

EMPLOYEE/LABOR RELATIONS MANAGER'S REPORT
Presented to City of Madison Common Council
On
October 11, 2022

Re: City of Madison Handbook Changes for 2022

The following is a summary of the modifications to the City of Madison General Municipal Handbook, Madison Professional and Supervisory Handbook, and Madison City Attorney Association Handbook.

1. Modifications Requiring Ordinance Change:

- a. Holiday Leave (CG15): Change day after Thanksgiving from holiday to paid leave.
- b. Paid Leave (CG15): Add ½ day paid leave on December 24 and December 31. Both the CG15 leave changes are to bring them in line with the rest of the city.
- c. Uniform compensation: Increase the uniform allowance for certain Water Utility employees from \$100 to \$150 and from \$30 to \$75 for those positions that are eligible at a reduced clothing allowance.
- d. CDL Instruction: Employees assigned as CDL trainers will get paid an additional two dollars (\$2) per hour while doing that CDL training.
- e. Metro Supervisor Shift Differential (CG43 and 44): Adding a three dollar (\$3) pay differential to the regular base pay for those Operations and Shop Supervisors working on Saturday and Sunday. This premium will also apply to hours worked on second and third shift.

2. Additional Modifications Agreed Upon Without Necessary Ordinance Changes:

- a. Parking Enforcement Officer Incentive: PEOs will retain the current allowance of 45 minutes of Field Training Officer time per day of training.
- b. Streets Scheduling: Add 4:00 a.m. to 2:00 p.m.* & 5:00 a.m. to 3:00 p.m.* (four Ten's) Monday-Thursday or Tuesday-Friday
- c. Adjusting the Death of a City Employee APM to allow the Department/Division Head discretion to authorize employees in the same Department/Division to attend the memorial service during regular work hours without needing to take paid leave, provided they get authorization from a Supervisor.

- d. Hourly Holiday Language: updated to read that holiday benefit will be based on all paid hours the previous pay period.
- e. Reinstatement language: Updating the Personnel Rules to allow reinstatement within one year of leaving the City for GMEs.