

EMPLOYEE/LABOR RELATIONS MANAGER'S REPORT

Presented to City of Madison Common Council

On

November 16, 2011

Re: Changes to General Municipal Handbooks agreed to through the City of Madison 2021 Meet and Confer Process.

The following is a summary of the modifications to the general municipal handbooks:

1. Adding bilingual pay for all employees who are required to be bilingual as a function of their position of \$1.00 per hour for all hours worked. Currently filled positions include 3. Approximate cost: \$6000.
2. Holiday pay modifications:
 - a. Removing Easter Sunday from holiday pay language, and moving language to double-time section of the handbook. No cost.
 - b. Renaming Ho-chunk day and adding Juneteenth. No cost (cost attached to previous resolution).
 - c. Modifying paid leave and holiday language to provide clarification of pro-rated absences without pay next to holiday. No cost.
 - d. Modifying calculation for hourly holidays to improve administration. No cost.
 - e. Providing for holiday time off for CG 18 employees who are otherwise ineligible for overtime in cases where they are scheduled to work on the holiday. *MPSEA only.*
3. Modifying double time for ten-hour day schedules to provide for double time after 12 hours consistent with all other employees. Cost: Unknown, minimal.
4. Providing for organ donation leave in cases where an employee donates bone marrow of up to five days, or in cases of other organ donation of up to thirty days. Anticipated cost: Unknown, minimal. With potential of average of \$8,590 per thirty day leave.
5. Implementing a prescription safety glasses program in accordance with the Risk Management Safety Glasses policy on an every other year basis. Approximate cost: Up to \$20,000.
6. Clothing Allowance:
 - a. Adding an allowance amount for General Municipal Fire Employees required to wear a uniform. This is not an

increase in amount spent, only in allowing employees to select based on need up to a specific limit. No cost.

- b. Increasing the annual Water Utility uniform allowance for those employees eligible from \$60 to \$100. Approximate cost: Less than \$2,000.
- 7. Modifying vacation carryover in 2021 to 20 days, in 2022 to 15 days, and in 2023 to 10 days. While this would not have a direct cost, it does increase the City's liability in 2022.
- 8. Inclusion of teleworking parameters into the body of the employee Handbook. No cost.
- 9. Inclusion of more information on leave allowable for birth or adoption of a child. No cost.
- 10. Stand-by Pay: Increasing the differential by \$.05 per year rather than \$.03 per year, up to a maximum of \$2.00 per hour rather than \$1.50 per hour. Approximate cost: \$5150.
- 11. Residency Incentive: Eliminating the 1% residency incentive for employees in CG 18 and 44. Anticipated cost: \$114,000.
- 12. Providing language that allows for reasonable communication with members of the Association. No cost.
- 13. Language requiring the Meet and Confer process to be used with changes to policy that are covered by the handbook. No cost.