

**2018 Summary of Handbook Changes  
General Municipal Employees and Madison City Attorney Association  
Committee on Employee Relations  
November 12, 2018**

**All changes shown are to the Employee Benefits Handbook for General Municipal Employees unless otherwise indicated. All modifications are intended for January 1, 2019, implementation.**

**1. Modification to Schedules for Compensation Group 15**

Pilot developed in Streets for Street Sweeping function which would allow four, ten-hour day's implementation in that unit. Reference would be made in the handbook schedules for this pilot to be implemented.

**2. Referencing Comp. Group 17 Hourly Employees in Professional and Supervisory Handbook**

Compensation Group 17 hourly employees have the same hours and conditions of employment as CG 16 and 20 hourly employees, but do not have such benefits described in the Professional and Supervisory Handbook. Reference would be made for inclusion in the Professional and Supervisory Municipal Handbook – Hourly Appendix, for Comp. Group 17 hourly employees. No cost.

**3. Increase of Tools Allowance to \$40 for Fleet Employees**

Employees in CG 15 have a tools allowance of \$20 per month allowing for maintenance and purchase of tools necessary for their work. This allowance has not been modified recently, and modification would be made to increase this allowance to \$40 per month, per individual. Cost is approximately \$2,400 annually.

**4. Move Vacation Carryover to Labor Day (General, MCAA and Professional & Supervisory handbooks)**

Currently, carried-over vacation time must be used by June 30, annually. This modification would adjust that date to Labor Day, annually. No cost. Corresponding change will also be made to APM.

**5. Increase Crossing Guard Uniform Allowance to \$165 Annually**

The crossing Guard Uniform Allowance has been \$115 without adjustment in at least a decade. This allowance would be increased annually per person to \$165. Cost is projected to be less than \$3,000 per employee.

**6. Increase Hourly Limitation to 1,350 Hours**

Hourly employees are currently limited to 1,180 per year in compensation group 16 and 20. These employees would have the cap lifted to 1,350 hours. No significant added cost, dependent upon seasonal use of hourlies.

**7. Increase Out Of Class Pay to \$.50 for All Comp. Groups (all handbooks as applicable)**

Out of Class pay exists at different rates in compensation groups, ranging between \$.30, and \$.50. This modification would move all out of class pay to \$.50 per hour. Cost dependent upon use of Out of Class designation. Using 2018 hours, cost would be approximately \$24,160.

**8. Stand-by Pay (General and Professional & Supervisory Handbooks)**

Modify language related to stand-by that allows employees placed on standby for technical responsibilities rather than maintenance or repair work, to be paid stand-by.

**9. Paid Parental Leave. (General, MCAA and Professional & Supervisory Handbooks)**

The City recently adopted an ordinance creating 6 weeks of Paid Parental Leave, and an APM and policy will be written to implement it. Language will be added to the handbooks accordingly.

**Items to be addressed in 2018 Budget Amendment and 2019 Budget**

**9. Equitable Wage Increase for General Municipal, Attorney and Professional/Supervisory Employees**

3.25% Wage Increases for employees in compensation groups 15, 16, 17, 18, 23, 31, 32, 33, 43, 44, 72, 83, effective the last pay period of 2018. An amendment to the 2018 adopted budget will be needed to accomplish this for last pay period of 2018.)

**10. Wage Increase for Hourly Employees to Achieve Minimum of \$15 by 2020.**

- Increase to Hourly Pay Schedule by a total of 5% (3.25% plus additional 1.75%) effective the last pay period of 2018. An amendment to the 2018 budget will be needed to accomplish this for last pay period of 2018.)
- Increase to Hourly Pay Schedule of additional 1% effective the first pay period in January, 2020.

**11. Increase Wages for SSMW1 positions to that of Local 6000 Laborers.**

Adjustment in wages for CG 15 SSMW1 Hourly employees from .29 to the CG 16 Laborer wage rate.

**Ordinance Changes**

Items 4 through 8 will require an ordinance amendment to effectuate. Such amendments will be prepared and introduced to the Common Council in time to be adopted before January 1, 2019.