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SUSAN KENT
CITY LIBRARIAN

August 1, 1998

Mr. Roy Stone, President
Librarians' Guild, AFSCME
Local 2626
234 So. Loma Drive
Los Angeles, CA 90026

Dear Mr. Stone:

SUBJECT: CLARIFICATION OF LIBRARY DEPARTMENT POLICIES/PROCEDURES

As a result of the MOU discussions between the Librarian's Guild, AFSCME Local 2626 and the City of Los Angeles, it was requested by the Librarian's Guild and agreed to by the City Administrative Officer that the Library Department provide clarification to several of its policies and procedures as applied on an operational basis. The procedures/policies are as follows:

1. Overtime Practices
2. Leave Request Notification
3. Job Sharing for Part-time Employees
4. Notification of Employee non-selection for a Position
5. Use of Substitute time
6. Selection procedures for Transfer Candidates Vs Certification Candidates

OVERTIME PRACTICES

It is the policy of the Library Department that all overtime must have prior approval before any overtime is worked. This approval may be either a blanket approval for recurring standard situations (as prescribed by standard operating practices, i.e., remaining in a branch for an unattended child at closing) or singular approval for special one time situations. In all cases, the use of overtime must benefit the mission of the Library Department.

Whenever it is requested by the Library Department that an employee must work in excess of his or her normal 80 hours in a pay period, the employee must be compensated on a time and half basis. That compensation may either be in the form of time or money. In all cases the approval for the payment of money must have the prior approval of the Assistant City Librarian. It is also



within the Department's guidelines for overtime to request that a scheduling change be considered by the employee, when possible to address the overtime situation. However, if an acceptable scheduling change can not be agreed upon, then time and half compensation will apply.

LEAVE REQUEST NOTIFICATION

The issue was raised that employees were not being notified in a timely manner regarding the approval or denial of their request for Leaves of Absence. In reviewing the issues, it was determined that many of the problems occur not with the notification process, but rather with the approval process, resulting from the request not being submitted in a complete and timely manner. Employees must understand that a request for Leaves of Absence for periods of greater than 15 days are not approved at the Departmental level and require several weeks up to a month for processing time by the City Personnel Department. This time frame is in addition to the processing time required for the in-house approval process by the Department. Additionally, each type of leave request requires different types of justification and documentation that must be included for the request to be approved (i.e., family leave, medical leave, personal leave). Failure to provide this documentation further delays the approval process. Therefore, for employees to insure themselves a timely approval and notification of their request, they must factor in the overall approval time required for the leave request. It is strongly recommended that employees request assistance in planning their leave by contacting the Library's Human Resource Office.

JOB SHARING FOR PART-TIME EMPLOYEES

With regard to Job Sharing, the Library Department will continue to comply with existing City policy on this issue. Only positions at the level of Librarian I or Librarian II will be considered for Job Sharing. In order for a position to be considered eligible for a job sharing situation, it must be determined that the position can reasonably accommodate two different individuals performing the required tasks of the position without any adverse impact on the function of the job or the production of the work unit. In the case of the Library Department, this means that each individual wishing to share a position must be able to work the required work hours and have the appropriate work skills. The determination of the appropriateness of positions for Job Sharing is the sole responsibility of Management. Not all Librarian I or II positions in the Department will be considered appropriate for Job Sharing.

Individuals interested in Job Sharing must identify to Management the positions they wish to be considered. That position must then meet the required criteria for Job Sharing. Once the position has been approved for Job Sharing, each employee interested in the position must be interviewed individually for the position and be accepted. If one employee is unacceptable, then both employees become unacceptable for that Job Sharing positions.

NOTIFICATION OF EMPLOYEE NON-SELECTION FOR A POSITION

To insure timely notification of an employee's selection or non-selection for a position for either transfer or certification interviews, the candidate selected in the interview process will be contacted by telephone by the Library Human Resources Office on the day that the final approval was given for the appointment. Once it has been determined that the candidate selected has accepted the position, all other candidates will be sent written notification through the U.S. Mail no later than two (2) business days following the official offer and acceptance of the position.

USE OF SUBSTITUTE TIME

In the use of Substitute time, it is the intent of the Library Department to continue what has been the past practice for the allocation of Substitute time. Each work unit is considered to be eligible for the use of Substitute time in the ratio of (4) four hours of time for each (8) eight hours of vacancy. The allocation of hours may be greater or less dependent upon individual situations and circumstances. It is the responsibility of the Department and Area Managers to determine when and how the allocation of Substitute time may be varied based on the impacts created by the aforementioned situations and circumstances. However, to ensure proper and equitable use of Substitute time, the Division Librarians, in association with the Assistant City Librarian, will review on a monthly basis the patterns of usage and direct any required corrections in the use of Substitute time.

SELECTION PROCEDURES FOR TRANSFER VS CERTIFICATION CANDIDATES

To clarify the selection procedure to be used in conjunction with the newly agreed upon article in the Librarian's MOU, the selection process for transfer and certification candidates will now operate on a (30) a thirty-day cycle. Every (30) thirty days, a new Transfer Opportunities Sheet will be issued. On that sheet will be listed all positions that are available for transfer and certification. Those employees wishing to be considered for transfer will have (10) ten calendar days to make themselves available for the position. Concurrently, the positions on the Transfer Opportunities Sheet may, but not in all cases, also be sent for certification. At the end of the (10) ten day period for transfer candidates and the (5) five day reporting period for certification candidates, for Rank and File Librarian positions, each candidate will be interviewed by either a general panel for certification candidates or a specific panel by assignment for transfer candidates. After the interviews are conducted, the selection recommendations will be sent forward to Administration for a review of the recommendations and for a final determination of which candidate is to be selected for a given position. For positions other than Rank and File Librarians, all candidates will be interviewed by a panel specific to the assignment to which the candidate is to be appointed. A recommendation for selection will be made and forwarded to Administration for review and final approval for the appointment.