

RESOLUTION NO. 2017-24

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, AND 2.1 ACCESS TO GROUP HEALTH INSURANCE; 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.~~ at all phases of the recruitment process when the individual using the preference possesses the minimum qualifications necessary for the position. 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 midpoint of the grade prescribed for the position.

SECTION 3. 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~~, the first day of the first full pay period in October 2017 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 \$37,260 <u>\$38,564</u>	= 6% of the individual fully-funded rate
\$37,260 <u>\$38,564</u> - \$47,610 <u>\$49,276</u>	= 11% of the individual fully-funded rate
\$47,610 <u>\$49,277</u> - \$57,960 <u>\$59,988</u>	= 22% of the individual fully-funded rate
More than \$57,960 <u>\$59,988</u>	= 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.

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 4. This Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED AT A REGULAR MEETING OF THE VENICE CITY COUNCIL HELD ON THE 26TH DAY OF SEPTEMBER 2017.

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 26th day of September 2017, a quorum being present.

WITNESS my hand and the official seal of said City this 26th day of September 2017.

(SEAL)

Lori Stelzer, MMC, City Clerk

Approved as to form:

David Persson, City Attorney