



Legislation Details (With Text)

**File #:** 82889      **Version:** 1      **Name:** EAP Management Title Change  
**Type:** Ordinance      **Status:** Passed  
**File created:** 4/9/2024      **In control:** PERSONNEL BOARD  
**On agenda:** 4/16/2024      **Final action:** 5/7/2024  
**Enactment date:** 5/21/2024      **Enactment #:** ORD-24-00030

**Title:** Amending Section 3.04 and Section 3.54(9)(b) of the Madison General Ordinances related to the Employee Assistance Program to change the title EAP Administrator to EAP Director and add EAP Director to the list of non-civil service CG 21 Managerial Employees.

**Sponsors:** Satya V. Rhodes-Conway, Jael Currie

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
5/7/2024	1	COMMON COUNCIL	Adopt Unanimously	Pass
5/6/2024	1	FINANCE COMMITTEE	Return to Lead with the Recommendation for Approval	Pass
4/17/2024	1	PERSONNEL BOARD	Refer	
4/16/2024	1	COMMON COUNCIL	Referred	
4/9/2024	1	Attorney's Office	Referred for Introduction	

**Fiscal Note**

The proposed ordinance moves the Employee Assistance Program Administrator position from its current compensation group (CG) 18 to CG 21 and changes the name to EAP Director. A separate resolution, legislative file #82836, creates the classification of EAP Director.

**Title**

Amending Section 3.04 and Section 3.54(9)(b) of the Madison General Ordinances related to the Employee Assistance Program to change the title EAP Administrator to EAP Director and add EAP Director to the list of non-civil service CG 21 Managerial Employees.

**Body**

DRAFTER'S ANALYSIS: This ordinance moves the Employee Assistance Program (EAP) Administrator from its current CG 18 classification to a non-civil service CG 21 classification and changes the name from EAP Administrator to EAP Director in the ordinances.

\*\*\*\*\*

The Common Council of the City of Madison do hereby ordain as follows:

1. Section 3.04 of the Madison General Ordinances entitled "Employee Assistance Programs (EAP)" of the Madison General Ordinances is amended as follows:

**"3.04 EMPLOYEE ASSISTANCE PROGRAMS (EAP).**

Under the supervision of the EAP Administrator Director, or designee, the City shall provide Employee Assistance services and related training to employees and family members. This shall also include

delivering and managing:

- (1) A Critical Incident Stress Management (CISM) program for the organization and employees;
- (2) The supervision of two First Responder Peer Support Teams; and
- (3) An EAP Facilitator Network.

The City's EAP program delivery structure includes the use of an external vendor for back up and specialized services, to include conflict mediation, trauma specialists and couple counseling, etc. The Mayor, or designee, will have operational oversight for budget allocation, personnel management and program utilization accountability. The EAP Administrator Director will produce an annual utilization report and make recommendations for program and organizational improvements."

2. Subsection (b) entitled "Positions" of Subsection (9) entitled "Compensation of Managerial Employees" of Section 3.54 entitled "Compensation Plan" is amended as follows:

- (b) Positions. This subsection shall apply to the following positions:

Building Inspection Division Director

City Assessor

City Attorney

City Clerk

City Engineer

City Traffic Engineer

Civil Rights Director

Department of Community Development Authority, Director

Community Development Division, Executive Director

Economic Development Division, Director

Employee Assistance Program Director

Finance Director

Fire Chief

Fleet Service Superintendent

Human Resources Director

Independent Police Monitor

Information Technology Director

Library Director

Monona Terrace Director

Parking Division Manager

Parks Superintendent

Planning & Community & Economic Development, Director of Department of Planning Division Director

Police Chief

Public Works Director

Street Superintendent

Transit Chief Administrative Officer

Transit Chief Development Officer

Transit Chief Maintenance Officer  
Transit Chief Operating Officer  
Transit General Manager  
Transportation Director  
Water Utility General Manager