



ADMINISTRATIVE MANUAL

Section

AUTHORITY TO ACT

Subject

Policy and Procedure Authority

Under the *Charter of the City of Los Angeles*, the General Manager has the power and duty “to administer the affairs of the Department as its Chief Administrative Officer” and to “issue instructions to employees . . . in the line of their duties...”

References:

City Charter, Section 80
Applicable MOUs

ADMINISTRATIVE MANUALS

Policies and procedures included in this manual series are those established by the General Manager or, at his direction by the Administrative Manuals Committee with the oversight of the Assistant General Manager/Chief Administrative Officer.

For convenience, this manual series also includes certain policies and procedures which have been adopted by the Board of Water and Power Commissioners.

MEMORANDA OF UNDERSTANDING

The provisions of the Employee Relations Ordinance of the City of Los Angeles and applicable state law establish memoranda of understanding (MOUs) *affecting* working conditions of represented groups of employees. Specific provisions of MOUs may alter written policies and~ procedures contained in these manuals with respect to the employee groups represented; with this exception, these policies and procedures are expected to be applied uniformly throughout the Department.