CITY OF **MADISON**

Summary of Major Changes – Personnel Rules Rewrite

General:

Modernization of the Personnel Rules were foundationally about creating quality jobs in an equitable way while improving those rules and related practices to make them more flexible, accessible, transparent, and efficient for our applicants, employees, and hiring managers. Some of the general changes made throughout the document include creating more accessible language and removing gendered language throughout the document. Significant changes are summarized below.

Personnel Board:

- Adding a section on rules and procedures of the Personnel Board.

Positions/Classification:

- Allowing for simplified re-allocation process under certain parameters after Council delegation and with HR and Finance Director approval.
- Allowance of HR to approve double fills of up to 90 days, with run-out period explicitly not considered as double fill.
- Adding apprenticeships and their definition.
- Deleted Emergency Appointments, as they are redundant to Provisional Appointments and have not been used in the last decade.
- Adding clarification that civil service rules only apply to permanent appointments.
- Allowing for flexibility in meeting minimum qualifications timeline for development.
- Requiring the HR Department to share updates to the position study process with employees and supervisors regularly throughout the process.
- Striking language referring to change in Union or Association status being illogical to avoid negative outcomes for employees related to those changes. Adding language requiring posting of positions where representation group changes, except with agreement with the appropriate Union or Association.
- Providing a period of review for the employee and supervisor to submit corrections to the position study memo.
- Adding Compensation Group Table at the end of the Personnel Rules.
- Allowing acting appointments in all compensation groups.

Recruitment:

- Modifying Trainee training period to be consistent with probationary period.
- Allowing a pool of candidates to be shared across similar positions.
- Allowing current City of Madison partner programs to be applicants for Citywide job postings.
- Requiring job announcements to be accessible.

- Allowing timelines to be waived by the HR Director if they are pooled positions, outreach events, or are designated as not having minimum qualifications.
- Requiring posting of ability to access accommodations in the application process.
- Allowing the HR Director to change minimum qualifications for a position after posting, providing the new qualifications are posted for at least five days, without resorting to a failed recruitment and new process.
- Allowing a position to be filled as a Trainee if inadequate qualified applicants apply.
- Referring increased ranks where requested by the Hiring Manager. For some compensation groups, this change applies only to non-entry level positions or to recruitments where there is a meet and confer with the Association or Union.
- Reducing minimum timelines to 3 days, as is reflective of current email based communication timeframes, including the right to appeal, but adding notification of the right to appeal to all denials in the hiring process.
- Allowing reinstatement within two years, rather than one, and to City Employment, in general.
- Moving the minimum qualification screening appeal and required appeal process to be noticed.
- Allowing for extending of a probationary or trial period where there has been a failure to evaluate and train the employee in the initial probationary or trial period.

Layoff and Resignation

- Requiring the HR Department to meet with the employee in cases of layoff to discuss minimum qualifications, requiring certain information to be considered, and allowing for an appeal.
- Increasing the time by which a displaced employee has to work through placement options and allowing those employees to be red-circled.
- Allowing an employee recall rights to lower positions in the classification series they were laid off from.
- Allowing a recalled employee to submit an alternate recall date and allowing the HR Director to hear any related appeal.
- Removing the inability to be re-employed for failure to provide ten days of notice of resignation.
- Added furlough language in accordance with agreement with General Municipal Employees.

Performance Management and Discharge

- Significantly refocusing discipline on the performance management process.
- Rewriting the disciplinary grievance process to conform with Handbook grievance process, in conjunction with Meet and Confer Process.
- Adding a requirement for disciplinary tracking.
- Requiring safety issues to go through appropriate internal mechanisms and committees prior to appeal with the Personnel Board.