



## MEMORANDUM TO VENICE CITY COUNCIL

**THROUGH CHARTER OFFICER:** Edward Lavalley, City Manager

**E-SIGN:**

**FROM:** Alan Bullock, HR Director

**DEPARTMENT:** Human Resources

**DATE:** November 14, 2023

**MEETING DATE:** December 12, 2023

**SUBJECT / TOPIC:** Enhanced Tools for Supervisors to Increase Employee Account  
Accountability

### **BACKGROUND INFORMATION:**

As much as we value our employees and appreciate their service, as with any organization there is a risk that a small number may abuse their sick accrual privileges. We hereby propose a package of changes to city policy that will assist our supervisors in combating that prospect. Conversely, we currently have nothing in place to reward employees with exemplary attendance records. We hereby propose to amend that also. In summary, here are the proposed changes:

- HR will distribute sick leave absence data to department supervisors on a quarterly basis for review and follow up.
- Policy will now include an enhanced and more specific description of tools available to supervisors to aid them in identifying instances/patterns of sick leave abuse.
- The ability to donate sick and vacation leave to recipients on FMLA will remain, but subject to eligibility criteria:
  - The recipient must have a 12-month clean record in relation to unauthorized absence/sick leave abuse.
  - There will be a 29-day limit on receiving donations, after which the City-provided Short-Term Disability insurance will kick in, if applicable.
- Any proposed use of 'no-pay' status will be subject to prior authorization by the HR Director.
- A new award will be added to the Presidents Program, rewarding employees who use no unscheduled sick time in a calendar year with a \$100 George Washington award. According to our research, George Washington is often noted for his relatively good health and work ethic. He served two terms from 1789 to 1797 and, despite the many challenges of the early presidency, did not miss significant time due to health issues.

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

**COUNCIL ACTION REQUESTED:** For Council Adoption by Motion

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Yes	N/A	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Finance Department Review/Approval
		Funds Availability (account number): 001-1601-513.48-00