

Date: March 5, 2009

To: Roger Allen, Assistant City Attorney

From: Brad Wirtz, Human Resources Director

RE: MGO Revision Notes - Sick Leave for Seasonal/Hourly Employees

The 2009 Operating Budget includes a \$60,000 appropriation to provide sick leave to hourly/seasonal employees.

In order to facilitate the provision of sick leave for hourly/seasonal employees the City of Madison, Human Resources Department met with the appropriate labor unions in order to negotiate the terms and conditions under which this benefit would be implemented for represented staff. The parties were able to reach agreement. This ordinance revision facilitates the provision of sick leave benefits to all seasonal/hourly employees regardless of union affiliation. A summary of the terms and conditions is provided below:

1. Seasonal/hourly employees receive one (1) day (8 hours) of sick leave upon completion of every two hundred (200) hours of work to a maximum of three (3) days in the calendar year. Crossing guards accumulate one (1) day (3 hours) of sick leave upon completion of every seventy-five (75) hours worked to a maximum of three days in a calendar year.
2. Sick leave use is administered in accordance with the standards established for permanent employees.
3. At the time of seasonal layoff or the end of the calendar year, seasonal/hourly employees are paid 50% of the value of any unused sick leave. If a seasonal/hourly employee is terminated or resigns prior to the end of the season or calendar year, s/he forfeits accumulated sick time. Resigning in order to return to school is considered a seasonal layoff.
4. If a seasonal/hourly employee moves from seasonal/hourly to permanent status s/he forfeits accumulated sick leave.

The agreements with labor unions are valid through 2009. Given that the ordinance does not have a sunset date, the benefit will need to be funded in future years unless the ordinance is modified to eliminate the benefit.