

Mutually Agreed Changes to Language
Supervisory Handbooks effective January, 2022:

- **Bilingual pay: Add to all handbooks:**

1. *For positions that require an employee to be bilingual as a function of their position and minimum qualification, a \$1.00 pay differential will apply to all hours worked.*

- **Holiday pay**

1. Rename: Day after Thanksgiving as “Ho-Chunk Day”
2. Add: Juneteenth (June 19) to list of City holidays.
3. Add: Employees must work or be in an approved paid leave status the scheduled workday before and after a holiday in order to receive pay for the holiday. *Employees who are absent without pay for a portion of the day before or the day after a holiday will have the holiday prorated.*
4. Add: Employees must work or be in an approved paid leave status the workday before and after a paid leave day in order to receive pay for the paid leave day. *Employees who are absent without pay for a portion of the day before or the day after a paid leave day will have the paid leave day prorated.*
5. Add: *All employees in compensation group 18 required to work on a holiday will be eligible for equivalent time off in the future.*

- **Organ donation:**

1. Add: *Donor Leave of Absence. (a) The Department or Division may grant a paid leave of absence of 5 workdays to any employee who requests a leave of absence to serve as a bone marrow donor, if the employee provides the appointing authority with written verification that the employee is to serve as a bone marrow donor. (b) The Department or Division may grant a paid leave of absence of 30 workdays to any employee who requests a leave of absence to serve as a human organ donor if the employee provides the appointing authority with written verification that the employee is to serve as a human organ donor. (c) An employee who is granted a leave of absence under this subsection shall remain on paid status without interruption during the leave of absence. The leave of absence shall count against the employee’s annual entitlement under the federal and state Family and Medical Leave Acts. If additional time off from work in excess of that authorized by sub. (a) or (b) is needed, the employee will be required to utilize accrued leave.*

- **Safety Glasses:**

1. Add: *Reimbursement for prescription safety glasses will be provided in accordance with the City’s Prescription Safety Glasses reimbursement program.*

- **Teleworking:**

Add: *The City of Madison strives to be a welcoming and flexible employer and recognizes that employees have a life outside the workplace. To be as accommodating as possible, the City offers employees the opportunity to work remotely and/or an*

alternative and flexible work schedule that is compatible with the needs of the respective department. Employees interested in teleworking and/or an alternative and flexible work schedule should consult with their direct supervisor and department head.

Experience has shown that many employees demonstrate an increase in productivity and job satisfaction when given the added flexibility of these policies. This is why it is important for managers and employees to think creatively to find ways to accommodate reasonable requests. When reviewing each agreement, managers are strongly encouraged to carefully analyze the cost/benefit impacts to both the requesting employee and the department to ensure equitable application of the policy(s). Considered factors may include but are not limited to departmental culture/goals and fiscal impacts, as well as individual employee job satisfaction, retention, productivity, communication, and/or individual responsibilities.

Mayoral APM 2-34 (Teleworking Policy) and APM 2-35 (Alternative and Flexible Work Schedules Policy) provide greater detail regarding policies as well as the forms to complete a Telework Agreement and/or an Alternative/Flexible Work Schedule Agreement.

- **Carryover:**
Increase vacation carryover for 2022 to 2023 to fifteen days. Return to normal vacation carryover after 2023.
- **Residency**
Delete: 1 percent reduction associated with living outside of Madison City limits.
Add: *The parties agree that high rates of employee residency are mutually beneficial, and that they will continue to collaborate on ways to increase City residency among employees.*
- **Paid Parental Leave**

Paid Parental Leave will be provided for eligible employees in accordance with APM 2-49, any other applicable APM, and City ordinance.

The City recognizes that employees experiencing the birth or adoption of a new child may require different lengths of personal leave. To accommodate the varying needs of all employees and their children, the City provides several leave options for new parents. Note that the categories listed below are in accordance with this Handbook and all applicable ordinances and APMs.

An employee experiencing a qualifying birth or adoption event may request the following categories/types of leave. This chart is meant to illustrate the available leave types (paid and unpaid), an acceptable order in which to take various leave, and how such leave time overlaps

with state and federal FMLA. Nothing in this chart or this Handbook should be interpreted to be more restrictive to employees than the applicable APM(s) or ordinance(s):

| Coverage Category | Maximum Leave Duration | Eligible Timing | Order of Use (Example Only) | City of Madison APM | Notes |
|---|-------------------------------|--|--|----------------------------|---|
| Wisconsin FMLA (Family Medical Leave Act) | 6 weeks | Beginning anytime within 16 weeks before or after date of birth/adoption | Weeks 1-6 (must run concurrent to weeks 1-6 of federal FMLA) | APM 2-21 | - Subject to criteria outlined in APM 2-21. Employees must fill out application form/s referenced in that document. |
| | | | | | - WI FMLA leave runs concurrent to first 6 weeks of Federal FMLA (below). |
| Federal FMLA (Family Medical Leave Act) | 12 weeks | Anytime within 12 months of first date of leave claimed under Federal FMLA | Weeks 1-12 | APM 2-21 | - Subject to criteria outlined in APM 2-21. Employees must fill out application form/s referenced in that document. |
| | | | | | - First 6 weeks of federal FMLA leave runs concurrent to WI FMLA leave period. |
| Paid Parental Leave | 6 weeks | Anytime within 12 months of the date of birth/adoption | Weeks 1-6, or 6-12 if using wage insurance for weeks 1-6 (suggested) | APM 2-49 | - Subject to criteria outlined in APM 2-49. Employees must fill out application form/s referenced in that document. |

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|---|---------------|---|--|-----------------------|--|
| Additional Accrued Leave (available paid leave such as vacation, comp, or sick leave) | Not specified | Anytime during the leave period, subject to any ordinance or APM that specifies what order such leave must be used, and subject to any required department/division head approval | Weeks 6-12 or after 12 weeks (suggested) | See employee handbook | - Accrued leave may be used to provide pay anytime during FMLA when not using PPL. Use of accrued paid leave after FMLA runs out is subject to departmental head approval. |
| Absence Without Pay (AWOP) | Not specified | Anytime during the leave period, subject to APM 2-31 and handbook | Weeks 6-12 or after 12 weeks (suggested) | APM 2-31 | - AWOP use requests subject to criteria outlined in APM 2-31 as explained or modified by the "Leave of Absence Without Pay" section of this Handbook. |

All leave types outlined above may be requested on a full-time or intermittent basis, subject to the criteria described in the relevant APMs. Employees may also make telework and/or flexible/alternative schedule requests.

The order of use column in this handbook is an example only. Employees are encouraged to review their own circumstances and meet with Human Resources staff to develop a plan to meet their individual circumstances, subject to criteria outlined in the relevant APMs

PRESCRIPTION SAFETY GLASSES PROGRAM

This policy applies to any permanent employee of the City whose job duties require them to wear prescription safety glasses.

The prescription safety glasses program will work similar to the safety shoe program where the employee will be reimbursed for a portion of the cost of the prescription safety glasses.

Employees may purchase prescription safety glasses from any source, as long as the glasses have:

- Polycarbonate lens with Z87+ rating; and
- Side shields (detachable or permanently mounted).

Additional features such as, progressive lens, ultraviolet coating, industrial hard coat and/or anti-reflective coating will be at the employee's expense. The City will reimburse employees for prescription safety glasses up to \$150 every two years. If the cost of the glasses is under \$150, the employee will be reimbursed for the actual cost of the glasses.

Employees who have purchased safety glasses must provide their department with a detailed (itemized) receipt or documentation of the cost for purchasing the product, including any additional features noted above. As always, additional eye protection devices such as non-prescription safety glasses, goggles, and face shields are available to employees through their department.

Contact Risk Management if you have questions.