

RESOLUTION NO. 2014-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENICE, SARASOTA COUNTY, FLORIDA, AMENDING THE CITY OF VENICE PERSONNEL PROCEDURES AND RULES, 2013 EDITION, SECTION 1.17 RESIGNATION; SECTION 2.5 DISCRETIONARY LEAVE ISSUES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Sec. 50-35 of the Code of Ordinances provides that amendments to the City of Venice Personnel Procedures and Rules may be made and adopted by resolution; and

WHEREAS, city council wishes to amend the City of Venice Personnel Procedures and Rules, 2013 edition.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, as follows:

SECTION 1. Various sections of the City of Venice Personnel Procedures and Rules, 2013 edition are hereby amended as follows:

SECTION 2. Section 1.17, Resignation, of the City of Venice Personnel Procedures and Rules, 2013 edition is hereby amended as follows:

1.17 RESIGNATION

To resign in good standing and be considered eligible for rehire, ~~regular~~ employees shall provide ~~four (4) weeks~~ written notice of resignation, including the reason for leaving, to the city manager. Regular employees shall provide two weeks notice, whereas department heads shall provide four weeks notice. If extenuating circumstances exist, the city manager may agree to permit a shorter period of notice. Notice of resignation shall be provided on the city's Notice of Resignation form. Once the notice of resignation is accepted by the city manager, it can be withdrawn only with the city manager's consent. The city reserves the right to make the sole determination of eligibility for re-hire.

SECTION 3. Section 2.5, Discretionary Leave Issues, of the City of Venice Personnel Procedures and Rules, 2013 edition is hereby amended as follows:

2.5 DISCRETIONARY LEAVE ISSUES

Donation of Leave

Employees may elect to voluntarily donate either sick or vacation leave on a case-by-case

basis upon approval by the Director of Administrative Services. The donated time may only be utilized as sick leave for serious medical conditions that have been approved as FMLA related. An employee may elect to donate a maximum of forty (40) hours to each eligible receiving employee per calendar year. The employee receiving the donated time must utilize all their leave accruals (compensatory, sick and vacation) prior to utilizing any donated time. Any donated time not subsequently needed/used as sick leave will be returned to the appropriate accrual bank of the donor involved.

Emergency Request

In extenuating emergency circumstances, employees who are covered under a collective bargaining agreement may request payment of leave accrued on a case-by-case basis, taking into account the nature of the designated emergency and the departmental budget. The employee who is covered under a collective bargaining agreement must specify the nature of the emergency condition and submit the request to their department head for initial recommendation. If the department head determines that the funds are available in the department budget and it is a bona fide emergency, the request will be forwarded to the Director of administrative services and the City Manager for approval. Payment will be based on the cash-in options within these procedures and rules for employees who are covered under a collective bargaining agreement.

In extenuating emergency circumstances that would qualify as a hardship distribution under the IRS regulations 401(k), non-bargaining employees may request payment of leave accrued on a case-by-case basis, based on the cash-in options within these procedures and rules for nonbargaining employees in section 2.2, vacation leave and section 2.4, sick leave, taking into account the nature of the designated emergency and the departmental budget. The nonbargaining employee must specify the nature of the emergency condition and submit the request to their department head for initial recommendation. If the department head determines that the funds are available in the department budget and it is a bona fide emergency, the request will be forwarded to the director of administrative services and the city manager for approval.

Community Service

Upon prior written approval by the Director of administrative services and the City Manager, employees may request leave with pay for authorized community service activities.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON
THE 14TH DAY OF JANUARY 2014.**

John W. Holic, Mayor

ATTEST

Lori Stelzer, MMC, City Clerk

I, **LORI STELZER**, MMC, City Clerk of the City of Venice, Florida, a municipal corporation in Sarasota County, Florida, do hereby certify that the foregoing is a full and complete, true and correct copy of a Resolution duly adopted by the City Council of said city at a meeting thereof duly convened and held on the 14th day of January 2014, a quorum being present.

WITNESS my hand and the official seal of said City this 14th day of January 2014.

(SEAL)

Lori Stelzer, MMC, City Clerk