



MEMORANDUM

City of Venice

Human Resources Department

TO: City Council

THROUGH: Edward F. Lavalley, City Manager

FROM: Alan Bullock HR Director

DATE: October 19, 2020

COUNCIL APPROVAL: Yes

MEETING DATE: October 27, 2020

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Proposed Changes to Personnel Procedures & Rules

Background: The city's Procedures and Rules govern working conditions for all employees where collective bargaining agreements do not apply. At this time we seek Council approval for changes to this document specific to section 1.3 Employment Process, updated to be in line with current practice, clearly delineate the roles of different parties and align with organization goals and objectives. Additionally, we seek Council approval for changes to section 1. 23, Policy Against Harassment and Discrimination.

Requested Action: Council approval of proposed changes.

If for an agenda item, this document and any associated backup created by City of Venice staff has been reviewed for ADA compliance: Yes

City Attorney Review/Approved: Yes

Risk Management Review: N/A

Finance Department Review/Approved: N/A

Funds Availability (account number):

ORIGINAL(S) ATTACHED: Click or tap here to enter text.

Cc: Click or tap here to enter text.