



**PROFESSIONAL ENGINEERS IN  
CALIFORNIA GOVERNMENT**

LOS ANGELES SECTION

**– POLICY FILE –**

**Established: June 4, 2003  
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# PECG – Los Angeles Section

## Section Policy File

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## PECG – Los Angeles Section

### Section Policy File

#### 1.0 GENERAL

##### 1.1 Authority

This file, containing current goals, objectives, and policies established by the PECG Los Angeles Section Executive Committee, is mandated by Article VI, Paragraph 4(a) of the Section Bylaws. (02-13-03)

In accordance with Article VI, Paragraph 4(b) of the Section Bylaws, the chair of the Policy and Bylaws Committee shall maintain this Policy File. (02-13-03)

##### 1.2 Purpose

This file shall serve as a comprehensive compilation of the official practices, procedures and policies of the PECG Los Angeles Section. (02-13-03)

##### 1.3 Revisions

In accordance with Article VI, Paragraph 4(c) of the Section Bylaws, this Policy File may be revised by a two-thirds (2/3) vote of the Executive Committee. Revisions to this file should contain, in parenthesis at the end of the revised item, the date of the Executive Committee meeting that the revision was adopted. (02-13-03)

##### 1.4 Definitions

The following definitions are taken from the Corporate Policy File.

Goal – A goal is a general statement of broad direction or purpose. As a desired end result, it facilitates setting and accomplishing proper objectives.

Objective – An objective is a definable, measurable accomplishment. It should be obtainable and should contribute to one or more goals.

Policy – A policy provides the method, reasoning, or clarification to assist in the accomplishment of specific objectives or goals.

#### 2.0 GOALS

The following goals are taken from the Corporate Policy File.

- 2.1 To provide for the membership's welfare (primary goal).

- 2.2 To assist in the professional and career development of the membership.
- 2.3 To promote the highest standards of professional practice.
- 2.4 To keep the members informed.
- 2.5 To maintain the members' control over the operation of PECG.

### 3.0 OBJECTIVES

The following objectives are taken from the Corporate Policy File.

#### 3.1 Improve State Employment

- 3.1.1 Through collective bargaining and the meet and confer process, increase state salaries, benefits, and retirement annuities commensurate with prevailing practice in the industry.
- 3.1.2 Improve working conditions and the merit system for classifications represented by PECG.
- 3.1.3 Improve working relationships with state agencies, boards, commissions, and departments such as, but not limited to, the Department of Personnel Administration, the State Personnel Board, the Board of Control, the Board of Registration for Professional Engineers and Land Surveyors, the Public Employees' Retirement System, and those that utilize classifications represented by PECG.
- 3.1.4 Represent members and fee payers in individual matters such as grievances, adverse action appeals, etc.

#### 3.2 Influence Legislation

- 3.2.1 Identify the impacts of legislation on the membership.
- 3.2.2 Actively lobby proposed legislation that could affect the membership. Sponsor legislation beneficial to the membership.

#### 3.3 Increase Membership

- 3.3.1 Increase membership in PECG to include all eligible employees as members.
- 3.3.2 Provide insurance, discounts, and other services as an incentive to becoming a member.
- 3.3.3 Provide and support activities that will lead to the membership's professional and career advancement.

- 3.3.4 Seek establishment of and encourage the member's participation in state-sponsored career development opportunities.
- 3.3.5 Encourage and support the concept that it is in the public's best interest that the engineering and related aspects of state government be conducted in accordance with the highest possible professional standards.
- 3.3.6 Encourage the members to participate in the organization by running for office or service on the operating committees to assure that the operation of PECG remains under the control of the members.
- 3.3.7 Provide timely information to the membership regarding the activities of PECG and developments impacting their employment with the State.

## 4.0 POLICIES

### 4.1 Operation of the Section

#### 4.1.1 Executive Committee Meetings

##### 4.1.1.1 Procedure for Submitting Proposals

Executive Committee members submitting proposals, especially those involving fiscal expenditures, shall follow these guidelines. Proposals not following these guidelines shall be tabled to a future meeting unless said guidelines are waived by a two-thirds (2/3) vote of the quorum present. All proposals shall be submitted by the deadline stated in the meeting notice to the Section President, who will forward an advance copy to all Executive Committee members.

##### Summary

Provide a brief summary of the proposal. Include references when applicable.

##### Discussion

A discussion of pertinent facts, pros and cons, and other information that would assist the Executive Committee in making an informed decision on the proposal or understanding the purpose of the information provided.

##### Fiscal Impact (For Motions Only)

The proposal shall provide an estimate of the fiscal cost to implement it. If the fiscal impact is less than \$100, the cost may be described as "negligible." The Section Treasurer should be contacted for assistance in estimating the fiscal impact.

##### Motion Statement

The proposal shall be worded as a motion for inclusion in the meeting minutes. Exact wording shall be used when proposing Policy & Bylaws amendments. (02-13-03)

#### 4.1.1.2 E-mail Voting

E-mail voting shall only be used when urgent or unexpected measures arise during a recess upon approval of the President, or when the Executive Committee, at a meeting, approves to conduct an e-mail vote during a recess to complete unfinished business.

No proposal with an expenditure amount exceeding \$100 shall be voted upon by e-mail unless the Executive Committee approved an e-mail vote for the proposal in advance.

Changes to the Bylaws or Policy File shall not be voted upon by e-mail.

During a recess, proposed motions for e-mail voting shall be submitted in advance to the President, in the appropriate format specified elsewhere in this Policy File, to determine if it warrants e-mail voting. The proposed e-mail motion shall include a second.

When warranted, the President will e-mail proposed motions to the Executive Committee, clearly stating the date and time when the e-mail vote will close along with a justification explaining the urgency for the e-mail vote. Proxy voting is not permitted per Section Bylaws.

A minimum of two working days shall be provided before the close of voting for Executive Committee members to discuss, question or consider the motion.

A simple majority of the Executive Committee shall constitute a quorum for e-mail voting.

Once an e-mail vote has closed, the President shall tally the vote and inform the Executive Committee if the proposed motion passed or failed, and shall include a roster of the Executive Committee with their respective vote.

(05-07-03)

#### 4.1.2 Section Finances

##### 4.1.2.1 Expenditure of Section Funds

The fiscal year shall start and end with the annual installation of the incoming Executive Committee (EC). The budget for the previous fiscal year shall continue until a new budget is adopted.

No expenditure shall exceed the approved budget line item without prior approval of the EC. The Treasurer shall be consulted prior to committing of Section funds (including motions with expenditures) to ensure that budget line items will not be overspent.

Section funds shall not be committed and or spent in advance by any Section Officer or Delegate without prior approval of the EC. The Section President may only authorize necessary operational expenses not to exceed one hundred dollars (\$100) per occurrence within the limits outlined in this section. (09-25-08)

#### 4.1.2.2 Goodwill Action Donations

Goodwill Action donations shall only be made to those events sponsored and organized by the State that are open to PECG members and/or state employees, and are intended to build a positive image or goodwill towards PECG. Donated funds shall not be used for alcohol, tobacco or any other substance that is not permitted on state property. The Executive Committee may approve larger amounts. (01-25-07)

Goodwill Action donations shall be capped according to event group as shown below, subject to Executive Committee approval.

District/Department level - \$150 or higher  
Division (Principal) level - \$100  
Office (Supervising) level - \$50

The number of events per group shall not exceed two (2) per fiscal year. If a donation has already been made to a group for an event or holiday, no further donations of any amount shall be given to subdivisions of that group for the same event or holiday without Executive Committee approval. Funds shall be disbursed, upon request and as funds are available, on a first-come, first-served basis. (12-27-06)

#### 4.1.3 Travel and Business Expenses

##### 4.1.3.1 Policy

The Section reimburses reasonable, prudent and actual expenses incurred by members while conducting official and authorized PECG business. The Section shall follow the Corporate Policy File travel and business expense policy. Excepts from this policy include the following:

“PECG allows 48.5 cents per mile for use of private car on PECG business, or reimburses common carrier fares, whichever is ... the most direct and least expensive route and mode of travel taking into consideration the time element.

“Receipts are required for major expenses such as air and train fares, rental car, lodging, and meal expenses (per person) exceeding \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Normal meal expenses should not typically exceed those provided in the current unit 9 MOU.”

A PECG travel expense form shall be used to document and justify all travel and business expenses. Receipts, as required, shall be attached to the form. (02-09-05)

4.1.3.2 Approval

Completed travel expense forms must be approved by the President prior to reimbursement. Only authorized, valid, appropriate and reasonable expenses shall be approved. (02-09-05)

4.1.3.3 Quarterly Board Meetings

The President, Director and Corporate Committee Chairs attend Board of Director meetings at corporate expense. The President-Elect or one other Executive Committee member selected by the Executive Committee may attend Board meetings at Section expense. (08-26-10)

4.1.3.4 Annual Meeting

Outgoing and incoming Presidents and Directors (plus spouse or guest) attend the PECG Annual Meeting at corporate expense. (03-23-11)

4.1.4 Elections

4.1.4.1 Candidate Application and Statement

The Nominating Committee shall require each candidate to submit a completed application (including statement) and an optional photo. Any statements or comments that are obscene, factually incorrect, libelous, or otherwise unlawful are subject to deletion. Candidate information, statement and optional photo shall be distributed with each Section ballot or posted on the Section website. (06-28-07)

4.1.4.2 Ballots

Four distinct Section ballots shall be distributed to: (1) Caltrans Rank & File members; (2) Caltrans Supervisory members; (3) At Large (i.e. non-Caltrans) Rank & File members; and (4) At Large (i.e. non-Caltrans) Supervisory members. All ballots shall list candidates for the office of President Elect, Director, Secretary, Treasurer and Delegate.

Ballots sent to Caltrans Rank & File members shall include candidates for Vice President (Collective Bargaining). Ballots sent to Caltrans Supervisory members shall include candidates for Vice President (Supervisory). Ballots sent to At Large Rank & File members shall include candidates for both Vice President (Collective Bargaining) and Vice President (At Large). Ballots sent to At Large Supervisory members shall include candidates for both Vice President (Supervisory) and Vice President (At Large).

No provision for write-in candidates shall be made; any votes for write-in candidates shall be disregarded. (02-09-05)



#### 4.1.4.3 Election Results

The Election Committee shall count ballots in open session and then notify the candidates, the membership, and PECG HQ of the results as soon as possible. The Executive Committee shall be provided with the vote tally. Approval of the Executive Committee is required prior to publishing the vote tally to the membership. (02-09-05)

#### 4.1.5 Section Conflicts

The Conflict Resolution Committee resolves informal issues between members, supervisors and managers. A Vice President appointed by the President shall chair the Conflict Resolution Committee. (02-09-05)

#### 4.1.6 Collective Bargaining

Meet and confer issues shall be referred to PECG labor consultants. The President, Director and President Elect may attend negotiation meetings with management; the President may invite others to participate as needed. (02-09-05)

#### 4.1.7 Public Relations

##### 4.1.7.1 Section Website

The Technology Committee shall be responsible for creating and maintaining content on the Section website under the general direction of the Executive Committee. (06-04-03)

##### 4.1.7.2 Student Engineering Promotions and Scholarships

Section funds may be used to promote educational activities and events that encourage student interest in engineering and related professions.

Section funds may be used to fund scholarships or grants for college students that are majoring in a professional field of study (e.g. engineering, architecture, surveying, geology) that qualifies them for State employment in a related Unit 9 classification. (03-09-05)

#### 4.1.8 Affiliations

The Section may affiliate with other professional organizations approved by PECG HQ that do not directly conflict with the best interests and goals of PECG. (02-09-05)

#### 4.1.9 Annual Audit

### 4.2 Legislative/Political Action

#### 4.2.1 Legislative Activities

The Section shall be actively involved in furthering the goals of PECG through legislation and may participate in PECG Legislative Day, letter writing campaigns and visits to local legislative offices. (02-09-05)

#### 4.2.2 Political Activities

The Executive Committee shall not expend any section funds for political or partisan purposes without the approval of the PECG Political Action Committee (PECG PAC). Members may participate as PECG representatives in campaign activities of candidates endorsed by PECG PAC and/or the Board of Directors. (02-09-05)

As long as the amount budgeted for Fed PAC Recruitment has not been, or will not be exceeded by the current expenditure, and funds are remain available, the Treasurer is authorized to disburse Section funds without any additional approval, as follows:

Upon verification, the Treasurer will pay a Section member recruiting a Section Fed PAC contributing member(s) a reward of \$25 for each new Section member recruited.

The recruitment reward must be claimed within six months of submittal of membership application to PECG headquarters. (01-26-12)

### 4.3 Membership

#### 4.3.1 Recruitment

As long as the funds are available, the Treasurer is authorized to disburse Section funds without any additional approval, as follows. Upon verification, the Treasurer will pay a Section member recruiting new Section Member(s) a reward of \$30 for each Caltrans Rank & File Section member recruited, \$30 for each non-Caltrans or Supervisory (Caltrans or non-Caltrans) Section member recruited, and \$30 for each new Fed PAC Section member recruited, provided that the minimum contribution of any new Fed PAC member is \$10 per month.

The recruitment reward must be claimed within six months of submittal of membership application to PECG headquarters. That application must include the name of the new members' recruiter. (10-30-2018)

#### 4.3.2 Communications

The Section shall maintain an electronic news and information service for the members under the oversight of a Communications Director appointed by the President. (02-09-05)

#### 4.3.3 Luncheons

Meetings of Section members are held each quarter per Section bylaws. Optional meals may range from sit-down meals to box lunches.

Members are charged \$5.00 each; fee-payers and non-members are charged full cost. Student Assistants working for state agencies employing Unit 9 members may be charged the members' rate.

Members providing meaningful assistance with luncheon sign-ups and/or check-in may be provided with a free luncheon meal at the discretion of the President. (02-09-05)

#### 4.3.4 Discount Programs

Members obtain discount cards and benefit information from the PECG Glendale office. Section members may be appointed by the President to help distribute discount and benefit information. (02-09-05)

#### 4.3.5 Retirements

The Section shall provide retiring members with a framed PECG certificate. A retirement plaque may be presented, if funds are available, to former Section or Corporate officers and public officials.

The President and/or Director may attend, at Section expense, retirement meals to present PECG retirement certificate or plaque. If necessary, an authorized PECG representative may attend in the President or Director's place. (02-09-05)

### 4.4 Representation

#### 4.4.1 Rank & File

Rank and file members requesting formal assistance with adverse actions, grievances, complaints, discrimination, harassment and meet and confer issues shall be referred to PECG labor consultants. (02-09-05)

#### 4.4.2 Supervisory

Supervisory and managerial members requesting formal assistance with adverse actions, grievances, complaints, discrimination, harassment and meet and confer issues shall be referred to PECG labor consultants. (02-09-05)

### 4.5 Working Conditions

#### 4.5.1 Health & Safety

The Section Health and Safety Committee shall work with their corporate counterpart and PECG labor consultants to ensure that the State provides healthy and safe facilities and working conditions for all members. Issues may be elevated to the Board of Directors as needed for further action. (02-09-05)

#### 4.5.2 Office Environment

### 4.6 State Exams, Promotions and Classifications