



DAVID E. JANSSEN
Chief Administrative Officer

County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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Board of Supervisors
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March 26, 2003

To: Department Heads
From: David E. Janssen
Chief Administrative Officer

SIDE LETTER AGREEMENTS WITH EMPLOYEE ORGANIZATIONS

The Board has a long established County-wide policy prohibiting operating departments from entering into Side Letter Agreements with employee organizations regarding matters within the exclusive authority of the Board in the area of labor relations. The Chief Administrative Officer is the authorized agent on behalf of the Board of Supervisors in all negotiations, meet-and-confer sessions, and consultations with recognized bargaining units as directed by and within the scope of authority granted by the Board.

The Board has received information that operating departments may not be aware of the County policy against Side Letter Agreements, and that certain departments may have entered into Side Letter Agreements with employee organizations.

If your department has any Side Letter Agreements, please provide copies by faxing them to the attention of Donna Singh, Division Chief, Employee Relations, at fax number (213) 621-3172, **no later than April 16, 2003**. Also, please identify the legal authority and/or basis for entering into a Side Letter Agreement. You may also e-mail copies of the Side Letter Agreements to dwashing@cao.co.la.ca.us.

If you have any questions, please contact Don Washington of my staff at (213) 974-2497.

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