

Librarians Guild: Summary of the Final Agreement
MOU 6 Librarians / MOU 16 Supervisory Librarians
August 2, 2015

*Note: This Summary does not cover all the contract gains. Below is just a list of gains on the “small table” collective bargaining between Librarians’ Guild Representatives and Management. Highlights are in **BOLD**.*

Article 8 Union Information:

A representative from the Librarian’s Guild shall be allowed on **City time to make a presentation** regarding general Union information during each Department orientation session during the Human Resources section of the presentation. Management will provide information to new Unit employees on how to access the Memorandum of Understanding.

Article 9 Unit Membership List:

The Controller will provide the Union in writing or in digital electronic format each thirty (30) days from the effective date of this MOU an alphabetized list of employees subject to this MOU to include employee’s name, home address, employee number, class code, class title, Union membership status, and location by department and division, as applicable. The Union shall make every effort to ensure the security of the information provided and not to share information with any outside entity or vendor.

Article 11 Notice of Change in Work Rules:

Whenever new working rules are established or changes made in existing work rules affecting conditions of employment, Management shall **now give the Union fifteen (15) calendar days to consult with management** prior to placing the new rules or changes in existing rules into effect. ***This is an improvement on the last MOU, which states that management only has to give “reasonable and timely” notice.***

Article 13 Work Access:

Management will provide special Central Library access cards for the Librarians’ Guild President, Vice President, Chief Rank and File Steward and Chief Supervisory Steward.

Article 14: Use of City Facilities:

The Union may use Library facilities on prior approval for the purpose of meetings in such facilities. If the use of a facility requires rental fees, Management shall waive said fees. It is understood that the Union will pay any facility costs associated with special set up, security, or clean up.

Article 20: Night Assignment and Shift Differential Pay:
Half time librarians now also earn the 2nd night bonus.

Article 22 Bilingual Premium;
 No change. ***The CAO fought hard to reduce current premium to an inferior, non-pensionable flat rate.***

Article 23 Sign Language Premium:
 No Change.

Article 24 Mileage:
 Library management will provide reduced parking validation cards for the Westlawn Garage at any meeting held at the Central Library attended by branch library staff.

Article 29 Health and Safety:
New language added that Management will make every attempt to correct or eliminate unsafe conditions ***or threats of violence against employees*** if within its authority and capability. The designated departmental safety officer will be involved as appropriate.

Article 30 Intradepartmental Transfers:
 Once an opportunity appears on the transfer sheet an employee will ***now have seven (7) business days (up from 5)*** following the date of the posting to request reassignment to that position. ***The Library Department promises to make a concerted effort to have supervisors included on the interview panel for transfers to their respective work units.***

ARTICLE 37 Holidays and Holiday Pay:
New clarification of two things: (1) Whenever the Christmas Day, New Year's Day, Independence Day, or Veteran's Day holiday falls on a Sunday, public library facilities will be closed on Sunday (actual holiday) and Monday (City observed Holiday); and (2) Whenever the Christmas Day, New Year's Day, Independence Day, or Veteran's Day holiday falls on a Saturday, public library facilities will be closed on Saturday (actual holiday) and Friday (city observed holiday).

Article 39 Sick Leave:
 Forty (40) hours of one hundred percent (100%) sick leave for a full-time employee and twenty (20) hours of one hundred 100%) sick leave for a part-time employee may be used to secure preventative medical treatment for the employee or the employee's immediate family.

Article 40 Family Illness:

Family Illness leave will be increased from twelve (12) to fifteen (15) days annually, and the definition of immediate family will be extended to Great Grandparents and Great Grandchildren.

Article 41 Bereavement Leave:

Leave will be extended at full pay up to a maximum of six working days allowed for simultaneous multiple family deaths. Effective January 1, 2015, Unit members shall be entitled to use of bereavement leave granted under this Article up until 370 calendar days from the date of death of the qualifying immediate family member. Bereavement leave not used prior to 370 calendar days from the date of the death shall be deemed waived and lost.

Article 43 Blood and Bone Marrow Donations:

Employees will now be given reasonable time off with pay to donate bone marrow in addition to blood in accordance with LAAC Section 4.118

Article 53 Personnel Folders:

Upon request by the employee, adverse documents shall be sealed after three (3) years (down from 4), provided that there have been no other adverse documents placed in the folder since that time. ***Retained the right to file a rebuttal.***

Article 55 Librarians Educational Advancement Program:

Management of the Library Department agrees to appropriate \$15,000 per fiscal year for the exclusive purpose of funding training programs and or attendance at conferences. Funds for this purpose may be used for members of this unit to attend American Library Association, California Library Association, Public Library Association, and Special Libraries Association. ***In addition, management will work with the union on the creation of forms and/or processes and procedures for the selection of conferences, classes and travel.***

Article 56 Staffing for Training Opportunities:

Management of the Library Department now agrees to allocate \$5,000 (MOU 16) and \$10,000 (MOU 6) per fiscal year during the term of this MOU to provide coverage by part-time intermittent staff so that full-time and half-time staff in this Unit may participate in training and or attend conferences.

Article 57 Staffing for Extended Hours and Sunday Hours

No changes despite a vigorous effort by the CAO and Management to eliminate the hard won benefits.

Article 60 Union Release Time:

The appointing authority may grant to elected officers or appointed representatives of the Union time off for employee representation. The employee shall submit the request for release at least fourteen (14) (down from 24) calendar days prior to the effective release date, specifying the starting and ending dates of release.

Article 62 Retiree Substitute Employees:

Librarians may request information about consideration of re-employment in accordance with City Charter Section 1164, Employment by the City of a Retired Member of the System. A retired member LACERS member may be re-employed with Mayoral approval for a period not to exceed 120 day in a fiscal year.