



City of Venice
Administrative Services Department

Interoffice Memorandum

DATE: December 2, 2013

TO: City Council

FROM: Alan Bullock, Director of Administrative Services

THROUGH: Ed Lavallee, City Manager

SUBJECT: Personnel Procedures & Rules Changes

On September 10, 2013, Council approved, at our request, various changes to the city's Personnel Procedures & Rules, including the following two items:

1. The required notice period for employee resignation was increased from two weeks to four weeks.
2. Employees' ability to donate sick time to fellow employees on FMLA leave was curtailed.

Since then, two significant activities have happened. First, the city's Benefits Coordinator, Mary Ann Ellis, engaged in her quarterly visits to all city departments. In those visits, she explained the above changes and solicited employee feedback. Second, the city engaged the services of a consultant, Pat Kavanagh, to examine various aspects of employees' working conditions. At the conclusion of these two activities, one thing was very clear: the notice period and sick leave donation changes approved on September 10 have had a significant negative impact on employee morale.

All things considered, then, and particularly in view of our wish to improve employee morale in any way within our means, we feel that it is in the city's best interests to reverse these two policy changes, with one caveat – the four week notice period will remain for department heads.