



City of Venice
Human Resources Department

Interoffice Memorandum

DATE: October 30, 2019

FROM: Adrienne Martin, Human Resources Director

THROUGH: Edward F. Lavallee, City Manager

TO: Venice City Council

SUBJECT: Proposed Personnel Procedures & Rules Changes – Personal Cell Phones

The city currently has no restrictions on the use of personal cell phones in the workplace. While it is recognized that these may be a necessary lifeline for employee's family members, it is also recognized that personal cell phones can be a distraction from work. Accordingly, we are proposing new rules to regulate the use of personal cell phones at work. Details will be provided at the Council meeting of November 7, 2019.