January 1, 2022 – December 31, 2024

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
AND
COUNCIL OF HOUSING PROFESSIONALS - MANAGEMENT

HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
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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 - Management (hereinafter referred to as “CHP-M”), and both hereinafter collectively referred to as the “Parties.”

ARTICLE I
TERM

Section 1. DURATION. This Memorandum of Understanding (hereinafter referred to as “MOU”) shall be effective on January 1, 2022 and shall remain in effect until December 31, 2024.

Section 2. RENEGOTIATION. One hundred twenty (120) days prior to December 31, 2024, the Parties shall meet to negotiate the terms and conditions of a new MOU or the extension of this MOU.

ARTICLE II
PAYROLL AND DUES DEDUCTIONS

Section 1. DEDUCTIONS. CHP-M has notified the Authority of CHP-M members for whom membership dues deductions have been authorized. CHP-M shall continue to notify the Authority when members are added or members are terminated. The Authority will process payroll deductions based on the most current information provided by CHP-M.

The Authority shall begin membership dues deductions for any new members the pay period following notification of the members’ authorization. The monthly dues amount shall be set by CHP-M with notice to the Authority of any changes to be implemented. The Authority shall terminate membership dues deductions on the pay period following notification by CHP-M of the members’ termination.

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-M 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-M 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-M dues. CHP-M will have no monetary claim against the Authority by reason of any failure to properly deduct dues.
ARTICLE III
COMPENSATION

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

a. 4% increase to base salary effective January 1, 2022;

b. 3% base salary increase effective January 1, 2023; and

c. 3% base salary increase effective January 1, 2024.

A one-time non-recurring and non-PERSable bonus in the amount of $1,500.00 has been paid to employees holding CHP-M Classifications by or before January 1, 2021 and on the effective date of payment.

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)) shall be at least three per-cent (3%) higher than the salary of those 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 the 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 their check-stub(s).

ARTICLE IV
PROBATIONARY PERIOD

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

In order to maintain operational stability and simultaneously encouraging employee growth and development, employees serving in a probationary period may apply but will not be referred for promotional opportunities for the first 6 months of their probationary period.

Should the Authority ratify an MOU without restrictions on eligibility to promote during the contract period of January 1, 2022 through December 31, 2024, the preceding paragraph will be eliminated from this MOU.

Employees who are promoted to a new classification and do not pass probation, are returned to the classification for which they last held property rights (i.e. passed probation), if any.

ARTICLE V
PART TIME, TEMPORARY, AND LIMITED TERM 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.

Section 3. LIMITED TERM EMPLOYEES. Limited-term positions are 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 employees shall be subject to the same hiring standards as other CHP-M classifications; however, when funding stops or the position is no longer needed, the position shall be eliminated and the incumbent would be separated without regard to seniority or provisions set forth in the layoff procedures.

Staff who promote into limited term positions will retain property rights, if any, in their previously held classification(s). Should a previously held classification be eliminated while an employee is serving in a limited term capacity, management will work with the bargaining unit to place the employee in a comparable classification where a vacancy exists within the bargaining unit when the limited term service concludes.

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 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 at the time of execution of this MOU, employees subject to this MOU 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 that may in the future be 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.

   Community Safety Partnership Manager
   Community Service Center Project Director
   Field Superintendent
   Manager I
   Manager II
   Manager III
   Manager IV
   Manager IV Split Site
   Resident Development Program Coordinator
   Resident Services Manager
   Special Program Coordinator
   Systems/Procedure Supervisor

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 are 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 as follows:
Professional Time Off (PTO) accruals and cash out will be as follows:

Maximum PTO allowed to be earned per calendar year is one-hundred twenty (120) hours. All PTO earned must be recorded on time entry on a biweekly basis as it is earned, and shall be reported not more than two payroll cycles after it is earned by way of corrected timesheet.

Upon separation from the Authority, all accrued but unused PTO will be paid to the employee.

PTO shall not be carried over from one year to the next. CHP-M members may cash out up to 120 hours of accrued and unused PTO during the last full pay-period of the calendar year.

Section 5. OVERTIME AND COMPENSATORY TIME.

a. Employees who are not exempt from the overtime provisions of the FLSA are eligible to receive overtime and/or compensatory time. They shall not work overtime or compensatory time unless authorized in advance to do so by the department head or appropriate authorized supervisor.

b. Employees eligible for overtime or compensatory time shall be compensated for such time worked at a rate of 50% above the employee’s regular hourly rate of pay for work performed in excess of forty (40) hours per work week. For 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 section.

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

a. Regular hours worked by non-exempt employees in excess of forty (40) hours in a work week. Employees participating in the Authority’s voluntary Alternative Work Schedule program should consult the 9/80 Flex Schedule Procedures regarding overtime.

Section 7. CALCULATIONS.

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

<table>
<thead>
<tr>
<th>Minutes Worked</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – 06</td>
<td>.1</td>
</tr>
<tr>
<td>07 – 12</td>
<td>.2</td>
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<tr>
<td>13 – 18</td>
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<td>19 – 24</td>
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<td>25 – 30</td>
<td>.5</td>
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<td>31 – 36</td>
<td>.6</td>
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<tr>
<td>37 – 42</td>
<td>.7</td>
</tr>
<tr>
<td>43 – 48</td>
<td>.8</td>
</tr>
<tr>
<td>49 – 54</td>
<td>.9</td>
</tr>
<tr>
<td>55 – 60</td>
<td>1</td>
</tr>
</tbody>
</table>

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 a permanent 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, firsthand 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. **Step One.** Within ten (10) business days after the grievant knew of the occurrence of the facts upon which the grievance is based, the grievance must be presented in writing to their immediate supervisor upon the Grievance Procedure Form, signed and dated by the grievant. The grievance must state the facts upon which the grievance is based, identifying the specific provisions of the Memorandum of Understanding or the Personnel Rules, which are alleged to have been violated, and the specific remedy requested.

1. A meeting shall be held between the grievant and the immediate supervisor within ten (10) business days from presentation of the grievance.

2. The supervisor shall render a decision in writing within ten (10) business days following the meeting. The decision shall be personally served upon the grievant or mailed to the grievant’s last known address or as otherwise specified by the grievant.

b. **Step Two.** If the grievance is not resolved in Step One, the grievant may, within ten (10) business days after the service of the decision in Step One, present a written grievance to their department head with a copy to the Human Resources Department. Within ten (10) business days from receipt of the grievance, the department head shall arrange a meeting with the grievant to discuss the matter. If the department head is not available, the parties may agree to either extend the time limits for the grievance until the department head is available or agree that a designee may attend the meeting. The department head or designee shall render a decision in writing within ten (10) business days following the meeting. The decision shall be personally served upon the grievant or mailed to the grievant’s last known address or as otherwise specified by the grievant.

c. **Step Three.** 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. Should the President and CEO appoint a designee to conduct the hearing, the grievant and their representative, if any, will be provided advance notice of the designation. Request for a Step Three must be made by written memorandum within ten (10) business days from the date the department head rendered a decision. A formal hearing with the President and CEO or his/her designee shall be held within ten (10) business days
from the date the appeal is received. The President and CEO or his/her designee shall render a decision in writing, within ten (10) business days from the date of the hearing. This decision shall be handed or mailed certified 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) business 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) business days after service upon the employee of the Final Notice (15 business 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) business 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) business 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) business 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 INVESTIGATIONS & 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.

Reasonable efforts will be made to complete administrative investigations within 90 days. The subject of the investigation will be provided notice if the investigation is expected to or exceeds 90 days. If appropriate under the circumstances, the subject of the investigation will be provided information regarding the anticipated completion date of the investigation.

ARTICLE X
HOLIDAYS, GENERAL LEAVE AND OTHER ABSENCES

Section 1. HOLIDAYS.

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

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Description</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
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<tr>
<td>Presidents’ Day</td>
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<tr>
<td>Memorial Day</td>
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<td>Independence Day</td>
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<tr>
<td>Veteran’s Day</td>
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<tr>
<td>Day After Thanksgiving</td>
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<tr>
<td>Christmas Day</td>
<td></td>
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<tr>
<td>Martin Luther King’s Birthday</td>
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<tr>
<td>Caesar Chavez Day</td>
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<td>Juneteenth</td>
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<td>Labor Day</td>
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<td>Thanksgiving Day</td>
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<td>Christmas Eve</td>
<td></td>
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<tr>
<td>New Year’s Eve</td>
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On Christmas Eve or New Year's Eve Day, the Authority has the discretion to bring in CHP-M 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 and are on paid status 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. GENERAL LEAVE.**

a. **General Leave.** The Authority established a general leave plan for CHP-M.

b. **Definition.** General leave is any absence with pay from regularly scheduled work for any purpose.

c. **General Leave Provisions.** For purposes of computing general leave usage, regularly assigned days off shall not be counted as “working days.” General leave shall be paid at the employee’s rate of pay in effect during the leave taken.

d. **Accrual and Availability.** Full time permanent employees shall accrue general leave as noted below for each pay period of service. General leave accrued in one (1) pay period will be available for use in the next succeeding pay period.

<table>
<thead>
<tr>
<th>General Leave</th>
<th>Accrual - Pay Period</th>
<th>Accrual - Monthly</th>
<th>Accrual - Annual</th>
<th>Accrual Cap/ Maximum Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hired before 3/1/06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0-5 years</td>
<td>4.15</td>
<td>9</td>
<td>108</td>
<td>240</td>
</tr>
<tr>
<td>5 – 10 years</td>
<td>6</td>
<td>13</td>
<td>156</td>
<td>640</td>
</tr>
<tr>
<td>10+ years</td>
<td>9.89</td>
<td>21.43</td>
<td>257.16</td>
<td>700</td>
</tr>
<tr>
<td>Hired on/after 3/1/06</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>0-5 years</td>
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<td>5-10 years</td>
<td>6</td>
<td>13</td>
<td>156</td>
<td>640</td>
</tr>
<tr>
<td>10+ years</td>
<td>8.31</td>
<td>18</td>
<td>216</td>
<td>640</td>
</tr>
</tbody>
</table>

1. Employees on fractional or part-time assignments shall accrue general leave directly proportionate to a full-time assignment. Percentage of the part-time accrual is to be determined by the annual budget. General leave shall be accrued only on total assignments of twenty (20) hours a week or more.

2. Bargaining unit members who leave the employ of the Authority and are reinstated more than 180 days later shall accrue General Leave at the
rate for new employees (i.e. employees hired on or after March 1, 2006), regardless of their original hire date.

e. Scheduling Leave.

1. Departments shall use good faith efforts to afford employees time off for accrued leave to avoid reaching maximum accumulation.

2. Leave 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 leave 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.

3. When practicable, at the discretion of the responsible supervisor, not less than two-thirds (2/3) of annual leave exceeding five (5) days should be taken at one time.

4. 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.

5. 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.

6. If an employee works on vacation (regardless of the type of hours utilized) the employee will use accrued leave for all hours except those worked. If an employee works for 4 or more hours while on vacation, then employee will be paid for a full regular day.

f. General Leave Buy Back

1. CHP-M Members are permitted to cash out accrued but unused General Leave twice annually during their employment, provided they maintain a minimum balance of 240 General Leave hours. General Leave buyback will be during June and December of each year.
2. Accrued but unused General Leave shall be paid to the employee upon separation of employment. When separation is caused by death, payment shall be made to the estate of the deceased employee.

Section 4. 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-M.

Section 5. BEREAVEMENT LEAVE. A paid leave in the amount of three (3) days (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 who are related by blood or by law.

Paid bereavement leave may only be used by employees for up to three (3) bereavements per calendar year. However, if additional bereavement leave is needed, employees shall use General Leave or other accrued paid leave benefits. Employees who have exhausted their paid bereavement leave and all accrued paid leave may take a leave of absence without pay.

Bereavement leave must be taken within thirty (30) days of the loss of the immediate family member, unless the employee provides verifiable evidence (i.e. funeral program, obituary) that the funeral has been delayed and the paid bereavement leave is being used to attend the funeral services. Exceptions may be made under unique circumstances.

Section 6. JURY DUTY.

a. Permanent full-time CHP-M employees will be paid a maximum of 80 hours each calendar year to participate in jury duty.

b. CHP-M members called for jury service must report for work if they 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 7. 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. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious injury or illness sustained in the line of duty on active duty may request up to 26 weeks leave during a single 12-month period to care for the service member.

A serious injury or illness for covered service members means an injury or illness incurred while in the line of duty on active duty or one that existed before the beginning of a member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

A serious injury or illness for a veteran is one that was incurred or aggravated when a member of the Armed forces including any physical or mental condition that substantially impairs the covered veterans’ ability to secure or follow a substantially gainful occupation by reason of a disability or disability related to military service or would do so absent treatment. Additionally, any physical or mental condition where the veteran received a U.S. Department of Veteran’s Affairs service related disability rating (VASRD) of 50% or greater or an injury where the veteran have been enrolled in the Department of Veteran’s Affairs program of comprehensive assistance for family care givers.

c. Female employees are entitled to up to four months of leave for disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth). For the purposes of leave under this policy, “four months” mean the number of days the employee would normally work within four calendar months (one-third of a year equaling 17 1/3 weeks), if the leave is taken continuously, following the date the pregnancy leave commences.
d. 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.

e. 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, to the extent permitted by law.

f. The Authority intends to administer this policy in accordance with the requirements for the state and federal laws regulating family and medical leaves. Accordingly, this policy will be interpreted and applied in a manner that conforms with all applicable legal requirements.

Section 8. INTEGRATION & LEAVE BENEFITS

a. When an employee is receiving state Disability Insurance (DI), Paid Family Leave (PFL), or private short and/or long-term disability benefits (STD/LTD), the Authority shall coordinate/integrate payments of any accrued but unused leave banks, including general leave, upon the employee’s request. Employees shall cooperate with Human Resources and Payroll personnel to facilitate the integrated payments.

b. To the extent permitted by law, employees are required to use accrued leave balances during waiting periods for disability benefits; however, the Authority shall not require the use of any accrued paid leave during such a period where disability benefits are received.

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 (CalPERS) for retirement benefits. Eligibility for and the type of retirement benefits under the Authority’s contract with CalPERS is based on several factors, including an employee’s date of hire, years of service, and applicable laws. The following is a summary of the pension benefits provided. The exact terms and conditions of the retirement benefits are governed by the plan documents themselves. The plan documents supersede any inconsistent statements or descriptions, written or oral. Employees are encouraged to contact the Human Resources Department or their CalPERS representative for additional or more detailed information regarding their retirement benefits.

a. Classic Members: Employees covered by this MOU who are defined as “Classic Members” 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.

1. the Authority contracts for the following optional benefits through PERS retirement.

2. Final compensation will be based on the highest average compensation earnable during the 12 consecutive months immediately preceding the effective date of his or her retirement, or some other 12 consecutive month period designated by the member; and

3. Military Service — Employees who have served in the Military may at their expense buy the time they served as PERS credit.

4. 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.

b. PEPRA Members: Employees covered by this MOU who are defined as “New Members” within the meaning of the California Public Employees’ Pension Reform Act (PEPRA) of 2013 receive the 2% @ 62 Service Retirement benefit.

1. Final compensation will be based on the highest annual average compensation earnable during the 36 consecutive months immediately preceding the effective date of his or her retirement, or some other 36
consecutive month period designated by the member.

2. Employees covered under the 2% @ 62 retirement formula shall pay one half of the normal cost rate as established by CalPERS.

c. Retiree Medical: Retiree Medical for Classic and PEPRA members is 50% of total cost for retiree and eligible dependents for CalPERS sponsored medical plans. Employee must have been an enrollee prior to retirement.

Section 2. TUITION REIMBURSEMENT CONTRIBUTIONS. CHP-M Members may participate in the Authority’s tuition reimbursement policy.

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 January 1, 2001, the Authority agrees to pay sixty-five dollars ($65) per month for oral proficiency and twenty dollars ($20) 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.

Section 6. PARKING & RIDESHARE

The Authority will not charge employees who are carpooling with other Authority employees a parking fee (for one (1) parking spot). Management retains discretion to assign the parking location for carpoolers. If a CHP-M carpooler cancels participation in the carpooling program, their parking location will be assigned in the following month based on their seniority and the parking fee will be reinstituted at the rate in effect at the time the fee is reinstituted.

The Authority will administer the LA Metro and the MetroLink pre-tax monthly pass programs through authorized employee payroll deductions of up to the maximum allowable per month (to be adjusted per annual changes by the IRS and other applicable federal and state tax laws.) The monthly pass program will be administered on a pilot basis. If the Authority determines, in its sole discretion, that administering the program is too burdensome due to administrative cost, administrative time, or other business reason, it may terminate the program. The Authority will provide employees and the Union reasonable advanced notice.

Section 7. AUTHORITY BENEFITS.
a. Employer Provided Insurance Coverages

1. The Authority to provide up to 100% of the CalPERS medical premium rate for Los Angeles, San Bernardino & Ventura Counties at the Kaiser rates for Employee only, Employee-One Dependent and Employee + Multiple Dependents as applicable.

2. The Authority will provide 100% of Dental HMO rates for Employee only, Employee-One Dependent and Employee + Multiple Dependents as applicable.

3. The Authority will provide 100% of basic vision coverage for Employee only, Employee-One Dependent, and Employee + Multiple Dependents as applicable.

4. For those employees who opt out of the Medical insurance provision as stated above, the Authority, upon receipt of “other coverage certification” as defined under the Affordable Care Act, will be paid $250 per month in lieu of insurance.

5. Current employees who opted out of the 2017 open enrollment (in calendar year 2016), and continue to opt out will continue to be grandfathered in at $450 cash out on a monthly basis. Once grandfathered employees opt into the insurance plan, this clause no longer applies to them.

b. Other Insurance Coverages. The Authority will pay for the mandatory short-term disability/long term disability (STD/LTD) and $20,000 Mandatory Term Life Insurance policy on behalf of each permanent full-time employee.

c. Deferred Compensation. Authority agrees to maintain a Deferred Compensation Program as provided by Section 457 of the Internal Revenue Code.

d. Employee Assistance Program. Authority agrees to maintain an Employee Assistance Program.

e. Section 125 Plan. Authority agrees to maintain a Flexible Spending Account as provided under Section 125 of the Internal Revenue Code.

ARTICLE XIII
CONFERENCE ATTENDANCE

Section 1. NATIONAL & REGIONAL. CHP-M members may be authorized to attend the National Association of Housing and Redevelopment Officials (NAHRO)
annual conferences (national and/or regional). The designee(s) will receive release time and have expenses paid by the Authority.

Section 2. PTO Accrual. Attendees may accrue PTO for conference activities that are scheduled beyond the employees’ regular working hours. Under no circumstances shall accrual of PTO exceed the accrual caps set forth in this MOU.

Section 3. NUMBER OF CONFERENCE ATTENDEES. A total of six (6) bargaining unit members may attend NAHRO conference(s) annually.

Section 4. TRAINING. Within 60 days of attending the conference, attendees will provide informational training to department staff on topics covered in the conference. Such informational training shall be reviewed with the department head and/or their designee for feedback. The training shall be tailored based on this feedback and presented to department staff.

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.

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

**ARTICLE XVII**

**DRUG AND ALCOHOL FREE WORKPLACE**


**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-M 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-M 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 superseded or terminated in their entirety, except as attached hereto and incorporated herein.

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-M 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-M shall be allowed to attend public meetings of the Board of Commissioners when the agenda includes a matter involving represented CHP-M 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-M shall receive a copy of the Commission Agenda prior to the meeting.

Section 3. Release time for union meetings involving the bargaining unit members shall be no earlier than 2:00 p.m. Exceptions may be made by the personnel officer on a case-by-case basis.

ARTICLE XXII
EQUAL EMPLOYMENT OPPORTUNITY

Section 1. PLEDGE AGAINST DISCRIMINATION.

The provisions of this MOU shall be applied equally to all employees of the Bargaining Unit without discrimination on the basis of any legally protected category or status. Protected categories include, but may not be limited to the following: race; color; religion; national origin; sex (including sexual harassment); age (over 40); disability (mental and physical); marital status; sexual orientation; gender, gender identity, and gender expression; ancestry; medical condition; genetic information; military and veteran status; any other protected classification as defined by the California Fair Employment and Housing Act (FEHA), 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.
ARTICLE XXIII
OTHER RELATED AGREEMENTS

Section 1. NEGOTIATED RE-OPENERS DURING THE CONTRACT PERIOD OF JANUARY 1, 2022 THROUGH DECEMBER 31, 2024:

The Authority and CHP-M agree to reopen the MOU during its term of January 1, 2022 through December 31, 2024, to meet and confer on the following items:

(a) Telework Policy: By or before April 1, 2022, the Authority will present to CHP-M a proposed voluntary Telework program as part of a separate meet and confer.

(b) Comprehensive policy re: Professional Time Off;

(c) Stand-alone agency-wide policy reflecting unlimited jury duty, which incorporates best practices and control, which will be presented by or before April 1, 2022.

Any change to the MOU regarding Professional Time Off or Jury Duty during the contract term can only be made by mutual agreement between the Authority and CHP-M; and

Section 2. “ME TOO” DURING THE CONTRACT PERIOD OF JANUARY 1, 2022 THROUGH DECEMBER 31, 2024:

Should any Authority bargaining unit or the non-represented/at-will unit receive a greater Cost of Living Adjustment to the salary schedule during the contract period of January 1, 2022 through December 31, 2024, or a greater amount for the 2021 Staff Appreciation bonus, the Authority shall provide the same to CHP-M. This does not apply to adjustments made to individual classifications or employees due to market needs or pay disparities.

Should any Authority bargaining unit or the non-represented /at-will unit receive an additional step to the merit step schedule during the contract period of January 1, 2022 through December 31, 2024, then CHP-M will receive the same additional step to the merit step schedule.

Section 3. SIDE LETTER AGREEMENTS

The following Side-Letter Agreements are incorporated herein by reference:

- Side Letter Agreement signed May 27, 2021 and June 1, 2021, re: EHV staffing and Manager I/II Minimum Qualifications;
- Email Agreement dated February 24, 2021, regarding Manager Split between Jordan Downs and Imperial Courts;
- Side Letter Agreement signed November 30, 2020 and December 1, 2020, re: Elimination of the “Split” in SPO and SPA; and
- Side Letter Agreement signed November 30, 2020 and December 1, 2020, regarding staffing of GAP and APIC.

**Section 4. 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 and, if appropriate, ratified by the Board of Commissioners.

**IN WITNESS WHEREOF,** the Parties hereto have executed this Memorandum of Understanding for and on behalf of the CHP-M and Authority by their duly authorized representatives this [insert date] day of March, 2022.

**FOR CHP-M**

[Signature]
Anna Berberian
President, CHP-M

**FOR THE AUTHORITY**

[Signature]
Annie Markarian
Director of Labor & Employee Relations

CHP-M MOU: 2022 - 2024