

RESOLUTION NO. 2014-15

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 1.14 RECLASSIFICATION; 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. Section 1.14, Reclassifications, of the City of Venice Personnel Procedures and Rules, 2013 edition is hereby amended as follows:

1.14 RECLASSIFICATIONS

Conditions necessary for successful reclassification

By default, all positions are assumed to be correctly graded per section 1.12 above. However, a successful reclassification can occur when one or more of the following conditions exist:

1. A position is deemed incorrectly graded in comparison with the market.

For the purposes of this section, 'market' is defined as comparable employment in the public sector for the same or similar work of employees exhibiting like or similar skills under the same or similar working conditions in the local operating area. The city retains discretion as to what level of tolerance is acceptable in terms of deviation from the market and reserves the right to construe 'local' differently by position. Furthermore, for the purposes of this section, the grade of the position will be examined rather than the particular salary of any incumbent employee; i.e., reclassification should not be used as an opportunity to increase an employee's pay within the range for a correctly-graded position.

2. There have been permanent and substantial changes to a position.

I.e. since the time of classification or last reclassification, there have been changes to the duties and responsibilities of the position that are ongoing and deemed substantial enough to warrant a change of classification.

Conditions that do not trigger successful reclassification

- Utilization of new technology to do essentially the same job
- Additional work volume
- Temporary (non-permanent) changes to job duties
- Non-substantial changes to job duties
- The performance level of any incumbent employee
- Incumbent employee is earning low in the range of a correctly-graded position

Process for reclassification

The reclassification committee shall meet on an annual basis or as directed by the city manager to review the reclassification requests that have been submitted since the previous meeting. A period of 60 calendar days lead time will be provided from the date of announcement each year to the submittal deadline. Date of submittal shall be considered the date received by administrative services. The reclassification committee shall consist of the director of administrative services, finance director, department head and union president, if applicable. The committee will consider each reclassification request on the basis of the criteria listed above. ~~determines whether changes to a position are substantive enough to warrant a reclassification.~~ A reclassification can result in a grade increase, lateral move, or grade decrease. ~~Employees may not request a reclassification due to utilization of new technology, additional work volume, and/or temporary (non-permanent) increase in scope of duties.~~

Reclassification requests can be initiated by:

1. ~~The~~ employee and first-line supervisor as a unit, or;
2. ~~Any~~ level of supervisor in the chain above the employee and first-line supervisor, or;
3. ~~The~~ director of administrative services, or;
4. ~~The~~ city manager.

The party initiating the request completes the request for reclassification form. The request is then sent to all levels of supervisor ~~each party specified above~~ apart from the ~~director of administrative services and the~~ city manager for their recommendation with justification. All reclassification request submissions must be received ~~and accepted~~ by administrative services ~~at least one week~~ prior to the deadline announced by administrative services or they will not be reviewed until the following meeting. The city manager may agree to

exceptions on a case by case basis on the basis of extenuating circumstances. All reclassification requests will be processed prior to committee review to ensure that all documents are completed ~~and accurate.~~ Any incomplete request ~~not meeting the criteria~~ will be returned with a request for completion. Recommendations of the committee will be submitted to the city manager for consideration.

The city manager will make the final determination, including grade and rate of pay, on the basis of the criteria listed above. The city manager will also make the final determination on effective date. ~~A change in a position's responsibilities will not necessarily result in an upgrade. Positions are valued based on responsibilities and requirements. Each salary grade accommodates a variety of skill levels, knowledge requirements, and responsibilities. Thus, while the type of work and responsibilities of a position may have changed, the position may remain in the same grade after the reclassification committee's review. In order for a position to be reclassified, there must be substantial and permanent change to the essential functions of the position or the city manager must deem that the position is incorrectly graded.~~

SECTION 2. This resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON THE 22ND DAY OF APRIL 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 22nd day of April 2014, a quorum being present.

WITNESS my hand and the official seal of said City this 23rd day of April 2014.

(SEAL)

Lori Stelzer, MMC, City Clerk