

**RESOLUTION NO. 2018-15**

**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 1.14 RECLASSIFICATIONS; AND SECTION 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 1.14, Reclassifications, of the City of Venice Personnel Procedures and Rules, 2013 edition is hereby amended as follows:

**1.14 RECLASSIFICATIONS**

**Conditions necessary for successful reclassification**

~~By default, all positions are assumed to be correctly graded per section 1.12 above. However, a successful reclassification can occur when one or more of the following conditions exist:~~

~~1. A position is deemed incorrectly graded in comparison with the market.~~

~~For the purposes of this section, "market" is defined as comparable employment in the public sector for the same or similar work of employees exhibiting like or similar skills under the same or similar working conditions in the local operating area. The city retains discretion as to what level of tolerance is acceptable in terms of deviation from the market and reserves the right to construe "local" differently by position. Furthermore, for the purposes of this section, the grade of the position will be examined rather than the particular salary of an incumbent employee; i.e. reclassification should not be used as an opportunity to increase an employee's pay within the range for a correctly graded position.~~

~~2. There have been permanent and substantial change to a position.~~

~~I.e. since the time of classification or last reclassification, there has been changes to the duties and responsibilities of the position that are ongoing and deemed substantial enough to warrant a change of classification.~~

#### Conditions that do not trigger successful reclassification

- ~~• Utilization of new technology to do essentially the same job~~
- ~~• Additional work volume~~
- ~~• Temporary (non permanent) changes to job duties~~
- ~~• The performance level of any incumbent employee~~
- ~~• Incumbent employee is earning low in the range of a correctly graded position~~

#### Process for reclassification

~~The reclassification committee shall meet on an annual basis or as directed by the city manager to review the reclassification requests that have been submitted since the previous meeting. A period of 60 calendar days lead time will be provided from the date received by human resources. The reclassification committee shall consist of the assistant city manager, director of human resources, finance director, department head and union president, if applicable. The first line supervisor may attend the reclassification committee meeting at the discretion of the department director and may present any information in support of the reclassification request, but will leave the meeting before the voting/decision making stage. The committee will consider each reclassification request on the basis of the criteria listed above. A reclassification can result in a grade increase, lateral move, or grade decrease.~~

~~Reclassification requests can be initiated by:~~

- ~~1. The employee and first line supervisor as a unit, or;~~
- ~~2. Any level of supervisor in the chain above the employee and first line supervisor, or;~~
- ~~3. The director of human resources, or;~~
- ~~4. The city manager.~~

~~The party initiating the request completes the request for reclassification form. The request is then sent to all levels of supervisor apart from the city manager for their recommendation with justification. In order to proceed to the committee review stage, the reclassification request must have the approval of the department director. All reclassification request submissions must be received by human resources prior to the deadline announced by human resources or they will not be reviewed until the following meeting. The city manager may agree to exceptions on a case by case basis of extenuating circumstances. All reclassification requests will be processed prior to committee review to ensure that all documents are completed. Any incomplete request will be returned with a request for completion. Recommendations of the committee will be submitted to the city manager for consideration.~~

~~The city manager will make the final determination, including grade and rate of pay, on the basis of the criteria listed above. The city manager will also make the final determination on effective date.~~

The city manager may review the classification of a position at any time, or assign the director of human resources to do so. After review, the position may be reclassified. The city manager will make the final determination on any such reclassification, including grade, rate of pay and effective date. For AFSCME union positions, the AFSCME president will be notified in writing of any such proposed reclassification and will be given seven calendar days to provide written input, which the city manager will take into account before reaching a final decision.

**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:

The first day of the first full pay period in October 2017~~8~~, 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>\$38,564</del> <u>39,914</u>	=	6% of the individual fully-funded rate
<del>\$38,564 - \$49,276</del> <u>39,914 - \$51,001</u>	=	11% of the individual fully-funded rate
<del>\$49,277 - \$59,988</del> <u>51,002 - \$62,088</u>	=	22% of the individual fully-funded rate
More than <del>\$59,988</del> <u>62,088</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 28TH DAY OF AUGUST 2018.**

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John W. Holic, Mayor

ATTEST

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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 28th day of August 2018, a quorum being present.

WITNESS my hand and the official seal of said City this 28th day of August 2018.

(SEAL)

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Lori Stelzer, MMC, City Clerk

Approved as to form:

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Kelly Fernandez, City Attorney