

AGENDA # _____

CITY OF MADISON, WISCONSIN

A 2nd SUBSTITUTE ORDINANCE _____

amending Section 3.36(7)(c) and 3.38(7)(a) and creating Section 3.38(7)(c)8. of the Madison General Ordinances to allow an upward adjustment in leave entitlement for new appointments under certain circumstances and to provide that such appointees' vacation leave entitlement be earned thereafter in accordance with the vacation leave schedule for permanent employees; and to eliminate obsolete language which would allow managers to receive a higher beginning salary since managers (other than Police and Fire chiefs) are now on contract and negotiate their salary.

Drafted by: Carolyn S. Hogg
Assistant City Attorney

Date: January 12, 2005

Fiscal Note: Adoption of this ordinance revision will allow, at the Mayor's discretion, a negotiated increase in the amount of leave time granted to newly hired non-represented City employees. Presently, all City employees receive 2 weeks of vacation leave beginning with the first year of employment. A newly hired individual granted 3 weeks of vacation under this new provision would receive an average of 1 additional week of vacation leave annually for 19 years. An individual granted 4 weeks upon hiring would receive an average of 1.7 additional weeks per year during the same 19-year period.

To the extent that this additional vacation leave is used in the year that it is earned, there is no significant budgetary impact beyond the reduced work hours of the new employee. To the extent that additional leave remains unused at the end of any year, it represents an additional benefit cost equal to the salary payable to the employee for unused vacation time.

Because the future budgetary impact of this provision is dependent on the frequency with which additional vacation leave is granted, the pay rate of the employees involved and the amount of leave that is accumulated in the future, it cannot be predicted.

SPONSORS: Mayor Cieslewicz

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

PRESENTED November 9, 2004
REFERRED Board of Estimates; Personnel Board; Comptroller; Common Council Meeting, 11/23/04

REREFERRED _____

REPORTED BACK _____

ADOPTED _____ POF _____

RULES SUSPENDED _____

PUBLIC HEARING _____

* * * *

MAYOR SIGNED _____

PUBLISHED _____

* * * *

APPROVAL OF FISCAL NOTE IS NEEDED
BY THE COMPTROLLER'S OFFICE
Approved By

Comptroller's Office

* * * *

2nd SUBSTITUTE ORD. NO. _____

ID NUMBER 37084

1. Paragraph 1. of Subdivision (c) entitled "Schedule" of Subsection (7) entitled "Vacation" of Section 3.36 entitled "Absence Of Employees From Duty" of the Madison General Ordinances is amended to read as follows:

"1. Vacation leave for the permanent City employees described in Subdivision (a) above, except for persons occupying the positions of Library Director, Librarian Supervisor and Librarian III before January 1, 1985, and except as provided in Sec. 3.36(7)(c)8. below. shall be earned at an equivalent monthly rate in accordance with the following table:

Continuous Service Time	Full-Time Equivalent Annual Work Days of Vacation
After completion of one (1) year	10
After completion of three (3) years	12-1/2
After completion of seven (7) years	15
After completion of eleven (11) years	17-1/2
After completion of fifteen (15) years	20
After completion of nineteen (19) years	25
After completion of twenty-seven (27) years	27

2. Paragraph 8. entitled "New Appointments" of Subdivision (c) entitled "Schedule" of Subsection (7) entitled "Vacation" of Section 3.36 entitled "Absence Of Employees From Duty" of the Madison General Ordinances is created to read as follows:

"8. New Appointments. Pursuant to Sec. 3.38(7)(a), MGO, the Mayor may designate a new appointment's beginning vacation leave entitlement at any step within the vacation schedule. For vacation purposes, the designation will be deemed to carry with it the minimum years of continuous service necessary for that step in the vacation schedule. Thereafter vacation leave for the person appointed shall be earned in accordance with the schedule in Sec. 3.36(7)(c)1. above."

3. Subdivision (a) of Subsection (7) entitled "New Appointments and Promotions" of Section 3.38 entitled "Compensation Plan" of the Madison General Ordinances is amended to read as follows:

"(a) New appointments shall be made at the minimum rate in the salary range and the minimum rate in the vacation leave schedule. unless the Mayor finds it impracticable to recruit qualified candidates at the minimum salary and/or minimum vacation leave entitlement in which case the Mayor or Police and Fire Commissioners may designate a beginning salary at any step within the fixed range and/or the Mayor may designate a beginning vacation leave entitlement at any step within the vacation schedule which is deemed necessary to meet the existing conditions; except in the case of ~~managerial employees identified by position in Sec. 3.38(6)(b)~~ Police Chiefs and Fire Chiefs, a beginning salary of up to 120% of range base may be established. The Human Resources Director will report to the Board of Estimates on the use of this provision on an annual basis. "

EDITOR'S NOTE:

1. The current ordinance allows new appointments to be made at any step within the fixed salary range for the position under certain circumstances. This amendment extends the process to placement on the vacation schedule.
2. The ability to place someone (a new appointment) higher on the vacation ladder is intended to follow the same process as the current ability to place someone on a higher salary step. That is to say, once you are placed, your future vacation accumulation (like your future salary accumulation) will progress to the next rung or step in accordance with the general procedure in the ordinance. For example, a new appointee given 20 days of vacation is deemed to have 15 years of continuous service for vacation purposes, and would move to 25 days of vacation after an additional 4 years of service.
3. The amendment makes no change in the starting salary of managers and Police and Fire Chiefs. Currently, Police and Fire Chiefs may receive a beginning salary of up to 120% of the range base. Reference to other managerial employees having that option was deleted as obsolete, since they are now all on contracts and separately negotiate their salary.