

**EMPLOYEE/LABOR RELATIONS MANAGER'S REPORT**  
Presented to City of Madison Common Council  
On  
November 12, 2019

Re: City of Madison Handbook Changes for 2019

The following is a summary of the modifications to the City of Madison General Municipal Handbook, Madison Professional and Supervisory Handbook, and Madison City Attorney Association Handbook.

**1. Modifications Requiring Ordinance Change:**

- a. Funeral Leave for a death of a City Employee: Provides that the applicable Department Head may allow up to four hours to attend a memorial service of a current City employee without the requirement of taking paid leave.
- b. Saturday and Night differential: Extends night differential from Monday through Friday to Monday through Saturday.
- c. Holiday Pay when a holiday falls on a Sunday: Modifies the date of double time pay for holidays that fall on a Sunday to apply only to the calendar date of the holiday, rather than the Monday after the holiday.

**2. Additional Modifications Agreed Upon Without Needed Ordinance Changes:**

- a. Clarification on hourly benefits: Provides clarity on which benefits apply to hourly employees, with no changes in actual benefit levels.
- b. Modifications to CARS APM: Provides a level of reimbursement of personal deductibles in specific cases where personal automobiles are required for use at work, and accidents occur.
- c. Potential development of 75% positions in Streets and Engineering pending agreement on parameters.
- d. Agreement to conduct full review of paid parental leave after one year of experience using collaborative review team.