

CITY OF MADISON  
PERSONNEL RULES  
AUGUST 1970

PREPARED BY THE PERSONNEL DEPARTMENT  
UNDER THE AUSPICES OF THE CITY PERSONNEL BOARD AND PRESENTED TO THE  
COMMON COUNCIL THIS  
TWENTY-SECOND DAY OF SEPTEMBER,  
NINETEEN HUNDRED AND SEVENTY



## TABLE OF CONTENTS

CHAPTER I	5
<i>INTRODUCTION</i>	5
1.01 DEFINITIONS:	5
CHAPTER II	5
<i>CLASSIFICATION</i>	5
2.01 DEFINITION OF CLASSIFICATION PLAN:	5
2.02 DEFINITION OF A POSITION	5
2.03 CLASS	6
2.04 CLASS SPECIFICATIONS:	6
2.05 PROCEDURE FOR CHANGES IN CLASS SPECIFICATIONS:	6
2.06 DEVELOPMENT, MAINTENANCE, REVISIONS TO PAY PLAN	7
2.07 DEFINITION OF A CLASSIFICATION STUDY:	7
CHAPTER III	7
<i>POSITION CLASSIFICATION</i>	7
3.01 ESTABLISHING A NEW POSITION:	7
3.02 REALLOCATION OF A POSITION: 7	
3.03 SALARY ON REALLOCATION TO A HIGHER CLASS 8	
3.04 SALARY ON REALLOCATION TO A LOWER CLASS: 8	
3.05 SALARY ON REASSIGNMENT OF A CLASS OF POSITIONS TO A HIGHER RANGE WITH ACCOMPANYING MATERIAL CHANGES IN DUTIES AND RESPONSIBILITIES:	8
3.06 SALARY ON REASSIGNMENT OF A CLASS OF POSITIONS TO A HIGHER RANGE WHERE DUTIES AND RESPONSIBILITIES HAVE NOT CHANGED:	8
3.07 TITLE CHANGES:	9
3.08 REPORTING TITLE OR SALARY RANGE CHANGES:	9
3.09 NOTIFICATION OF CLASSIFICATION RECOMMENDATIONS:	9
3.10 APPEALS ON CLASSIFICATION ACTION:	9
CHAPTER IV	9
<i>COMPENSATION PROVISIONS:</i>	9
4.01 BEGINNING SALARIES FOR FULL-TIME AND PART-TIME PERMANENT POSITIONS:	9
4.02 WAGES FOR HOURLY POSITIONS	10
4.03 SALARY ADVANCEMENT:	10
4.04 SALARY ADVANCEMENT ON LIMITED-TERM POSITIONS:	10
4.05 SALARY ADVANCEMENT UPON REINSTATEMENT:	10
4.06 MERIT INCREASES:	10
CHAPTER V	10
<i>RECRUITMENT AND EXAMINATIONS</i>	10
5.01 POLICY:	10
5.02 ANNOUNCEMENTS OF EXAMINATIONS:	10
5.03 SUBSTITUTION FOR FORMAL EDUCATION:	11
5.04 COMPOSITION OF EXAMINATIONS:	11
5.05 REVIEW OF EXAMINATION RATINGS:	11
5.06 REVIEW OF EXAMINATION RESULTS:	11
5.07 SECURITY OF EXAMINATION MATERIAL:	11
CHAPTER VI	11
<i>ESTABLISHMENT OF ELIGIBLE LIST</i>	11
6.01 ELIGIBLE LIST:	11
6.02 PREPARATION OF ELIGIBLE LIST:	11
CHAPTER VII	12
<i>NATURE OF APPOINTMENTS</i>	12
7.01 APPOINTMENT PROCEDURE:	12
7.02 PERMANENT APPOINTMENT:	12
7.03 LIMITED-TERM APPOINTMENTS:	12
7.04 HOURLY APPOINTMENTS:	12
CHAPTER VIII	12
<i>CERTIFICATION</i>	12
8.01 SELECTIVE CERTIFICATION:	12
8.02 CERTIFICATION OF ADDITIONAL NAMES:	12
8.03 RIGHT TO INTERVIEW:	12
8.04 DOCUMENTATION:	12

CHAPTER IX . . . . .	12
<i>PROBATION PERIODS, DISMISSAL, RESIGNATION, LAYOFF, ETC.</i> . . . . .	13
9.01 PROBATIONARY PERIOD . . . . .	13
9.02 EXTENSION OF THE PROBATIONARY PERIOD . . . . .	14
9.03 LEAVE OF ABSENCE DURING PROBATIONARY PERIOD . . . . .	14
9.04 MILITARY LEAVE OF ABSENCE . . . . .	14
9.05 LAYOFF . . . . .	14
9.06 RESIGNATION . . . . .	14
9.07 PROBATION PERIOD ON PROMOTION . . . . .	14
9.08 DISMISSAL . . . . .	14
9.09 PROBATION REPORTS . . . . .	14
9.10 PERMANENT STATUS . . . . .	14
CHAPTER X . . . . .	14
<i>PROMOTION</i> . . . . .	14
10.01 DEFINITION . . . . .	14
10.02 BENEFITS ACCUMULATION . . . . .	15
CHAPTER XI . . . . .	15
<i>TRANSFER</i> . . . . .	15
11.01 DEFINITION . . . . .	15
11.02 SALARY AND FRINGE BENEFITS ON TRANSFER . . . . .	15
CHAPTER XII . . . . .	15
<i>DEMOTION</i> . . . . .	15
12.01 DEMOTION . . . . .	15
2.02 EXCLUSIONS . . . . .	15
12.03 SALARY ON DEMOTION . . . . .	15
12.04 APPEALS FROM DEMOTION . . . . .	15
12.05 VOLUNTARY DEMOTION . . . . .	15
12.06 DEMOTION FOR FAILURE TO PERFORM UP TO JOB STANDARDS . . . . .	16
CHAPTER XIII . . . . .	16
RESTORATION TO PREVIOUS POSITION . . . . .	16
13.01 RESTORATION TO PREVIOUS POSITION . . . . .	16
13.02 SALARY ON RESTORATION TO PREVIOUS POSITION . . . . .	16
CHAPTER XIV . . . . .	16
<i>TRAINEE CLASSIFICATION</i> . . . . .	16
14.01 TRAINEE CLASSIFICATION . . . . .	16
14.02 SALARY OF TRAINEE . . . . .	16
14.03 STATUS OF TRAINEE UNDER TRAINEE PROGRAM . . . . .	17
CHAPTER XV . . . . .	17
RESIGNATION . . . . .	17
15.01 NOTICE OF RESIGNATION . . . . .	17
15.02 NON-PERMANENT EMPLOYEE RESIGNATION . . . . .	17
CHAPTER XVI . . . . .	17
<i>LAYOFF PROCEDURE</i> . . . . .	17
16.01 PURPOSE . . . . .	17
16.02 LIMITATIONS . . . . .	17
16.03 LAYOFF BY DIVISIONS . . . . .	18
16.04 PROCEDURE FOR LAYOFFS . . . . .	18
16.05 REDUCTION IN PAY OR POSITION . . . . .	18
16.06 WRITTEN NOTICE PRIOR TO LAYOFF . . . . .	18
16.07 RIGHT OF REINSTATEMENT OF TRANSFERRED EMPLOYEES . . . . .	18
16.08 SENIORITY . . . . .	18
CHAPTER XVII . . . . .	18
<i>APPEALS</i> . . . . .	18
17.01 RIGHT OF APPEAL . . . . .	18
17.02 HUMAN RESOURCES DIRECTOR TO NOTIFY PERSONNEL BOARD . . . . .	18
17.03 NOTICE TO ALL PARTIES . . . . .	19
17.04 FINDINGS . . . . .	19
CHAPTER XVIII . . . . .	19
<i>CODE OF ETHICS</i> . . . . .	19

## **CHAPTER 1**

### *INTRODUCTION:*

These rules shall be the legally authorized and publicly announced general guide to the administration of the Civil Service System of the City of Madison as required by Section 3.35(4) of the Madison General Ordinances.

Where there exists a conflict between these rules and terms and conditions of duly authorized contracts, the terms of the contract shall prevail.

#### 1.01 Definitions:

In these rules:

- (1) Appointing Authority means the Mayor, Department/Division Head, Commission, Committee, Board or Body having the power of appointment to, or removal from, subordinate positions in any office, department, commission or board.

An appointing officer may delegate the power of appointment to a subordinate officer providing such delegated authority is in writing and a copy filed with the Human Resource Director.

- (2) Board means the Personnel Board.

## **CHAPTER II**

### *CLASSIFICATION*

#### 2.01 Definition of Classification Plan:

The classification of all positions in the Civil Service on the basis of duties, responsibilities and qualifications shall constitute the Classification Plan.

#### 2.02 Definition of a Position:

A position is composed of a duty and responsibility or duties and responsibilities designated as the assigned tasks of a full or part-time employee.

2.03 Class:

- (1) A Class is the smallest subdivision into which positions are grouped. The positions in a given class are of sufficient similarity as to duties, responsibilities, educational requirements, experience and required knowledge, abilities, and skills as to make it reasonable to grade and assign the class to a single salary range.
- (2) The title of a class shall be the official title of every position allocated to that class and shall be used in all payrolls and in all estimates requesting the appropriate of money for personnel services.
- (3) When the unique character and qualifications of one or more positions in a class requires the use of subtitles, all personnel transactions shall be based on the classification and subtitle. Recruitment, examination and the employment list will be set up for the class and subtitle. The payroll title of appointees and subsequent personnel actions, such as transfer or layoff, will also be based on class and subtitle.

2.04 Class Specifications:

A Class Specification is a description of the duties, responsibilities and qualifications required of a person occupying a position in the class. The position standards set forth in the class specification are descriptive and not restrictive -- they shall not be construed to limit or modify the power of the appointing officer to assign tasks or direct and control the work of employees under his supervision. The use of particular examples shall not be held to exclude others not mentioned that are of similar kind or level and are not to imply that all those mentioned must be performed by all persons whose positions are so classified.

2.05 Procedure for Changes in Class Specifications:

In instances where classifications in the Civil Service Salary Schedule are such that duties and responsibilities of respective positions are not adequately described in the class specifications as to the nature of the work performed or the desired qualifications needed, such class specifications may be changed and updated by the Human Resource Director. The Human Resources Director shall review the proposed changes in the specifications with the departments concerned and continually update and revise such class specifications as appears necessary.

2.06 Development, Maintenance, Revisions to Pay Plan:

The Classification Plan shall be developed and maintained by the Human Resources Director with the approval of the Personnel Board. Recommendations on revisions to the plan shall be submitted to the Board for its consideration. In order that the schedule of pay may be applied with equity, the Human Resources Director shall conduct a continuous survey and evaluation of the duties and responsibilities of all jobs in the City Civil Service System. S/he shall also keep abreast of local, regional and national market conditions in order to keep the plan up-to-date.

2.07 Definition of a Classification Study:

A Classification Study is the process used to determine the accuracy with which a job has been properly assigned a classification or a study to evaluate the effect of changes in the duties, responsibilities and authority as it relates to other jobs in the same classification.

### **CHAPTER III**

#### *POSITION CLASSIFICATION*

3.01 Establishing a New Position:

When the Appointing Officer wishes to increase the personnel budget by an additional position or add an entirely new position, then the necessity must be established in his/her request for approval by the Board of Estimates. If the Board of Estimates approves an additional position (whether classified or not) the Appointing Authority shall submit to the Human Resources Director a completed classification questionnaire describing the duties and responsibilities of the position. The Human Resources Director shall then recommend allocation of the additional position to the proper classification in the pay schedule. If an appropriate classification is not to be found in the pay plan, the Human Resources Director shall recommend to the Personnel Board the establishment of a new class and its assignment to the proper salary range. When the new classification is placed in the salary schedule, the position shall be allocated thereto.

3.02 Reallocation of a Position:

The allocation of a position is generally the initial placement of a position in the classification in the pay plan. When (because of significant changes in duties and responsibilities) a position is no longer similar to the other positions in the classification, the position is reallocated to a more appropriate classification. It is the responsibility of the Appointing Officer to advise the Human Resources Department of material changes of a permanent nature in the duties and responsibilities of a position as soon as possible.

3.03 Salary on Reallocation to a Higher Class:

When a position is reallocated to a higher classification, the employee's salary in the new classification shall be placed in the new range so as to assure a normal increase. A new probationary period and new anniversary date will be effective the first work day of the biweekly pay period following six (6) months of service and annually thereafter.

3.04 Salary on Reallocation to a Lower Class:

When a position is reallocated to a classification in a lower range and the salary of the incumbent is greater than the maximum of the new range, no increases shall be authorized until the maximum of the new class exceeds the current "red circled" salary. If the incumbent's current salary is less than or equal to the maximum of the new class, s/he will be placed in the step assuring a salary equal to his/her present salary and closest thereto and advanced on an annual basis in accordance with his current anniversary date for step increases in the new class. When current anniversary date does not apply the first increase shall be one (1) year from the effective date of the reallocation.

3.05 Salary on Reassignment of a Class of Positions to a Higher Range with Accompanying Material Changes in Duties and Responsibilities:

Where a class in the pay plan is reassigned to a higher step or range, with or without an accompanying change of title, and there has been a substantial material change in duties and responsibilities to warrant a reclassification, the incumbent's salary in the new range shall be placed at the next step in the new range that assures an increase or at the minimum of the new range, whichever is greater. A new anniversary date will be established and first increase in the new class will be effective the first work day of the biweekly pay period following six (6) months of service and annually thereafter.

3.06 Salary on Reassignment of a Class of Positions to a Higher Range where Duties and Responsibilities have not changed:

Such actions shall be recommended by the Human Resources Director and approved by the Personnel Board. Where a *Class* in the pay plan is reassigned to a higher range, with or without an accompanying change of title, the incumbents in the respective positions shall retain their same step and anniversary dates in the new range as in the old range. This rule shall pertain to those classes which have been studied and found to be under classified - where there has *not* been a meaningful change in duties and responsibilities.

*NOTE:* This rule, therefore, does not apply to reallocations as stated in 3.02, 3.03 and 3.05. Reclassification actions of this sort would normally occur as a result of market or recruiting conditions, reorganization, classification errors, etc.



3.07 Title Changes:

The Human Resources Director may recommend to the Personnel Board a more appropriate title for any position or classification.

3.08 Reporting Title or Salary Range Changes:

For classification studies when Personnel Board action results in a recommendation for a formal change of title or salary range or new classification titles are created, such action shall be recorded in the form of Resolutions and Ordinances by the City Attorney's office at the direction of the Human Resources Director, in the "Report of the Personnel Board" and subsequently forwarded to the Common Council.

3.09 Notification of Classification Recommendations:

The Human Resources Director shall notify all Department/Division Heads in writing of pending recommendations relating to positions or classification in the respective Department/Division.

3.10 Appeals on Classification Action:

As per Personnel Board policy, it is the responsibility of each Department/Division Head to see that the employees affected in the Department/Division are advised by their immediate supervisor of any action as stated in 3.08 above before the Personnel Board acts. Employees should be informed of their right to appear and appeal any recommendations at the Personnel Board meeting.

## **CHAPTER IV**

### *COMPENSATION PROVISIONS:*

4.01 Beginning Salaries for Full-Time and Part-Time Permanent Positions:

Minimum rate to be paid to employees in first appointment to a position, except as follows:

- (1) Initial appointment may be compensated above the minimum when the Human Resources Director has authorized recruitment above the minimum of the range because of critical economic and employment conditions.
- (2) The Human Resources Director may authorize hiring above the minimum when the candidate selected has exceptional qualifications and/or exceptional pertinent experience.

4.02 Wages for Hourly Positions:

Hourly employees hired on the hourly rate basis do not receive scheduled increases. The hourly rate schedule is fixed by Ordinances and amendments thereto.

4.03 Salary Advancement:

See Section 3.38(5) of the Madison General Ordinances.

4.04 Salary Advancement on Limited-Term Positions:

A permanent employee temporarily filling a higher level position on a limited-term appointment shall have his salary so placed in the higher range at the lowest step which will assure an increase.

4.05 Salary Advancement upon Reinstatement:

If a former employee is reinstated or re-employed, and his salary is set at the same step in the range as it was when he left City service, his first step increase will be the first day of the pay period following his return after one year.

4.06 Merit Increases:

The Personnel Board may recommend a one-step or more increase for exceptional service upon the written recommendation of the Department/Division Head. The step increase is effective on the first day of the pay period following approval of the Mayor. Merit increases do not affect anniversary date for step increases.

## **CHAPTER V**

### *RECRUITMENT AND EXAMINATIONS*

5.01 Policy:

- (1) The policy of the City on vacancies shall be to recruit from as wide an area as practical in order to attract the highest caliber of people for City employment.
- (2) The Department/Division Head may request the Human Resources Director to conduct a promotional examination where it is believed that there are a sufficient number of qualified candidates interested in the position to assure the Appoint Authority of a choice.
- (3) The determination of whether a position shall be restricted to City employees or open to everyone shall be made by the Human Resources Director after consultation with the Appointing Authority.

5.02 Announcements of Examinations:

(1) Examination announcements shall include all of the following information:

- Class Title
- Salary Information
- Nature of Work Performed
- Training and Experience Required
- Time
- Place
- Manner of Filing Application
- Special Requirements
- Pertinent Information Relative to Position
- Any pertinent information consistent with the Rules

Announcement shall precede all examinations.

(2) Insufficient number of qualified applicants: In the event that an insufficient number of qualified applicants apply for an examination or qualify after the examination the Human Resources Director may reannounce the examination, extend the date for filing of applications for a specified period of time, approve an acting appointment, or if necessary, cancel the examination.

(3) Types of announcements:

- |                              |  |
|------------------------------|--|
| Open-Competitive             | Announcements of vacancies for which any U. S. Citizen may apply.                            |
| Inter-Departmental Promotion | Announcements of vacancies for which any employee of the City of Madison may apply.          |
| Departmental Promotion       | Announcements of vacancies for which any City employee in the Department/Division may apply. |

5.03 Substitution for Formal Education:

When formal academic training is a desired qualification, equivalent training and experience may be substituted, except that such substitution shall not be permitted where formal training is required for license or registration to practice or to establish recognized status in a profession.

5.04 Composition of Examinations:

Any examination may consist of a written test, oral test, rating of training and experience, performance test, medical or physical test, or any combination of these and other tests as authorized by the Human Resources Director.

5.05 Review of Examination Ratings:

Each person competing in any examination shall be given written notice of the final results.

5.06 Review of Examination Results:

Any examinee shall be permitted to review the results of his examination during regular office hours. A relative, friend or representative of the examinee shall not be permitted to review the examination without the written consent of the examinee or the Human Resources Director. Examinations may not be reviewed if there is current recruitment for the same class or positions, and the announcement of the examination has been issued. This prohibition is automatically lifted the day after the examination is held.

5.07 Security of Examination Material:

The Human Resources Director shall use appropriate means to insure the security of examination materials.

## **CHAPTER VI**

### *ESTABLISHMENT OF ELIGIBLE LIST*

6.01 Eligible List:

An Eligible List is a list of available applicants certified by the Human Resources Director based on criteria listed in Section 6.02.

6.02 Preparation of Eligible List:

Eligible Lists shall be prepared from any and all examinations whether they are open competitive, promotional, performance, oral, or a rating of training and experience, and main be of an integrated nature. Such lists shall be operative for six (6) months. Eligible Lists may be extended up to 2 ½ years by the Human Resources Director.

**CHAPTER VII***NATURE OF APPOINTMENTS*7.01 Appointment Procedure:

The appointment procedure provides for the certification of an appropriate list of eligibles as may be determined by examinations using techniques as stated in Section 5.04 above

7.02 Permanent Appointment:

A permanent appointment results from the selection of a candidate from a certification of eligibles to fill a position that is of indefinite duration and is provided for by the budget. Permanent tenure in the position is acquired only after passing a probationary period of at least six (6) months, and such other requirements as may be established by the Human Resources Director

- |     |                     |   |
|-----|---------------------|---|
| (1) | Permanent Full-Time | Appointments are budgeted for 38 3/4 hours or 40 hours per week.    |
| (2) | Permanent Part-Time | Appointments are budgeted for no less than 1/2 the full-time hours. |

7.03 Limited-Term Appointments:

A limited-term appointment is one during the leave of absence of a permanent employee or for the duration of a project which is not seasonal and has an established probable date of termination.

7.04 Hourly Appointments:

An hourly appointment is a certification to any position other than as defined in 7.02 or 7.03 above.

**CHAPTER VIII***CERTIFICATION*8.01 Selective Certification:

Whenever the Appointing Authority establishes that a given vacancy requires a person of specialized training or pertinent prior experience, the Human Resources Director, upon review of the qualifications and experience as they appear on the application, may certify by rank only those candidates on the eligible list possessing the required training or experience or the equivalent thereof as approved by the Human Resources Director. This provision shall be used with care to prevent circumvention of the merit principle.

8.02 Certification of Additional Names:

If the Appointing Authority feels none of the certified candidates are qualified for the job, he may request further certifications. The Human Resources Director may refuse to certify additional candidates if s/he feels this provision is being used to circumvent the merit principle. Appeals may be submitted to the Personnel Board for review.

8.03 Right to Interview:

Any candidate certified is entitled to have an interview with the Appointing Authority or his representative and selection cannot be made until all candidates certified have had an opportunity to be interviewed.

8.04 Documentation:

Whenever two or more candidates for a permanent position have been certified to the Appointing Authority, the Appointing Authority shall document, in writing, the reasons for selecting the candidate, with such written documentation to accompany the Certification Form which is sent back to the Human Resources Department at the time the Appointing Authority makes the final decision.

## **CHAPTER IX**

### *PROBATION PERIODS, DISMISSAL, RESIGNATION, LAYOFF, ETC.*

9.01 Probationary Period:

The probationary period for persons appointed to permanent positions is a minimum of six (6) months. All professional, administrative and management employees whose jobs require a college degree or comparable experience, may have their probationary period extended an additional six (6) months at the request of the Department/Division Head or Appointing Authority with the approval of the Human Resources Director. Additional extensions must be approved by the Personnel Board.

All employees hired on a permanent basis shall be granted their first salary increase on the first day of the biweekly pay period following the satisfactory completion of their probationary period.

- (1) In the case of Trainees, the probationary period shall be for the total length of the Trainee period.
- (2) In the case of a transfer, the probationary period shall be for a minimum of six (6) months.
- (3) In the case of reinstatement or re-employment to his/her former position, the probationary period may be waived by the Appointing Authority.

9.02 Extension of the Probationary Period:

The Human Resources Director may extend the probationary period for as much as twelve (12) months when it is recommended by the Appointing Authority and it appears to be in the best interest of the Civil Service System.

9.03 Leave of Absence during Probationary Period:

- (1) A leave of absence of ten (10) working days or less shall not affect the probationary period.
- (2) A leave of absence in excess of ten (10) working days shall operate to extend the probationary period for an equal number of calendar days, starting with the first day of absence.

9.04 Military Leave of Absence:

If an employee enters the Armed Service during his probationary period and is later re-appointed to the same or a like position in that department, the time served shall be carried over and applied as part of the probationary period for the second appointment.

9.05 Layoff:

If an employee is laid off due to lack of work or funds during a probationary period and is later reappointed to the same or a like position in the same department, the time served shall be carried over and applied as a part of the probationary period for the second appointment.

9.06 Resignation:

If an employee resigns during a probationary period and is later reappointed from the re-employment list to a position in the same department, the time served shall not be carried over.

9.07 Probation Period on Promotion:

The probation period on promotion shall be six (6) months.

9.08 Dismissal:

The employee whose conduct or competency does not merit his continuance in the position shall be dismissed at any time during his/her probationary period. Time spent in other than permanent positions shall not count as part of the six (6) months period of probation. The Appointing Authority shall indicate on the probationary report the reasons(s) for dismissal.

9.09 Probation Reports:

The Appointing Authority shall evaluate the employee after three (3) months service and complete the probation report. This evaluation shall be discussed with and signed by the employee. The final report shall be submitted at least two (2) weeks prior to the six (6) months of service and must also be discussed with and signed by the employee. If the probationary period is extended beyond the six (6) months, a probation report shall be submitted every three (3) months during the extension. The reports shall be discussed with and signed by the employee and filed with the Human Resources Director.

9.10 Permanent Status:

Permanent status begins when an employee reports for work on the first work day following the completion of the probationary period.

**CHAPTER X***PROMOTION*10.01 Definition:

Promotion is the advancement of an employee occupying a permanent position to a position in a classification having a higher salary range.

10.02 Benefits Accumulation:

Promotion shall have no affect on the accumulation of employee benefits.

**CHAPTER XI***TRANSFER*11.01 Definition:

A transfer is the movement of an employee occupying a permanent position to another position in the same or similar classification or salary range.

11.02 Salary and Fringe Benefits on Transfer:

The current salary step and anniversary date for step increases shall carry over from one position to the other in case of transfer. Accumulated employee benefits shall be assumed by the department to which the employee is transferred.



## CHAPTER XII

### *DEMOTION*

#### 12.01 Demotion:

Demotion is the movement of an employee with permanent status from a position in one class to a position in another class that has a lower salary range maximum.

#### 2.02 Exclusions:

- (1) The appointment of an employee to a position in a lower classification while the employee is serving a probationary period on an original appointment shall be considered as a new original appointment.
- (2) The action by which a promoted employee is restored to his previous position and salary is not considered a demotion.
- (3) Salary reduction that does not involve a change in positions or class is not considered a demotion.

#### 12.03 Salary on Demotion:

- (1) If a permanent employee is demoted for other than disciplinary reasons, his salary shall be placed in the lower range at the step which will equate with his current salary, but not to exceed the maximum and a new anniversary date established.
- (2) If a permanent employee is demoted for disciplinary reasons, the salary shall be set at any step in the range and a new anniversary date for step increases established with the first increment one (1) year from the date of demotion.

#### 12.04 Appeals from Demotion:

Section 3.35(11)(B) Madison General Ordinances provides for appeals from an action of demotion.

#### 12.05 Voluntary Demotion:

An employee with the approval of an Appointing Authority may accept a voluntary demotion with the department. Such acceptance of the voluntary demotion by the employee must be furnished the Human Resources Director in writing. In the case where there is a voluntary demotion:

- (1) The tenure rights to the position from which s/he has been demoted are not retained.

- (2) If the demotion is to a position in the same employing unit, an employee retains permanent status previously acquired and a probationary period for employment in the lower class of a position shall not be required.
- (3) If the demotion is to a position in a different employing unit, the employee must be required to serve a probationary period. If, during such period, the service of the employee are found to be unsatisfactory, s/he shall be separated without right of appeal.

12.06 Demotion for Failure to Perform up to Job Standards:

An employee demoted in accordance with general provisions of Section 3.35(11) Madison General Ordinances shall serve a probationary period in the lower position.

### **CHAPTER XIII**

#### *RESTORATION TO PREVIOUS POSITION*

13.01 Restoration to Previous Position:

An employee promoted to a higher class may be restored to his previous position at any time within the probationary period.

13.02 Salary on Restoration to Previous Position:

The salary on restoration shall be set no higher than it would be by normal progression had the employee not accepted a promotion. The anniversary date for step increases shall remain as if the employee had not left the position.

### **CHAPTER XIV**

#### *TRAINEE CLASSIFICATION*

14.01 Trainee Classification:

Section 3.37 of the Madison General Ordinances authorized the Personnel Board to establish a Trainee Program. The use of the trainee classification shall be considered appropriate by the Human Resources Director in the following situations:

- (1) When after a reasonable effort at recruitment, including advertisements in newspapers or trade journals, candidates with the necessary training and experience cannot be recruited, applicants with less than the required experience and training may be employed under the trainee classification.

- (2) Where employees with good potential are interested in acquiring more training, experience and responsibility, the Human Resources Director may determine it more appropriate to fill the vacancy by a trainee appointment.

#### 14.02 Salary of Trainee:

- (1) When a trainee is employed under Section 14.01(a) above from outside the Civil Service System, the salary and step increases shall be determined by the Human Resources Director on review of the employee's training and experience. The starting salary shall not exceed the minimum of the objective range.
- (2) The salary when a permanent employee is involved shall be determined by the Human Resources Director and shall be so established as to assure the employee no loss in salary or scheduled increases and be designed to, at least, equal the minimum of the objective range upon completion of the Trainee Program. (In cases where the employee's pay is close to or overlaps the pay of the objective range or where a long trainee program is involved, the employee's salary may exceed the minimum of the objective range upon completion of the trainee program.) The reaching of the objective range shall be considered a promotion for salary increase purposes and the first increase in the new range shall be upon the completion of the six (6) months probation period.

#### 14.03 Status of Trainee under Trainee Program:

- (1) Employees hired from outside of City service and placed in a Trainee Program may be released from City service at any time during the Trainee period without right of appeal. Upon reaching the objective classification, the employee will serve a six (6) months probation period.
- (2) When a permanent employee is placed in a trainee position in the department in which he is now serving, it shall be deemed a change in job status and shall not affect the permanent status and rights previously acquired within such department. At any time during the probationary period, the Appointing Authority may remove the employee and restore him to his former position and salary without the right of appeal. Upon successful completion of the training program, the trainee shall assume the class title of the objective classification. He shall serve a probationary period in the objective classification.
- (3) When a permanent employee is placed in a trainee position in another department, he may be separated without right of appeal at the discretion of the Appointing Authority at any time prior to achieving permanent status on the objective class. Upon the successful completion of the training program, the trainee shall assume the class title of the objective classification. He shall serve a probationary period in the objective classification.

**CHAPTER XV***RESIGNATION*15.01 Notice of Resignation:

A permanent employee who voluntarily leaves City service shall submit a written notice of resignation ten (10) working days prior to the effective date. The Appointing Authority shall forward the letter of resignation to the Human Resources Department. Except for extenuating circumstances, failure of an employee to submit such resignation shall result in forfeiture of reinstatement eligibility.

15.02 Non-Permanent Employee Resignation:

No letter of resignation shall be requested from employees in other than permanent position.

**CHAPTER XVI***LAYOFF PROCEDURE*16.01 Purpose:

The intent and purpose of this layoff procedure is to give due consideration to the two essential factors which should determine an employee's right to be retained in the service. Length of service and efficiency are to be considered in such a way as to be fair to all employees to retain for the City service its most effective and efficient personnel.

16.02 Limitations:

No permanent employee shall be laid off because of lack of work or funds from any position while any emergency limited-term, temporary, provisional or probationary employee is continued in a position of the same class in the Department/Division or other layoff unit involved.

16.03 Layoff by Divisions:

The normal layoff procedure shall be by division, provided, however, the Board (upon the application of the Appointing Authority and the recommendations of the Human Resources Director) may authorize the use of some other well-established organization unit within the employing department.

16.04 Procedure for Layoffs:

Policy is whenever it becomes necessary for an appointing authority to layoff an employee as a result of shortage or stoppage of work or funds, functional reorganization or the abolishing of a position, s/he shall do so by classes of positions. In making the determination in relation to the personnel to be retained in employment, the Appointing Authority shall be governed by the length of service as well as merit and efficiency. Seniority shall prevail, with the levels established within item (b) above at the time of the reduction in force, the highest level first to be retained in the layoff.

16.05 Reduction in Pay or Position:

The Appointing Authority, in lieu of layoff, may demote or reduce an employee in pay or both. Any such reduction in pay or position shall conform to the salary schedule then in effect.

16.06 Written Notice Prior to Layoff:

Any employee affected by such layoff or reduction in pay or position shall be given written notice not less than fifteen (15) calendar days prior to the effective date thereof and, upon written request, filed within ten (10) working days from the effective date of the action, shall be entitled to an appeal from such action to the Personnel Board as provided in Section 3.18(11) of Madison General Ordinances.

16.07 Right of Reinstatement of Transferred Employees:

If an employee transferred from one Appointing Authority to another is laid off while serving a probationary period in the new position, he shall be reinstated to the position he vacated or one of like nature under the first Appointing Authority if such position is available.

16.08 Seniority:

In the case of a transfer, seniority acquired in the former department shall not be considered until the employee has served five (5) years on a permanent basis with the new department.

## **CHAPTER XVII**

### *APPEALS*

17.01 Right of Appeal:

Any permanent employee who has completed his/her probationary period who is aggrieved of any action as specified in Section 3.36(16) of Madison General Ordinances may appeal such action to the Personnel Board by filing with the Human Resources

Director a written answer of protest to the action taken and a notice requesting a review of such action in the manner prescribed in Section 3.36(16) of Madison General Ordinances.

17.02 Human Resources Director to notify Personnel Board:

The Human Resources Director shall immediately notify the Personnel Board of the appeal and shall fix a date for a hearing within fifteen (15) days thereof, which may be adjourned from time to time if no person be prejudiced by said adjournment.

17.03 Notice to all Parties:

Notice of the hearing shall be given to all parties affected by the action and all such parties affected shall keep a record of the proceedings.

17.04 Findings:

Within fifteen (15) days after the close of the hearing, the Personnel Board shall make and file with the Human Resources Director its findings and such remedial order within its power as it deems within the best interest of the City service, and if no remedial order be within its power, then its recommendations. The Human Resources Director shall transmit forthwith copies of such findings and orders or recommendations to the Appointing Authority and employee or employees concerned. The Personnel Board reserves the right to agree on a specified time period regarding the first sentence of this section.

## **CHAPTER XVIII**

### *CODE OF ETHICS*

18.01 Section 3.47 of the Madison General Ordinances set forth in the Code of Ethics as it applies to all City employees.