



Legislation Details (With Text)

File #: 49641 **Version:** 1 **Name:** Adopting updates to the City of Madison Personnel Rules to allow for retroactive pay after completion of a position study back to the pay period following receipt of the study in HR.

Type: Resolution **Status:** Passed

File created: 11/27/2017 **In control:** PERSONNEL BOARD

On agenda: 1/2/2018 **Final action:** 1/2/2018

Enactment date: 1/5/2018 **Enactment #:** RES-18-00031

Title: Adopting updates to the City of Madison Personnel Rules to allow for retroactive pay after completion of a position study back to the pay period following receipt of the study in HR.

Sponsors: Paul R. Soglin

Indexes:

Code sections:

Attachments: 1. HR Memo.pdf, 2. Memo to PB 2017.pdf, 3. MPSEA - Reclass Pay Support Ltr.pdf

Date	Ver.	Action By	Action	Result
1/2/2018	1	COMMON COUNCIL	Adopt	Pass
12/6/2017	1	PERSONNEL BOARD	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
12/5/2017	1	COMMON COUNCIL	Refer	Pass
11/27/2017	1	Human Resources Department	Referred for Introduction	

Fiscal Note

No City appropriation required.

Title

Adopting updates to the City of Madison Personnel Rules to allow for retroactive pay after completion of a position study back to the pay period following receipt of the study in HR.

Body

Whereas Section 3.53(3) of the MGO authorizes the Personnel Board to formulate rules and regulations for the administration of the City of Madison civil service system, subject to approval of the Common Council and

Whereas current practice is that the outcome of Classification Plan Modifications and Position Studies which result in a pay increase are effective following the approval by the Common Council, and

Whereas this has the impact of delaying such increases for employees who are performing the work for the entire time the position is being studied, and

Whereas other public sector entities, including the State of Wisconsin, allow for such increases to be retroactive to the date a position is submitted for study, and

Whereas City of Madison employee groups, including MPSEA and the Public Works Management Team, support the concept of retroactive pay for employees back to the pay period following receipt of the study in Human Resources, making it necessary to update the Personnel Rules at this time,

Now therefore be it resolved that the Common Council approves and adopts the following changes to Chapter 4 of the City of Madison Personnel Rules:

(Chapter 4.B2(d)) *Reassignment of a classification to a higher salary range where the duties and responsibilities have not undergone a substantial material change:* Incumbents in the respective positions shall retain the same salary step and anniversary date in the new range. [The increase will be retroactive to the first pay period following receipt of the study in Human Resources.](#)

(Chapter 4.B3(e)) *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.

This action will be effective with studies received on or after January 2, 2018.