



# MEMORANDUM

## City of Venice

### Human Resources Department

TO: City Council

FROM: Alan Bullock, Director of Human Resources

DATE: August 22, 2018

COUNCIL APPROVAL: Yes

MEETING DATE: August 28, 2018

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Proposed Personnel Procedures & Rules Changes

**Background:** The city's Personnel Procedures and Rules govern working conditions for all employees where collective bargaining agreements do not apply. We hereby propose two changes to this document:

1. Changes to section 1.14, Reclassification, essentially eliminating a cumbersome annual process but retaining the city's right to reclassify positions as and when deemed necessary.
2. Changes to section 2.1, Access to Group Health Insurance Coverage, raising salary thresholds by 3.5% in anticipation of a 3.5% increase for non-bargaining employees in October, 2018.

**Requested Action:** Respectfully request that Council approve the proposed changes.

**City Attorney Review/Approved:** Yes

**Risk Management Review:** N/A

**Finance Department Review/Approved:** Yes

**Funds Availability (account number):** N/A

**ORIGINAL(S) ATTACHED:** Resolution No. 2018-15

**Cc:** Click or tap here to enter text.