 hours of vacation for each full pay period of service.
 4. Employees on fractional or part-time assignments shall accrue vacation directly proportionate to a full-time assignment. Percentage of the part-time accrual is to be determined by the annual budget. Vacation allowance shall be accrued only on total assignments of twenty (20) hours a week or more.
 5. For the purpose of computing vacation accrual where there has been a break in service, prior service shall be counted where a permanent employee was laid off for lack of work and rehired within one (1) year of the date of separation, or where a permanent employee has resigned and has been rehired within one (1) year of the date of separation.
- b. **Scheduling Vacations.** Vacations shall be taken at the time convenient to the Authority. Managers shall assume the initiative and responsibility within the first sixty (60) days of the new calendar year for establishing and confirming vacation schedules to fit the needs of their work programs. Where need for vacation relief is anticipated, the responsible manager shall obtain approval of same before establishing vacation schedules.

The following requirements shall be observed in carrying out such responsibility.

1. Whenever practicable, at the discretion of the responsible supervisor, not less than two-thirds (2/3) of annual vacation exceeding five (5) days should be taken at one time.
2. When two (2) or more employees request the same or overlapping vacation periods, the request of the employee with the highest Authority seniority shall prevail over all others.
3. When the dates of an employee's vacation have been firmly established, the responsible supervisor shall give the employee not less than ten (10) working days notice of any change in such employee's vacation schedule. Otherwise, the employee shall have the right to take vacation at the scheduled time unless the employee voluntarily agrees to delay taking vacation for the convenience of the manager. An employee desiring to return to work at an earlier date than specified on the schedule may do so only with the concurrence of the responsible manager.

- c. **Lump Sum Vacation Payments for Terminated Employees.** Employees who leave the service of the Authority shall be paid up to the maximum amount provided and shall not exceed twenty-four (24) times their monthly accrual rate.
- d. **Vacation Transfer.** Employees will be permitted to transfer vacation hours beyond the maximum cap to roll over to sick leave so that they do not forfeit earned vacation.

Section 4. EXCEPTION TO VACATION RULE. Employees who are covered under this Memorandum of Understanding who are at the maximum vacation accrual cannot be prevented from or penalized for taking vacations, if by denial of vacation, such employee would forfeit vacation time.

Section 5. SICK LEAVE.

a. **Sick Leave.**

1. Full pay sick leave shall be accrued on the basis of 3.70 hours for each pay period of employment, not to exceed four hundred forty (440) hours. Hours in excess of four hundred forty (440) shall be paid 100% of the value of all accrued and unused sick leave by no later than 12/31/08 in the affected employee's choice of either all at once or in an accelerated pay-out plan.

2. Permanent employees on fractional or part-time assignments shall accrue sick leave in direct proportion to a full-time assignment, except that no sick leave shall be accrued on assignments of less than twenty (20) hours a week.
 3. Full pay sick leave accrued during any one (1) month becomes available for use only at the beginning of the next succeeding month.
- b. **Use of Sick Leave for Vacation Purposes.** Employees shall be entitled to use sick leave for vacation purposes subject to the following limitations:
1. Sick Leave shall not be used for vacation purposes if it will have the effect of reducing the total accrued sick leave balance below four hundred (400) hours.
 2. Not more than forty (40) hours sick leave may be used for this purpose during any vacation leave.
 3. The use of sick leave for this purpose shall be subject to the same scheduling requirements as vacation leave.
- c. **Payment of Accrued Sick Leave Benefits on Separation or Death.** Upon separation from the employment of the Authority, employees shall receive cash payment for all accrued full pay sick leave up to four hundred forty hours (440) hours subject to the following limitations:
1. The rate of payment shall be based upon the regular monthly compensation of the employee at the time of separation. If an employee is separated because of failure to return from a leave, the rate of payment shall be based upon the regular monthly compensation of the employee at the beginning of the leave.
 2. When separation is caused by death, payment shall be made to the estate of the deceased employee.
- d. **Purposes for Which Sick Leave may be Utilized.**
1. Personal illness or injury, which incapacitates the employee.
 2. To undergo medical, dental or optical examination/treatment, or mental health counseling.
 3. When an employee is quarantined.
 4. When an employee is required to care for and attend to a member of such employee's immediate family who is afflicted with a contagious

disease, or when through exposure to contagious disease, the presence of the employee at work site would jeopardize the health of others.

5. When an employee is required to be at home for the health and safety of immediate family, the employee may utilize sick leave upon presentation of written medical verification.
6. When an employee is unable to work because of pregnancy, childbirth or related medical conditions.

e. Limitations on Use of Sick Leave.

1. To receive pay while absent on sick leave, the employee must notify the supervisor within the first two (2) working hours of the work shift or conclusively establish that they were unable to do so because of reasons beyond their control. In addition, if the employee is absent on sick leave for more than one (1) day, the employee shall keep the supervisor currently informed as to the date the employee expects to return to work.
2. An employee who becomes ill on vacation and desires to claim sick leave rather than vacation, must make such a request to the responsible supervisor within forty-eight (48) hours unless it is not possible to do so due to reasons beyond the employee's control.
3. The responsible supervisor may require a doctor's certification verifying an illness before approving use of sick leave.

a. Personal Leave.

1. Employees may be allowed to use three (3) days of cumulated full pay sick leave each year for personal leave. Personal leave shall not be cumulative from year to year.
2. Requests for personal leave shall be made no less than five (5) working days prior to the time off requested except under certain unforeseen legitimate circumstances.

b. Sick Leave Buy Back.

1. The Authority agrees to buy back up to 60 hours of sick leave effective January 1 and again on July 1, of each year from those employees not utilizing accrued sick leave during the 6 month period preceding the effective date of the buy-back.

2. Employees must have a minimum combination of 240 hours remaining in their individual sick leave account and vacation leave banks after selling back leave to qualify for sick leave buy back.

Section 6. CATASTROPHIC LEAVE. Effective January 1, 1998, the Authority will convert the 70% partial sick leave hours on the books for employees covered under this Memorandum of Understanding. There shall be no future accruals either by individual or by group to this bank and the bank shall be reduced by approved access to this leave program.

- a. Domestic partner shall be added to the immediate family definition within the Catastrophic Leave Policy attached herein as an Addendum to this Memorandum of Understanding.
- b. Upon request, the catastrophic leave balance and accounting of leave hours used will be provided to CHP-A.

Section 7. BEREAVEMENT LEAVE. A paid leave in the amount of twenty-four (24) hours (or five (5) days for travel resulting from a death in excess of 300 miles from the employee's residence) per incident shall be granted (with acceptable proof of death and relationship), upon request, to an employee when any member of the employee's immediate family dies. "Immediate family" means those relatives or step relatives bearing the following relationships to the employee or employee's spouse/domestic partner: spouse, domestic partner, mother, father, son, daughter, sister, brother, grandparent, grandchild, aunts or uncles.

Section 8. JURY DUTY.

- a. Permanent full-time CHP-A employees will be paid a maximum of 80 hours each calendar year to participate in jury duty.
- b. An employee called for jury service must report for work if he/she can work for four (4) or more hours either before or after jury service with up to a one (1) hour allowance for travel.

Section 9. FAMILY LEAVE. As required by State and Federal law, the Authority will provide family and medical care leave for eligible employees. The following provisions set forth unit members' rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor Regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA), and the regulations of the California Fair Employment and Housing Commission implementing the California Family Rights Act (CFRA) (Government Code 12945.2). Unless otherwise provided by this Article, "Leave" under this article shall mean leave pursuant to the FMLA and CFRA.

- a. Eligible employees are entitled to a total of twelve, (12) work weeks of leave during any 12-month period. An employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the birth or placement.
- b. The 12-month period for calculating leave entitlement will be a "rolling period" measured backward from the date leave is taken and continues with each additional leave day taken. Thus, whenever an employee requests leave, the Authority will look back over the previous 12-month period to determine how much leave has been used in determining how much leave an employee is entitled to.
- c. If an employee uses leave for any reason permitted under the law, the employee must concurrently exhaust all other leaves in connection with the leave. If an employee requests leave for his/her own serious health condition, in addition to concurrently exhaustion of other leaves, the employee must also exhaust sick leave.

ARTICLE XI AMERICANS WITH DISABILITIES ACT (ADA)

Section 1. Americans with Disabilities.

- a. Because the ADA requires accommodations for individuals protected under the Act, and because these accommodations must be determined on an individual, case-by-case basis, the Authority may disregard provisions of this Memorandum of Understanding in order for Authority to avoid discrimination relative to hiring, promotion, granting permanency, transfer, layoff, reassignment, termination, rehire, rates of pay, job and duty classification, seniority, leaves, fringe benefits, training opportunities, hours of work or other terms and privileges of employment.
- b. Any accommodation provided to an individual protected by the ADA shall not establish a past practice in the grievance/arbitration procedure.

ARTICLE XII RETIREMENT AND EMPLOYEE BENEFITS

Section 1. RETIREMENT.

- a. The Authority contracts with the California Public Employees' Retirement System for retirement benefits. Permanent employees hired on or before December 31, 2012 are eligible for retirement benefits based on 2.7% at 55. Employees must have five (5) years of service credit and be a minimum age of 50 for a service retirement. Retirement provisions for

CHP-A employees hired on or after January 1, 2013 will be in accordance with the California Public Employee's Pension Reform Act of 2013 of 2% at 62.

- b. The Authority contracts for the following optional benefits through PERS retirement:
 - 1. One year final compensation; and
 - 2. Military Service – Employees who have served in the Military may at their expense buy the time they served as PERS credit.
 - 3. Vista Service – Employees who have worked for the Peace Corps or Vista Service may at their own expense buy the time they served as PERS Credit.
- c. Employer Paid Member Contribution (EPMC) for Retirement: For all current full-time CHP-A members:
 - 1. 2% to 1% decrease to EPMC from employee base salary effective October 1, 2013.
 - 2. 1% to 0% decrease to EPMC from employee base salary effective January 1, 2014.

Section 2. TUITION REIMBURSEMENT CONTRIBUTIONS. The Authority agrees to contribute \$25,000 per year to the established Educational Reimbursement Fund for the exclusive use of employees covered under this Memorandum of Understanding. Any unused portion of the fund will be rolled over to the following year.

Section 3. MILEAGE REIMBURSEMENT. The Authority agrees to pay the Internal Revenue Service (IRS) approved mileage reimbursement rate per pay period in effect at the time travel occurs.

Section 4. EMPLOYEE PERSONAL PROPERTY LOSS/DAMAGE. The Authority agrees to reimburse employees for personal property loss or damage in the amount of \$500. Employees must follow the guidelines developed by Risk Management to recover funds.

Section 5. BILINGUAL PAY. Effective October 1, 2013, the Authority agrees to pay sixty-five dollars (\$65) per month for oral proficiency and fifty dollars (\$50) per month for written proficiency for those employees who pass the bilingual proficiency test and who are assigned to positions requiring use of bilingual skills by higher management. The written bi-lingual service must be requested and performed by current full-time CHP-A members.

Section 6. AUTHORITY BENEFITS.

- a. **Cafeteria Benefit Plan.** The Authority agrees to provide a "Cafeteria Benefit Plan" through the term of this agreement. The Authority will make the following contribution:
 1. Full-time permanent employees will receive a total of \$1,150.00 per month from the Housing Authority for their Cafeteria Benefit, effective December 1, 2013.
 2. Effective December 1, 2013, the maximum amount full-time permanent Council of Housing Professional Administration members may cash out on their Cafeteria Medical Subsidy Benefits (CMS) shall not exceed fifty percent (50%) of unspent CMS each month.
 3. Employees are required to purchase long-term disability and the minimum life insurance of \$20,000. Remaining funds in the employee's individual cafeteria fund may be used for the purchase of one or more of the following: medical insurance, dental insurance, additional life insurance, vision care coverage or receive any remaining funds in cash.
- b. **Medical Insurance.** Full-time permanent employees, their spouses, or domestic partners, and their dependents are eligible to purchase medical and hospitalization benefits offered by the Authority as provided in Section 6a.
- c. **Dental Insurance.** Full-time permanent employees, their spouses, or domestic partners, and their dependents are eligible to purchase medical and hospitalization benefits offered by the Authority as provided in Section 6a.
- d. **Life Insurance.**
 1. AUTHORITY agrees to maintain Group Life insurance in the amount of \$20,000 as provided in Section 6a. number 6 above.
 2. Employees may purchase additional life insurance as provided by the carrier.
- e. **Long-term Disability.** Authority agrees to maintain Long-Term Disability for permanent employees as provided in Section 6a. number 6 above.

- f. **Deferred Compensation.** Authority agrees to maintain a Deferred Compensation Program as provided by Section 457 of the Internal Revenue Code.
- g. **Employee Assistance Program.** Authority agrees to maintain an Employee Assistance Program.
- h. **Section 125 Plan.** Authority agrees to maintain a Flexible Spending Account as provided under Section 125 of the Internal Revenue Code.
- i. **Uniform Allowance.** Supervisory employees in the Security Department shall receive a uniform allowance that is to be equal with the uniform allowance as that of the Armed Security Officer's classification.

ARTICLE XIII CONFERENCE ATTENDANCE

Section 1. NATIONAL. One (1) CHP-A member will be authorized to attend the National Association of Housing and Redevelopment Officials (NAHRO) Annual Conference.

Section 2. REGIONAL. One (1) CHP-A member will be authorized to attend the NAHRO Regional Conference.

Section 3. ONE CONFERENCE. Bargaining Unit may choose to send two (2) members to one (1) Conference only.

ARTICLE XIV CERTIFICATION

Section 1. CERTIFICATION. Certification examinations for present public housing managers shall be provided at the Authority's expense. Re-examination for Public Housing Manager candidates who fail their initial examination shall be provided at the applicant's expense.

ARTICLE XV PERSONNEL FILES

Section 1. PERSONNEL FILES. Employees shall be provided with copies of any derogatory material prior to its submission for placement in permanent personnel files. Unit employees shall be notified of any document that is placed in the agency personnel file. Employees shall be allowed to inspect their personnel files at reasonable times.

ARTICLE XVI SAFETY

Section 1. FULL FORCE AND EFFECT. The Authority will at all times keep in full force and effect Workers' Compensation Insurance covering all employees and abide by and enforce all safety orders of the Industrial Accident Commission of the State of California now in effect hereafter promulgated.

Section 2. SAFETY POLICY. Employees shall perform assigned duties safely using the practices, means, methods, operations, and processes prescribed in any law, occupational safety or health standard, safety order, or safety rule and regulation. Employees shall report any unsafe practices, equipment, or hazardous conditions promptly to their immediate supervisor or departmental safety officer.

HACLA agrees to establish a safety committee to consider issues raised by CHP-A concerning employee safety. One CHP-A designated member shall serve on this committee.

Section 3. DISASTER SERVICE WORKERS OATH. All current full-time permanent CHP-A employees and employees hired after October 1, 2013, shall take the oath established by Government Code Sections 3100-3109, and shall provide all necessary contact information in the event of an emergency in accordance with the Government Code.

ARTICLE XVII DRUG AND ALCOHOL FREE WORKPLACE

Refer to Manual of Policy and Procedures, Appendix 108:H, Drug and Alcohol-Free Workplace Policy.

ARTICLE XVIII AUTHORITY RIGHTS

All Authority rights, powers, authority and functions to the extent of the law shall remain vested exclusively in the Authority except to the extent expressly limited by the specific provisions of this Memorandum of Understanding. Therefore, and to the extent permitted by law, it is expressly recognized that such rights, powers, authority and functions include but are by no means limited to, the right to establish and administer policies, procedures and standards, to direct and schedule the work force; to hire, promote, demote, transfer and lay off employees; to reprimand, suspend, discharge or otherwise discipline employees; to determine the number of employees and the duties to be performed; to maintain efficiency; to establish, expand, reduce, alter, consolidate, or abolish any job classification or operation of service; to determine staffing requirements; to control and regulate the use of facilities, supplies, equipment and other property; to determine the number, location, and operation of work sites; to

determine the assignment of work; to require overtime work; to discontinue, reorganize or combine any operation despite any consequent reduction or other change in the work force; to introduce new or improved methods of operations regardless of whether or not the same caused a reduction in the work force; to establish and change reasonable rules, regulations, policies and practices; to determine the extent to which the work required shall be performed by employees covered by this Memorandum of Understanding; to determine the number of supervisors and other jobs or positions outside of the bargaining unit covered by this Memorandum of Understanding, and the right to determine the means of selection, transfer and promotion of employees to said positions and jobs; to determine professional standards; to schedule hours of operation and work; to determine the scope of Authority's activities and the location of such activities; and to determine the materials and equipment to be utilized.

Service to the union is complete when a communication is served via e-mail, certified mail, or FedEx/UPS (or its equivalent).

ARTICLE XIX SAVING CLAUSE

Section 1. MEMORANDUM OF UNDERSTANDING. This Memorandum of Understanding and all of the provisions hereof, as well as the provisions of any document incorporated herein by reference thereto or of any recorded understanding reached under this Memorandum of Understanding by the CHP-A and the Authority, shall be subject to and conform to all applicable laws and regulations and such external executive orders or administrative regulations as may be issued pursuant thereto.

Section 2. INVALIDATION. Should any part thereof or any provision herein contained be determined by any decree of a Court of Competent Jurisdiction, such invalidation of such part or portion of this Memorandum of Understanding shall not invalidate the remaining portions hereof and they shall remain in full force and effect.

Section 3. PROVISION CONTRARY TO LAW. If any provision of this Memorandum of Understanding is or shall at any time be contrary to law, then such provision shall not be applicable, performed or enforced except to the extent permitted by law and any substitute section allowed will be subject to meeting and conferring between CHP-A and the Authority.

ARTICLE XX FULL UNDERSTANDING

Section 1. FULL AND ENTIRE UNDERSTANDING. It is intended that this Memorandum of Understanding set forth the full and entire understanding of the Parties regarding the matters set forth herein, and any other prior or existing

understanding or agreements by the Parties, whether formal or informal, regarding any such matters are hereby superceded or terminated in their entirety.

Section 2. WAIVER OF RIGHTS. Except as specifically provided herein, it is agreed and understood that each Party hereto voluntarily and unqualifiedly waives its rights, and agrees that the other shall not be required to negotiate with respect to any matter covered herein during the term of this Memorandum of Understanding.

Section 3. AUTHORITY COMPLIANCE. It is recognized that the Authority must comply with all applicable laws and with all administrative regulations promulgated by the U.S. Department of Housing and Urban Development, pursuant to the Annual Contributions and Administration Contracts between it and the Authority.

Section 4. CHANGES IN RULES OR PROCEDURE. Nothing herein shall limit the authority of the Authority to make necessary changes required during emergencies. However, the Authority shall notify CHP-A within a week of such changes. Such emergency assignments shall not extend beyond the period of the emergency.

Section 5. WAIVER OF BREACH, TERM OR CONDITION. The waiver of any breach, term or condition of Memorandum of Understanding by either Party shall not constitute a precedent in the future enforcement of all its terms and provisions.

ARTICLE XXI RIGHTS OF THE UNION

Section 1. REPRESENTATION AT BOARD MEETINGS. One (1) representative of CHP-A shall be allowed to attend public meetings of the Board of Commissioners when the agenda includes a matter involving represented CHP-A employees. The representative shall leave the meeting when this matter is completed. The representative must notify the supervisor prior to leaving the worksite for the meeting.

Section 2. COPY OF THE AGENDA. A representative of CHP-A shall receive a copy of the Commission Agenda prior to the meeting.

ARTICLE XXII EQUAL EMPLOYMENT OPPORTUNITY


Section 1. PLEDGE AGAINST DISCRIMINATION. The provisions of this Memorandum of Understanding shall be applied equally to all employees of the Bargaining Unit without discrimination to: race; color; religion; national origin; sex (including sexual harassment); age, disability (handicap); marital status; sexual

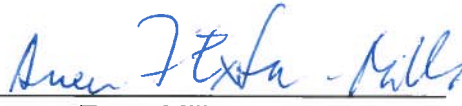
orientation; sexual identity; creed; ancestry; medical condition (cancer); Acquired Immune Deficiency Syndrome (AIDS) – either acquired or perceived, and any other category protected by law; and retaliation for having filed a discrimination complaint. The responsibility for applying this provision of the Memorandum of Understanding is equally shared by the Authority and the Union.

Section 2. AGREEMENT. Upon conclusion of the meet and confer process as relates to the individual matters listed in Section 1. above, agreed upon language and/or changes shall be incorporated, as applicable, to the terms of this Memorandum of Understanding and shall be immediately placed in effect as of the dates such agreements were made.

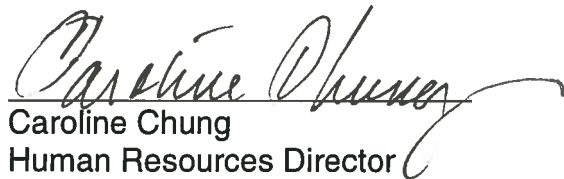
IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding for and on behalf of the CHP-A and Authority by their duly authorized representatives this 7th day of November, 2013.

FOR CHP-A


Niema Curley
President


Aurea Extra Mills
Vice President

FOR THE AUTHORITY


Caroline Chung
Human Resources Director

RESOLUTION APPROVING AND ADOPTING REVISIONS TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE CITY OF LOS ANGELES AND THE COUNCIL OF HOUSING PROFESSIONALS - ADMINISTRATION

WHEREAS, the Housing Authority of the City of Los Angeles ("HACLA" or the "Housing Authority") met and conferred in good faith with the representatives the Council of Housing Professionals – Administration ("CHP-A"), in accordance with:

- The Myers-Milias-Brown Act, Government Code Section 3500 et seq, governing labor management relationships in California local governments;
- The Housing Authority's Personnel Rules Section 108.01, Employer-Employee Relations;
- The Memorandum of Understanding ("MOU") between the Housing Authority and CHP-A dated January 1, 2012 – September 30, 2013; and

WHEREAS, the Housing Authority and CHP-A have jointly prepared a revised MOU regarding all matters within the scope of representation effective October 1, 2013 through September 30, 2014, with the following revisions:

HACLA's management negotiating team and CHP-A have met and conferred in good faith and have reached an agreement on a revised MOU. The proposed changes are summarized as follows:

Term: One year contract effective October 1, 2013 – September 30, 2014

Salary: For all current full-time CHP-A members:

- 2.5% COLA increase to current base salary effective 10/1/13

Employer Paid Member Contribution (EPMC) for Retirement: For all current full-time CHP-A members:

- 2% to 1% decrease to EPMC from employee base salary effective 10/1/13
- 1% to 0% decrease to EPMC from employee base salary effective 01/1/14

Cafeteria Medical Subsidy: For all current full-time CHP-A members:

- \$200.00 per month increase to a total of \$1,150 effective 12/1/13
- Each permanent CHP-A represented employee will be entitled to cash out up to fifty percent (50%) of unspent Cafeteria Medical Subsidy effective December 1, 2013.

Holidays: Remove Lincoln and Washington's Birthday from the Holiday Schedule and replace with President's Day and Cesar Chavez Day effective 2014.

RESOLUTION APPROVING AND ADOPTING REVISIONS TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE CITY OF LOS ANGELES AND THE COUNCIL OF HOUSING PROFESSIONALS - ADMINISTRATION

Bi-Lingual Pay: \$30.00 per month increase to a total of \$50.00 for those months written bi-lingual service has been requested and performed by current full-time CHP-A members

Uniform Allowance: Increase the Uniform allowance for the Security Supervisor to be equal with the uniform allowance as the Armed Security Officer's classification.

Disaster Service Workers Oath: All current full-time CHP-A members and employees hired after October 1, 2013, shall take the oath established by Government Code Sections 3100-3109, and shall provide all necessary contact information in the event of an emergency in accordance with the Government Code

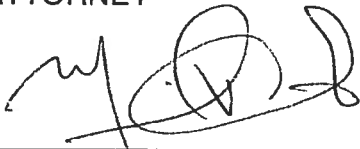
WHEREAS, funds for the increased salaries and benefits have been included in the Housing Authority's 2013 operating budget and will be included in the operating budgets for subsequent years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves and adopts the aforementioned changes to the Memorandum of Understanding (MOU) as attached herein via the tentative agreement document between the Housing Authority and the Council of Housing Professionals – Administration, effective October 1, 2013 through September 30, 2014 and further authorizes the President and CEO and/or his designee to sign the final MOU document once said changes have been incorporated.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

APPROVED AS TO FORM:
MICHAEL N. FEUER,
CITY ATTORNEY

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

BY: 
General Counsel

BY: 
Chairperson

DATE: 10/31/13

ADOPTED: OCT 31 2013

	10/1/13 Minimum Annual Salary Range	10/1/13 Maximum Annual Salary Range	10/1/13 Step 1 Hourly	10/1/13 Step 1 Monthly	10/1/13 Step 2 Hourly	10/1/13 Step 2 Monthly	10/1/13 Step 3 Hourly	10/1/13 Step 3 Monthly	10/1/13 Step 4 Hourly	10/1/13 Step 4 Monthly	10/1/13 Step 5 Hourly	10/1/13 Step 5 Monthly	10/1/13 Step 6 Hourly	10/1/13 Step 6 Monthly	10/1/13 Step 7 Hourly	10/1/13 Step 7 Monthly
Accounting Supervisor	\$68,307.20	\$93,724.80	32.84	5,692.27	34.67	6,009.47	36.65	6,352.67	38.69	6,706.27	40.87	7,084.13	42.93	7,441.20	45.06	7,810.40
Administrative Analyst I	\$56,368.00	\$77,396.80	27.10	4,697.33	28.60	4,957.33	30.21	5,236.40	31.93	5,534.53	33.73	5,846.53	35.41	6,137.73	37.21	6,449.73
Administrative Analyst II	\$63,939.20	\$88,691.20	30.74	5,328.27	32.84	5,692.27	34.67	6,009.47	36.65	6,352.67	38.69	6,706.27	40.63	7,042.53	42.64	7,390.93
Administrative Assistant	\$50,481.60	\$69,284.80	24.27	4,206.80	25.63	4,442.53	27.10	4,697.33	28.60	4,957.33	30.21	5,236.40	31.72	5,498.13	33.31	5,773.73
Assistant Housing Manager	\$53,310.40	\$73,257.60	25.63	4,442.53	27.10	4,697.33	28.60	4,957.33	30.21	5,236.40	31.93	5,534.53	33.55	5,815.33	35.22	6,104.80
Buyer	\$49,129.60	\$67,392.00	23.62	4,094.13	24.94	4,322.93	26.36	4,569.07	27.88	4,832.53	29.38	5,092.53	30.88	5,352.53	32.40	5,616.00
Computer Education Training Spec.	\$43,992.00	\$60,361.60	21.15	3,666.00	22.38	3,879.20	23.62	4,094.13	24.94	4,322.93	26.36	4,569.07	27.64	4,790.93	29.02	5,030.13
Construction Project Manager	\$68,307.20	\$93,724.80	32.84	5,692.27	34.67	6,009.47	36.65	6,352.67	38.69	6,706.27	40.87	7,084.13	42.93	7,441.20	45.06	7,810.40
Department Automation Coordinator	\$62,836.80	\$86,340.80	30.21	5,236.40	31.93	5,534.53	33.73	5,846.53	35.65	6,179.33	37.66	6,527.73	39.53	6,851.87	41.51	7,195.07
Environmental Coordinator	\$68,307.20	\$93,724.80	32.84	5,692.27	34.67	6,009.47	36.65	6,352.67	38.69	6,706.27	40.87	7,084.13	42.93	7,441.20	45.06	7,810.40
Housing Inspector Supervisor	\$53,310.40	\$73,257.60	25.63	4,442.53	27.10	4,697.33	28.60	4,957.33	30.21	5,236.40	31.93	5,534.53	33.55	5,815.33	35.22	6,104.80
Job Developer	\$48,963.20	\$66,560.00	23.54	4,080.27	24.81	4,300.40	26.16	4,534.40	27.24	4,721.60	29.02	5,030.13	30.48	5,283.20	32.00	5,546.67
Language Services Coordinator	\$57,990.40	\$79,497.60	27.88	4,832.53	29.38	5,092.53	31.05	5,382.00	32.84	5,692.27	34.67	6,009.47	36.41	6,311.07	38.22	6,624.80
Network Technician	\$48,963.20	\$66,560.00	23.54	4,080.27	24.81	4,300.40	26.16	4,534.40	27.24	4,721.60	29.02	5,030.13	30.48	5,283.20	32.00	5,546.67
Ombudsperson	\$57,990.40	\$79,497.60	27.88	4,832.53	29.38	5,092.53	31.05	5,382.00	32.84	5,692.27	34.67	6,009.47	36.41	6,311.07	38.22	6,624.80
Security Supervisor	\$43,992.00	\$60,361.60	21.15	3,666.00	22.38	3,879.20	23.62	4,094.13	24.94	4,322.93	26.36	4,569.07	27.64	4,790.93	29.02	5,030.13
Senior Accountant	\$50,481.60	\$69,284.80	24.27	4,206.80	25.63	4,442.53	27.10	4,697.33	28.60	4,957.33	30.21	5,236.40	31.72	5,498.13	33.31	5,773.73
Senior Community Case Manager	\$48,963.20	\$66,560.00	23.54	4,080.27	24.81	4,300.40	26.16	4,534.40	27.24	4,721.60	29.02	5,030.13	30.48	5,283.20	32.00	5,546.67
Support Services Supervisor	\$43,992.00	\$60,361.60	21.15	3,666.00	22.38	3,879.20	23.62	4,094.13	24.94	4,322.93	26.36	4,569.07	27.64	4,790.93	29.02	5,030.13