



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: Edward Lavalley, City Manager

E-SIGN:

FROM: Alan Bullock, Director of Human Resources

DEPARTMENT: Human Resources

DATE: May 1, 2023

MEETING DATE: May 23, 2023

SUBJECT / TOPIC: Proposed Personnel Procedures and Rules Changes

BACKGROUND INFORMATION: The city's Personnel Procedures and Rules govern working conditions for all employees where collective bargaining agreements do not apply. We hereby propose changes to various sections, in summary as follows:

Section 1.12 – Amendment to award out of class pay to employees whose job description requires them to fill in for their supervisor after 14 days instead of 30 days.

Section 1.13 – Clarification that employee performance appraisals occur annually but not on employees' anniversary dates.

Section 1.19 – Elimination of exit interviews for employees who are terminated by the city either for cause or while on probation.

Section 1.29 – Formalization of a biweekly check-in for employees on FMLA.

Section 1.31 – Elimination of the 'reporting to the same supervisor' employment of relatives conflict.

Section 1.7a (new) – Formalization of remote working in limited circumstances to be permitted outside of FMLA/ADA/COVID situations.

Section 1.8 – payroll due by 9.30 AM instead of noon

Sections 2.2 and 2.4 – Elimination of the 401(a) plan.

Section 2.21 – Elimination of 401(a) and associated annual contribution reference.

Section 3.7 – Deletion of references to the Venice Regional Medical Center.

SUPPORTS STRATEGIC PLAN: Goal Two: Provide Efficient, Responsive Government with High Quality Services

COUNCIL ACTION REQUESTED: For Council Adoption by Consent Motion

Yes N/A

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | City Attorney Reviewed/Approval |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Risk Management Review |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Finance Department Review/Approval |
| | | Funds Availability (account number): N/A |