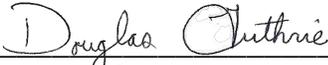


REPORT OF THE PRESIDENT & CEO

December 16, 2021

RESOLUTION APPROVING AND ADOPTING REVISIONS TO THE PAY AND BENEFIT PLAN FOR NON-REPRESENTED AND AT-WILL EMPLOYEE CLASSIFICATIONS, AND AUTHORIZING THE PRESIDENT AND CEO AND/OR HIS DESIGNEE TO IMPLEMENT SAID CHANGES



 Douglas Guthrie
 President and CEO



 Annie Markarian
 Director of Labor & Employee Relations

Purpose: The purpose of this item is to approve and adopt revisions to the Pay and Benefit Plan for non-represented and at-will employee classifications of the Housing Authority of the City of Los Angeles (“HACLA”), and authorize the President and CEO and/or his designee to implement said changes.

Regarding: The most recent updates to the non-represented and at-will Pay and Benefits Plan was approved by HACLA’s Board of Commissioners in February 2019, pursuant to Resolution 9492.

Issues: HACLA employs approximately 184 at-will/non-represented staff, of which approximately 40 are interns. Although not members of any bargaining unit, in order to maintain labor stability and operational continuity, HACLA makes every effort to provide parity in terms of pay and benefits amongst all staff, to the extent feasible. Typically, these changes coincide with changes and increases to HACLA’s represented employees.

HACLA requests that the Board of Commissioners approve the following change to the Pay and Benefits Plan for non-represented and at-will employee classifications:

Compensation

- 4% increase to base salary effective April 1, 2022;
- 3% base salary increase effective April 1, 2023; and
- 3% base salary increase effective April 1, 2024.
- \$1,500.00 2021 non-PERSable Staff Appreciation Bonus for those at-will and non-represented employees who have been employed by HACLA on a full-time basis from January 1, 2021 (continuously) through date of issuance.

Holidays

Juneteenth will be added to HACLA's schedule of observed holidays.

Merit Step Increases

Unpaid leaves of absence greater than 10 days during the evaluation period shall not be counted as time served for purposes of merit step increases.

Limited-Term Positions

HACLA will add a new category of employees that are employed on a limited-term basis. Limited-term positions would be positions for which there is no anticipated long-range funding or has uncertain future funding (i.e., grant funding; emergency funding). Limited-term employees would be employees employed on a limited-term.

Limited-term employee shall be subject to the same hiring standards as others in similar classifications; however, when funding stops or the positions is no longer needed, the position shall be eliminated.

Probationary Periods

Employees serving in a probationary period are not eligible for promotional opportunities.

Vision Plan: The proposed revisions to the Pay and Benefit Plan for at-will and non-represented employees supports all four core principals of HACLA's vision plan by maintaining labor stability, competitive wages and operational efficiencies such that the agency can continue to provide uninterrupted service to the communities and clients we serve.

Funding: The Chief Administrative Officer confirms the necessary funds are available and included in HACLA's budget and will be included in the operating budgets for the subsequent years. The source of funds is dependent on position and department assignment.

Environmental Review: Not applicable

Section 3: Not Applicable

Attachment:

1. Resolution

RESOLUTION NO. _____

RESOLUTION APPROVING AND ADOPTING REVISIONS TO THE PAY AND BENEFIT PLAN FOR NON-REPRESENTED AND AT-WILL EMPLOYEE CLASSIFICATIONS, AND AUTHORIZING THE PRESIDENT AND CEO AND/OR HIS DESIGNEE TO IMPLEMENT SAID CHANGES

WHEREAS, The Housing Authority of the City of Los Angeles' ("HACLA") Board of Commissioners approves periodic revisions to the Pay and Benefit Plan for non-represented and at-will employee classifications in order to address the HACLA's operational needs.

WHEREAS, the most recent changes to the Pay and Benefit Plan was approved by the Board of Commissioners in February 2019.

WHEREAS, the Authority proposes to incorporate the following revisions to the Pay and Benefits Plan for all non-represented and at-will employee classifications:

Compensation

- 4% increase to base salary effective April 1, 2022;
- 3% base salary increase effective April 1, 2023; and
- 3% base salary increase effective April 1, 2024.

- \$1,500.00 2021 non-PERSable Staff Appreciation Bonus for year 2021 for those at-will and non-represented employees who have been employed by HACLA on a full-time basis from January 1, 2021 (continuously) through date of issuance.

Holidays

Juneteenth will be added to HACLA's schedule of observed holidays.

Merit Step Increases

Unpaid leaves of absence greater than 10 days during the evaluation period shall not be counted as time served for purposes of merit step increases.

Limited-Term Positions

HACLA will add a new category of employees that are employed on a limited term basis. Limited-term positions would be positions for which there is no anticipated long-range funding or has uncertain future funding (i.e., grant funding; emergency funding). Limited-term employees would be employees employed on a limited-term.

Limited-term employee shall be subject to the same hiring standards as others in similar classifications; however, when funding stops or the positions is no longer needed, the position shall be eliminated.

Probationary Periods

Employees serving in a probationary period are not eligible for promotional opportunities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby approves and adopts the aforementioned changes to the Pay and Benefit Plan for non-represented and at-will employees, and further authorizes the President and CEO and/or his designee to implement these changes.

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

APPROVED AS TO FORM:

Housing Authority of the City of Los Angeles

BY: _____
General Counsel

BY: _____
Chairperson

DATE ADOPTED: _____