



City of Venice
Human Resources Department

Interoffice Memorandum

DATE: March 29, 2019

TO: City Council

FROM: Alan Bullock, Director of Human Resources

THROUGH: Ed Lavallee, City Manager

SUBJECT: Proposed Changes to the City's Personnel Procedures & Rules Resolution No. 2019-11

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 five changes to this document:

1. Changes to section 1.6, Probation. The internal promotion period is to be codified at 90 days to match the AFSCME collective bargaining agreement and current practice. Also, the ability to extend probation beyond one year is proposed in response to a Police Department request since some Police Officers may not have proven themselves in all required operational areas through unanticipated absence in the first year of employment.
2. Changes to section 1.12, Classification and Compensation. The ability to exceed a 5% increment is occasionally necessary when an employee has to step up several pay grades when e.g. a department director leaves and there is no deputy in place.
3. Changes to section 1.27, Drug Free Workplace. We propose to clarify that medical marijuana is prohibited since although it is permitted by state law, it is prohibited by federal law. The proposed verbiage is as recommended by our labor attorney and the Florida League of Cities.
4. Changes to section 2.5, Discretionary Leave. We propose to establish a cut off point after which donated leave may not be used by an employee on sick leave. This will ease the transition into short-term disability, where necessary.
5. Changes to section 2.11, Military Service. The section has been reviewed and approved by our labor attorney with only one minor amendment necessary – the use of 240 hours as opposed to 17 days to allow for differing work shifts.