

ORDINANCE NO. _____

An ordinance amending Section 4.110 of the Los Angeles Administrative Code, pertaining to Part-Time Employment, to provide clarifying and updated language regarding the application of benefits for half-time and intermittent employees.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Section 4.110 of the Los Angeles Administrative Code is amended in its entirety to read as follows:

Sec. 4.110. Part-time Employment.

Except as otherwise provided in Section 4.117 of this Code and in any Memoranda of Understanding or Departmental Personnel Ordinances to the contrary, a work schedule of less than the number of hours of full-time employment shall be considered part-time employment.

The following categories of part-time employment are hereby defined:

(a) **Half-time:** Half-time employees are employees regularly assigned to a work schedule of half-time (1040 hours) or more in any service year, but less than full-time. Compensation shall be prorated on the basis of the total number of hours scheduled to be worked in relationship to the total number of hours required for full-time employment in the class of position. Holiday, sick leave, personal leave, and vacation benefits for such half-time employees shall be applied on a prorated basis as provided for half-time employees in Sections 4.119, 4.126, 4.130, and 4.252, respectively, of this Code.

(b) **Intermittent:** Intermittent employees are employees assigned to a regular or on-call work schedule of less than half of the available working time (less than 1040 hours) in any service year. Employees who are compensated by the session and employees who hold more than one intermittent position concurrently, regardless of total number of hours scheduled, shall be considered intermittent employees. Compensation as established in Schedule "A" herein shall be considered full remuneration for intermittent employees defined by this section, except for compensated personal time off, sick leave, and prorated personal leave benefits as provided for intermittent employees in Sections 4.110.1, 4.126, and 4.130, respectively, of this Code.


Employees shall be eligible to receive benefits from only one employing department at any one time.

Sec. 2. This ordinance shall be effective upon publication, pursuant to Charter Section 252(g).

Sec. 3. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE SWANIGAN
Assistant City Attorney

Date 12/1/2021

File No. _____

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The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

Ordinance Passed _____

Approved _____