



City of Venice
Administrative Services Department

Interoffice Memorandum

DATE: December 7, 2017

TO: City Council

FROM: Alan Bullock, Director of Administrative Services

THROUGH: Ed Lavalley, City Manager

SUBJECT: Proposed Changes to the City's Personnel Procedures & Rules Resolution 2017-30

The city's Procedures and Rules govern working conditions for all employees where collective bargaining agreements do not apply. At this time we seek Council approval for two changes to this document:

1. Changes to section 1.14, Reclassification, proposed in response to staff feedback at the 2017 Staff Retreat and in preparation for the 2018 reclassification request window in January & February.
2. Changes to section 1.35, Communication Devices, proposed following a staff and legal review of current policy and practice.