



## Legislation Details (With Text)

**File #:** 58113      **Version:** 2      **Name:** Amendments to various employee handbooks  
**Type:** Ordinance      **Status:** Passed  
**File created:** 11/6/2019      **In control:** Attorney's Office/Approval Group  
**On agenda:** 11/12/2019      **Final action:** 12/3/2019  
**Enactment date:** 12/13/2019      **Enactment #:** ORD-19-00096  
**Title:** SUBSTITUTE - Amending Sections 3.32(7)(e), 3.54(17)(a), and 33.10(4) and creating Section 3.32(12)(d) of the Madison General Ordinances to specify provision for double-time pay, authorize leave for death of a current City employee, extending night and holiday differential hourly premium through Saturday., and to authorize the Committee on Employee Relations to make recommendations to the Madison Professional & Supervisory Employees Association Handbook.  
**Sponsors:** Satya V. Rhodes-Conway, Michael E. Verveer  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Employee/Labor Relations Manager's Report, 2. Version 1, 3. Labor Relations Report Meet and Confer Changes UPDATED

Date	Ver.	Action By	Action	Result
12/3/2019	2	COMMON COUNCIL	Adopt	Pass
11/25/2019	2	FINANCE COMMITTEE		
11/18/2019	1	COMMITTEE ON EMPLOYEE RELATIONS	Return to Lead with the Recommendation for Approval	Pass
11/12/2019	1	FINANCE COMMITTEE	Referred	
11/12/2019	1	COMMON COUNCIL	Refer	Pass
11/6/2019	1	Attorney's Office/Approval Group	Referred for Introduction	

### Fiscal Note

The proposed ordinance amendment has an estimated cost increase of approximately \$3,500, which is almost exclusively attributable to the changes in the night and holiday differential. The proposed changes to the designated holidays and death of city employee subdivisions of the handbook have little to no fiscal impact. No additional City appropriation is required for the proposed ordinance amendment.

### Title

SUBSTITUTE - Amending Sections 3.32(7)(e), 3.54(17)(a), and 33.10(4) and creating Section 3.32(12)(d) of the Madison General Ordinances to specify provision for double-time pay, authorize leave for death of a current City employee, extending night and holiday differential hourly premium through Saturday., and to authorize the Committee on Employee Relations to make recommendations to the Madison Professional & Supervisory Employees Association Handbook.

### Body

DRAFTER'S ANALYSIS: These ordinance changes are the result of meet and confer between Human Resources and the various City employee associations. This Substitute was created to eliminate the last item, #4, pending further discussion with the associations.

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The Common Council of the City of Madison do hereby ordain as follows:

1. Subdivision (e) of Subsection (7) entitled "Designated Holidays" of Section 3.32 entitled "Absence of Employees From Duty" of the Madison General Ordinances is amended to read as follows:

"(e) In the event that any of the holidays listed in Sec. 3.32(7)(b) fall on a Sunday, the following Monday shall be treated as a holiday, however, the double-time pay provision shall apply only to the actual calendar date of the holiday. If any of the holidays listed in Sec. 3.32(7)(b) fall on a Saturday, employees shall have an additional vacation day added to their current vacation balance."

2. Subdivision (d) entitled "Death of City Employee" of Subsection (12) entitled "Death in Employee's Family or Otherwise" of Section 3.32 entitled "Absence of Employees From Duty" of the Madison General Ordinances is created to read as follows:

"(d) Death of City Employee. When there is the death of a current City employee, the Department/Division Head of the deceased employee's department, or of a closely allied Department with the approval of that Department/Division Head, shall have the discretion to authorize up to four (4) hours of leave to attend the memorial service without the requirement of the employee taking paid leave to cover the time."

3. Subdivision (a) entitled "Night and Holiday Differential" of Subsection (17) entitled Premium Pay" of Section 3.54 entitled "Compensation Plan" of the Madison General Ordinances is amended to read as follows:

"(a) Night and Holiday Differential. All permanent civil service employees eligible to receive overtime pay, shall receive an hourly premium payment of seventy-five cents (\$.75) per hour for any and all authorized work performed between the hours of 6:00 p.m. and 6:00 a.m. Monday through Friday Saturday or for hours worked on any designated holiday."

4. ~~The introductory paragraph of Subsection (4) entitled "Duties" of Section 33.10 entitled "Committee on Employee Relations" of the Madison General Ordinances is amended to read as follows:~~

~~"(4) Duties. It shall be the function of the Committee to make recommendations on ordinances, or resolutions, the Employee Benefits Handbook for General Municipal Employees, the Madison Professional & Supervisory Employees Association (MPSEA) Handbook, and the Madison City Attorneys Association Employee Benefit Handbook (collectively "Handbooks") pertaining to rates of pay (excluding base wages as that term is defined in Wis. Stat. § 111.70(4)(mb) as may be amended from time to time and the initial placement of the employee in the salary range), hours of work and conditions of employment affecting the City and its employees, including matters pertaining to:"~~