



City of Venice
Administrative Services

Interoffice Memorandum

DATE: August 25, 2016

FROM: Alan Bullock, Director of Administrative Services

TO: City Council

THROUGH: Ed Lavallee, City Manager

SUBJECT: Personnel Procedures & Rules Amendments

The city's Personnel Procedures and Rules govern working conditions for all employees and serve as reference to those items not incorporated in collective bargaining agreements entered into with the City of Venice.

Please see below a summary of proposed changes fully detailed in Resolution No. 2016-24, included in the agenda packet for the September 13, 2016 Council meeting.

Section	Topic	Comments
1.3	City Manager approval for new hires.	Eliminates reference to 'step' and replaces with midpoint. In practice applies only to NB employees since each union contract addresses this.
1.12	5% out of class pay for employees designated as stand-ins.	Allows it after 30 days. In practice applies only to NB employees since each union contract addresses this.
1.35	IT equipment.	Eliminates references to 'Blackberries' as we no longer use them.
2.1	Employee contribution rates / salary thresholds for healthcare.	Increases thresholds by 3.5% in keeping with intended pay increases. In practice applies only to NB employees since each union contract addresses this.
3.0	Safety.	Eliminates outdated language and contacts.