



Department of Public Works  
**Engineering Division**  
Robert F. Phillips, P.E., City Engineer  
City-County Building, Room 115  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4751  
Fax: (608) 264-9275  
[engineering@cityofmadison.com](mailto:engineering@cityofmadison.com)  
[www.cityofmadison.com/engineering](http://www.cityofmadison.com/engineering)

**Assistant City Engineer**  
Gregory T. Fries, P.E.  
**Principal Engineer 2**  
Christopher J. Petykowski, P.E.  
John S. Fahrney, P.E.  
**Principal Engineer 1**  
Christina M. Bachmann, P.E.  
Eric L. Dundee, P.E.  
**Facilities & Sustainability**  
Jeanne E. Hoffman, Manager  
**Operations Manager**  
Kathleen M. Cryan  
**Mapping Section Manager**  
Eric T. Pederson, P.S.  
**Financial Manager**  
Steven B. Danner-Rivers

August 29, 2017

**To:** City of Madison Personnel Board

**From:** Robert F Phillips, P.E. City Engineer

Dear City of Madison Personnel Board Members:

I am writing to let you know that the Engineering Division and the Public Works and Transportation Managers I have discussed this topic with are supportive of the proposed change to the City work rules language related to our current reclassification policy and process. The change is associated with the Human Resources (HR) proposal for implementation of time stamping all reclassification/position study requests upon receipt by HR. This proposed change, highlighted in yellow below, would allow for the incumbent to receive retroactive pay upon approval of the reclassification/position study:

*Salary upon Reallocation:* When the incumbent is reallocated into the position after a reclassification, the following salary adjustments shall apply:

- i. *Salary upon reallocation to a higher classification:* The current incumbent shall be placed at the step in the salary schedule closest to the incumbent(s) salary prior to the movement, but not exceeding the maximum of the new salary range, and that, where possible, ensures at least a 5% increase in pay. **The increase will be retroactive to the first pay period following receipt of the study in Human Resources.** A new anniversary date shall be established and the incumbent shall move to the next highest step, where applicable, following six (6) months of service, and annually thereafter until the maximum step is reached.

Feel free to contact me if you have any questions.

Sincerely,

Robert F. Phillips, P.E.  
City Engineer

RFP:

cc: Public Works and Transportation Managers