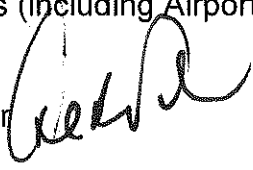




ANTONIO R. VILLARAIGOSA  
MAYOR

**MEMORANDUM**

**To:** Heads of All City Departments (including Airports, Harbor, and Dept of Water and Power)

**From:** Antonio R. Villaraigosa, Mayor 

**Subject:** 2010-11 Furlough Fiscal Plans

**Date:** July 2, 2010

We have received and reviewed all furlough plans that were submitted. The CAO's June 22, 2010, memo to all department heads refined parameters, wherein departments would prorate furloughs for individual employees based on funding source.

After a careful review of these plans, and in consultation with the CAO and City Attorney, we have determined that the proration methodology proposed in the June 22nd memo presented challenges to the development of standards that could be applied on a reasonable and consistent basis. Therefore, General Managers are directed to take the actions necessary to implement furlough plans as proposed in the 2010-11 Adopted Budget, effective Payroll Period 2, consistent with the following parameters:

- All civilian employees will initially be subject to 16 or 26 furlough days (based on MOU) with the following exceptions: Employees of the Airport, Community Development, Convention Center, El Pueblo, Fire and Police Pensions, Harbor, Housing, Library, LACERS, Sanitation, Street Lighting, Recreation & Parks, and the Zoo; Traffic Officers and Senior Traffic Supervisors at DOT; and half-time, part-time and intermittent employees. Attachment 1 contains a list of the required number of unpaid days by bargaining unit.
- In addition, the City Council took actions to exempt General Services police officers and supervisors from furloughs and to reduce furloughs in the Animal Services Department.

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- Employees that perform work on behalf of the proprietary departments will initially be furloughed. Ensure that billings to proprietary departments accurately reflect the actual work performed.

General Managers must submit an updated furlough plan to the CAO by close of business on Tuesday, July 6, 2010, to [cao.erd@lacity.org](mailto:cao.erd@lacity.org). Once the furlough plans are in place, the CAO may refine the criteria to fully or partially exempt employees from continuing furloughs.

Implementation of furloughs is critical to address the City's fiscal emergency. The two primary objectives of furlough plans are to: 1) Generate sufficient General Fund savings to ensure that the City stays within budget for Fiscal Year 2010-11; and, 2) Minimize service impacts to the residents of the City of Los Angeles. Throughout the fiscal year, my Office will continuously assess the necessity for furlough plan adjustments. This assessment will be based on monthly reporting from the CAO that will include the savings being generated by each department furlough plan, department's compliance with achieving their furlough savings target, and on the City's fiscal condition.

Negotiation on the impact of furloughs is ongoing and will be coordinated through the CAO Employee Relations Division. Staff of the Employee Relations Division will be contacting your personnel staff to coordinate your department's participation in the ongoing discussions with the impacted bargaining units.

Attachment

### Reduced Working Days by Bargaining Unit

Description	MOU	Reduced Working Days
Non-Represented Employees	00	16
Administrative	01	26
Building Trades	02	26
Clerical	03	26
Equipment Operation & Labor	04	26
Inspectors	05	26
Librarians	06	26
Prof Engineering & Scientific	08	26
Plant Equip Operators & Repair	09	26
Professional Medical	10	26
Recreational	11	26
Supervisory Blue Collar	12	26
Supervisory Building Trades	13	26
Service & Craft	14	26
Service Employees	15	26
Supervisory Librarians	16	26
Supervisory Prof Eng & Scientific	17	26
Safety/Security	18	26
Supervisory Technical	19	26
Supervisory Administrative	20	26
Technical	21	26
Deputy City Attorneys	29	26
Confidential Attorneys	31	26
Management Attorneys	32	26
Management Employees	36	26
Executive Administrative Assistants	37	26
Sr Administrative & Administrative Analysts	61	16