

RESOLUTION NO. 2021-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENICE, FLORIDA, AMENDING THE CITY OF VENICE PERSONNEL PROCEDURES AND RULES, 2020 EDITION, SECTION 1.3 EMPLOYMENT PROCESS; 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, 2020 edition.

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

SECTION 1. The whereas clauses above are ratified and confirmed as true and correct.

SECTION 2. Section 1.3, Employment Process, of the City of Venice Personnel Procedures and Rules, 2020 edition is hereby amended as follows:

1.3 EMPLOYMENT PROCESS

Application for Employment

All parties interested in applying for a position with the City of Venice shall accurately complete the employment application online or on paper by the deadline on the job announcement. Only qualified applicants selected for an interview will be contacted. Successful candidates must pass all pre-employment requirements, including, but not limited to a drug screen, pre-employment physical examination, criminal background and driving record check, reference review and educational/employment experience verification.

Nicotine Screening

The City of Venice recognizes that nicotine use is a hazard to health and consequently a driver to health insurance costs. Accordingly, it is the policy of the city to not hire nicotine users. That notwithstanding, the police department has the means to conduct in-depth screening by means of rigorous background check and polygraph, not available to other departments. Therefore, candidates for positions outside the police department will be required to sign (electronically and/or on paper) an affidavit stating

that they have refrained from nicotine products for the 12 months preceding the application. If an applicant refuses to sign this affidavit, they will be considered ineligible for employment for a period of 12 months from the date of refusal.
Candidates for police department positions will not be required to sign such an affidavit but will be subjected to further screening by the police department as described above.

~~All c~~Candidates are required to submit the necessary laboratory specimens during the pre-employment physical to allow initial nicotine screening. A confirmatory nicotine test will be conducted when the initial nicotine screening is positive. The confirmatory nicotine test will be conducted by an independent diagnostic lab. Applicants found to have a confirmed positive nicotine test will be considered ineligible for employment at the city for a period of 12 months following receipt of the positive nicotine test results.

Nicotine products are defined as: cigarette, chewing tobacco, cigars, or any other product containing nicotine that is ingested or inhaled.

Recruitment

When a vacancy occurs or if a new position is duly authorized, the responsible department head shall submit a Request to Fill Vacant Position Form to the Human Resources (HR) department. HR will review the form for completeness and accuracy, verify sufficient funds are budgeted and submit to the City Manager. Only upon approval by the City Manager will HR recruit to fill the vacancy.

1. Job Announcements

HR will proactively work with departments with vacancies (hiring departments) to review and update job descriptions and associated job announcements prior to advertising to ensure they are current, clear and appropriate.

Once set in the job announcement, codified prerequisites such as minimum education and training requirements cannot be changed (unless and until the position is later reposted).

HR will proactively collaborate with hiring departments in identifying advertising sources in advance to provide maximum exposure, and document that the agreed-upon advertising was done in each case.

2. Applicant Screening and Documentation

HR will clearly distinguish qualified versus non-qualified applicants by means of a covering spreadsheet for each job announcement file.

HR will forward only qualified applicants to the hiring department for consideration. For departments other than police, qualified candidates will not include candidates who indicate nicotine use in their application.

Except in cases where the director of the hiring department wishes to personally or by delegation interview candidates alone, the hiring department will identify a selection panel to conduct interviews. Selection panel members may come from within or outside the organization.

The selection panel chair (typically the hiring department director or designee) will advise HR of the qualified applicants they wish to interview.

3. Selection Process

HR will have representation in each selection process for each position to monitor the selection process, provide necessary guidance, assist in scheduling, etc.

Candidate selection will be done on the basis of merit and fitness demonstrated by examination or other evidence of competence (typically focused on interviews).

HR will take minutes of each selection process meeting for the record.

At the conclusion of the selection process, the selection panel chair will advise HR of the selected candidate.

For director-level and assistant/deputy director or equivalent level recruitment, the city manager reserves the right to prescribe a modified selection process at his discretion.

4. Conditional Offers

The HR director, with the assistance of the finance director and city manager, as necessary, will determine the appropriate salary level and extend a conditional offer to the selected candidate, with whom will be negotiated a mutually agreeable starting salary. The conditional offer may be withdrawn if any of the conditions are not met.

SECTION 3. 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 DECEMBER 2021.**

Ron Feinsod, 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 December 2021, a quorum being present.

WITNESS my hand and the official seal of said City this 14th day of December 2021.

Lori Stelzer, MMC, City Clerk

(SEAL)

Approved as to form:

Kelly Fernandez, City Attorney