

TO: Personnel Board

FROM: Mike Lipski
HR Services Manager

DATE: November 7, 2017

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(3) of the MGO.

I am recommending a change to Chapter 4 of the Personnel Rules, regarding the timing of pay adjustments as the result of a position study or other related action.

Section B.2(d) of the rules talks about a salary change after a modification of the Classification Plan. Section B.3(e) of the rules talks about a salary change following a position study. In both cases, the practice has been that the salary change is not effective until the pay period following the approval of the item by the Common Council. This may sometimes be months after a study has been received in Human Resources, depending on the complexity of the study and the workload of the HR Analyst who is assigned the study. I propose that the Rules be amended in each section to specifically say “The increase will be retroactive to the first pay period following receipt of the study in Human Resources.” In practice, this means that each position study request will be date-stamped by HR when it is received and the effective date of any potential salary adjustment will be the start of the pay period following this date stamp.

The benefit to this change is that employees are not dependent on HR workloads and/or quorum at a Personnel Board meeting to determine when they will see the increase. When paperwork is submitted to HR, it is at the time that the employee has been doing the higher-level work justifying the study and reclassification. Therefore, it is appropriate that any recommended increase be retroactive to the date HR receives the paperwork. There are times when the HR Analyst has a number of studies to work on at the same time and this will alleviate the pressure to take studies on a first-come, first serve basis. Knowing that the employee will see the adjustment retroactively will aid the Analyst in prioritizing the work. Also, some studies are complex and may take months to complete due to the number of people who need to be interviewed and/or job shadowed. Finally, there have been times where we have had to cancel a Personnel Board meeting due to lack of quorum. Again, due to no one’s fault, this delays a potential increase for a month, but it would not be an issue with this change. This request is also consistent with how position studies are handled in other public sector entities, such as at the State of Wisconsin.

Employee groups, including MPSEA and the Public Works Management Team have expressed support for this change (See attached letters).