

TO: Personnel Board

FROM: Mike Lipski  
HR Services Manager

DATE: August 10, 2015

SUBJECT: Updated Personnel Rules

The Personnel Rules is the document which outline the Civil Service procedures for the City of Madison. They cover everything from filling positions, reclassifying positions, movement of existing City employees to different positions either through demotion, transfer, or promotion, layoffs, and discipline of non-represented employees. The authority for the Personnel Rules is found in Chapter 3.53(4) of the MGO.

The Personnel Rules were recently updated in December, 2014 to implement changes necessary with the expiration of most collective-bargaining agreements. These changes being proposed now are intended to correct oversights and/or unintended consequences of the 2014 changes. This memo will outline the revisions to the Rules by chapter, with the justification for each change.

Chapter 5: Selection Policies and Procedures

D1, Types of Examinations is being updated to clarify that Achievement History Questionnaires are also referred to as “Supplemental Questions.”

In November, 2014, D.6 was a new paragraph incorporating the practice of using seniority points for General Municipal Employees, which was formerly found in the collective-bargaining agreements. The current update clarifies that the process as it relates to employees in CG15 is used for internal promotional processes, not for open/competitive postings, consistent with the expired collective-bargaining agreement.

Section H was updated in November to clarify that when a candidate is referred, the candidate has 5 days to contact the department to schedule an interview. The current update clarifies how the 5 days are counted. The 5 days begins the day following the date an email notice is generated through NEOGOV.

I.2. was updated in November to be consistent with the City’s Ban the Box resolution. This update confirms, in accordance with that resolution, that hiring managers are prohibited from using public or private means to obtain arrest/conviction information on candidates. Candidates in the Police Department are excepted from this consistent with the Ban the Box resolution.

Chapter 9: Discipline

In November, 2014, language was added in this chapter confirming that the City will adhere to the just cause principles when issuing discipline, and that an arbitrator will evaluate discipline

according to the standards of just cause. However, the appeal process inadvertently excluded non-probationary hourly/seasonal employees from being able to appeal their discipline. This is being rectified now. Further, there is no just cause provision for hourly employees in CG15. Hourly employees in this comp group never had just cause protections under the collective-bargaining agreement and the agencies with these employees wish to continue this practice.