

**RESOLUTION NO. 2016-24**

**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 1.3 EMPLOYMENT PROCESS, 1.12 CLASSIFICATION AND COMPENSATION, 1.35 COMMUNICATION DEVICES, 2.1 ACCESS TO GROUP HEALTH INSURANCE, AND 3.0 INTRODUCTION; 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.** 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, 2013 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. Successful candidates must pass a drug screen, pre-employment physical examination, criminal background and driving record check, reference review and educational/employment experience verification.

Nicotine Screening

Candidates 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 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 requisition to the administrative services department for each such vacancy. All departments shall work cooperatively with the administrative services department in planning for new positions. All vacant positions within the city will be advertised and filled as established by the city manager. Employees desiring to be considered for any vacancy shall make written application in accordance with the job announcement.

### Selection

Each job description contains minimum qualifications, which must be met by an applicant in order to be considered for the specific position. The selection to fill open positions shall be based on merit and fitness demonstrated by examination or other evidence of competence. Veterans of the U.S. armed forces shall be given preference when all other factors are equal. The city shall endeavor to interview current city employees who make written application and meet the minimum requirements for the position. Upon completion of the interview process, the hiring official shall notify the director of administrative services of the proposed candidate selected and forward documentation to substantiate that the most qualified candidate has been selected. The hiring department shall work with the administrative services department to arrange all necessary pre-employment testing and qualification verifications. City manager approval is required to hire an individual at higher than ~~step~~ midpoint of the grade prescribed for the position.

**SECTION 3.** Section 1.12, Classification and Compensation, of the City of Venice Personnel Procedures and Rules, 2013 edition is hereby amended as follows:

#### **1.12 CLASSIFICATION AND COMPENSATION**

Job classification is determined by the requirements of the job and factors such as responsibility, skill, training, education, and working conditions. The city bases pay increases upon job performance, classification, length of service with the city and other economic and job considerations. The applicable Non-Bargaining Pay Plan or union agreements contain specific grade ~~and step calculations~~, which are reviewed and maintained by the director of administrative services. When a new position is created, the director of administrative services shall recommend a grade ~~and step~~ for approval by the city manager. The director of administrative services shall establish pay rates for temporary employees, whether employed directly or through an employment agency. Any employee who is temporarily and specifically assigned by the city to a position in a higher grade shall receive a rate of pay which is five percent higher than the employee's regular rate of compensation. This increment shall not be awarded to employees whose job description specifically designates them as the person to act in someone else's temporary absence, unless such absence exceeds 30 calendar days, nor to those on light duty assignments in the course of recovery from job-related injury or illness. Similarly, this increment shall not apply in cross-training situations, but only when the employee is fully qualified and specifically assigned. It shall not be the intent of the city to assign such duty on a frequent or continually reoccurring basis except under emergency or extenuating circumstances.

**SECTION 4.** Section 1.35, Communication Devices, of the City of Venice Personnel Procedures and Rules, 2013 edition is hereby amended as follows:

#### **1.35 COMMUNICATION DEVICES**

The city recognizes that some employees are assigned communication devices such as cell phones, beepers, laptops and other devices that extend the employee's communication with the workplace. All related issues shall be determined by the department director based on their operational needs.

~~All city issued Blackberrys must be connected through the Blackberry Enterprise Server immediately upon purchase and before use.~~

All forms of texting on Blackberrys and cell phones are prohibited, with the exception of transitory messages reasonably necessary during a declared emergency. In the event of a declared emergency, texting shall be of a transitory nature. Transitory is defined by the Florida Department of State as "records that are created primarily to communicate information of short-term value." Examples of transitory messages are provided in the Records Schedule, which can be obtained from your Records Coordinator. "Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt."

Any use of a communication device (whether issued by the city or personally owned) by a city official to conduct city business must be compliant with Florida Statutes Chapter 119 and the city's Information Technology Usage Policy.

**SECTION 5.** Section 2.1, Access to Group Health Insurance, of the City of Venice Personnel Procedures and Rules, 2013 edition is hereby amended as follows:

## **2.1 ACCESS TO GROUP HEALTH INSURANCE**

The mayor, councilmembers, city manager, city clerk, full time city employees and eligible part time employees are eligible to participate in the City of Venice Group Health Insurance Program.

Eligible individuals may select individual coverage, individual and one dependent coverage, individual and family coverage or no coverage. The schedule of benefits and the effective date of coverage shall be determined by the plan documents.

The mayor and councilmembers who elect to participate in the city's Group Health Insurance Program shall be required to pay the fully funded rate for their health insurance coverage without subsidized premiums from the city.

Non-Bargaining individuals who elect to participate in the City's Group Health Insurance Program shall pay the city the following premium contribution:

Effective January 1, 2014, a participating employee shall pay the following monthly premium contribution by payroll deduction based on the following scale for employee (single) health insurance coverage and the latest available actuarially-determined fully-funded rates:

For individual coverage:

Base Salary

|   |   |
|---|---|
| Less than <del>\$36,000</del> <u>37,260</u>                           | = 6% of the individual fully-funded rate  |
| <del>\$36,000</del> <u>37,260</u> - <del>\$46,000</del> <u>47,610</u> | = 11% of the individual fully-funded rate |
| <del>\$46,000</del> <u>47,611</u> - <del>\$56,000</del> <u>57,960</u> | = 22% of the individual fully-funded rate |

More than ~~\$56,000~~ \$57,960 = 26% of the individual fully-funded rate

For individual and one dependent coverage:

The individual coverage amount plus an additional 17% of the individual plus one fully-funded rate.

For individual and family coverage:

The individual coverage amount plus an additional 13% of the family fully-funded rate.

Compensation for Increased Healthcare Contributions

~~In consideration for the changes to healthcare contributions detailed above, the following annual base pay increases will be made effective January 1, 2014 for nonbargaining individuals:~~

Base Salary

|                     |   |         |
|---------------------|---|---------|
| Less than \$36,000  | = | \$ 268  |
| \$36,000 - \$46,000 | = | \$ 471  |
| \$46,001 - \$56,000 | = | \$ 942  |
| More than \$56,000  | = | \$1,200 |

~~If the base pay increases place an individual in a higher contribution category, the individual's base pay will be further increased to offset the additional contribution.~~

If an individual has a written employment agreement with the city that provides for a different premium contribution, the written employment agreement provision shall govern. If an individual is subject to a collective bargaining agreement with the city that provides for a different premium contribution, the collective bargaining agreement provision shall govern.

**SECTION 6.** Section 3.0, Introduction, of the City of Venice Personnel Procedures and Rules, 2013 edition is hereby amended as follows:

**INTRODUCTION**

As a municipality the City of Venice is not subject to OSHA jurisdiction. However, when making decisions relating to employee safety, the city looks to OSHA standards as being best industry practice. It is the express intent of the City of Venice to comply with all laws, rules and regulations relating to the delivery of all city services, including those pertaining to the health and safety of its employees and the public. It is the objective of the City of Venice to promote and operate an overall safety program that will keep frequency and severity of employee injuries to an absolute minimum.

This Employee Safety Handbook is intended to be an easy-reference guide for employees, covering common key safety issues and is not intended to be an exhaustive reference document. Other safety policies and rules may be in place on a city-wide, departmental or division level. Safety policies or rules as stated in this manual should not be construed to supersede those. For example; if an employee's job involves a particular hazard such as exposure to asbestos, blood borne pathogens, confined space entry, or other such hazards, the employee's department/division should have specific policies/procedures covering those – employees should ask their supervisors if in doubt. Based on operational needs and other factors, employees' attendance at safety meetings may be mandatory, at the discretion of the

department head.

~~At the time of writing this edition (October 2006), a review of the previous two years' data reveals the greatest number of employee injuries in simple non-technical tasks such as lifting and carrying materials and equipment, and moving from one place to another on foot – for example, stepping out of a truck onto uneven ground or walking and tripping/falling on unseen objects.~~

*Note – you will see references to First Aid and recommended steps for treating various injuries throughout the text. In all cases, the wording is not supposed to be a substitute for advice or treatment given by a medical professional.*

**SECTION 7.** This Resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON THE 13TH DAY OF SEPTEMBER 2016.**

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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 13th day of September 2016, a quorum being present.

WITNESS my hand and the official seal of said City this 13th day of September 2016.

(SEAL)

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Lori Stelzer, MMC, City Clerk

Approved as to form:

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David Persson, City Attorney