



# MEMORANDUM

## City of Venice

### Human Resources Department

TO: City Council

FROM: Alan Bullock, Director of Human Resources

DATE: March 1, 2021

COUNCIL APPROVAL: Yes

MEETING DATE: March 23, 2021

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

SUBJECT: Request to Approve Proposed Amendments to Personnel Procedures and Rules and Four Memoranda of Understanding

**Background:** Terms and conditions of employment for city employees are governed by the Personnel Procedures and Rules and four collective bargaining agreements (AFSCME, IAFF, FOP (O), FOP (S&L), respectively. The Personnel Procedures and Rules are updated as need be. The collective bargaining agreements are negotiated periodically, but may be amended via memoranda of understanding on an ad-hoc basis.

**Requested Actions:** (1) Each document contains a provision that essentially requires employees to use half of the vacation time they accrue in any calendar year, or it will be lost. Due to the onset of COVID-19, employees were not able to use their vacation time as readily as normal in 2020. With the 'use/lose' provisions in place, employees may have been forced to 'waste' vacation time staying at home or feel forced to travel against their better judgement, risking their family and co-workers. Therefore, the 'use/lose' provisions were waived for vacation time accrued in 2020. Since the same conditions largely continue to apply in 2021, we hereby propose the same amendment for 2021. This involves an amendment to the Personnel Procedures and Rules section 2.2 and the approval of four separate memoranda of understanding for each of the collective bargaining units.

(2) The Personnel Procedures and Rules section 1.27 embodies the city's drug-free workplace policy. Unrelated to item 1 above, we propose amendments to section 1.27 that will serve to clarify certain nuances relating to random testing and the treatment of positive results.

**City Attorney Review/Approved:** Yes

**Risk Management Review:** N/A

**Finance Department Review/Approved:** Yes

**Funds Availability (account number):** Click or tap here to enter text.

**ORIGINAL(S) ATTACHED:** Memoranda of Understanding, Personnel Procedures & Rules amendment

**Cc:** [Click or tap here to enter text.](#)