



Legislation Details (With Text)

**File #:** 53807      **Version:** 1      **Name:** Revising ordinances relating to changes in employee handbooks

**Type:** Ordinance      **Status:** Passed

**File created:** 11/12/2018      **In control:** Attorney's Office/Approval Group

**On agenda:** 12/4/2018      **Final action:** 12/4/2018

**Enactment date:** 12/15/2018      **Enactment #:** ORD-18-00128

**Title:** Amending Section 3.32(3)(g), 3.54(15)(d), 3.54(15)(f), 3.54(19) and 3.54(20) of the Madison General Ordinances to update the ordinances that relate to changes in employee handbooks.

**Sponsors:** Paul R. Soglin

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
12/4/2018	1	COMMON COUNCIL	Adopt	Pass
11/26/2018	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
11/20/2018	1	COMMON COUNCIL	Refer	Pass
11/12/2018	1	Attorney's Office/Approval Group	Referred for Introduction	

**Fiscal Note**

The proposed resolution adopts modifications to the Employee Benefits Handbook for General Municipal Employees and the Madison City Attorneys' Association. See legistar file 53660 for an attachment including a summary of the changes to the handbook. Items nine through 11 of the attachment have been included in the 2019 Adopted Operating Budget. Items one through eight, as shown in the attachment, will cost approximately \$30,000 and will be absorbed by agency's 2019 adopted budget authority. No additional City appropriation is required.

**Title**

Amending Section 3.32(3)(g), 3.54(15)(d), 3.54(15)(f), 3.54(19) and 3.54(20) of the Madison General Ordinances to update the ordinances that relate to changes in employee handbooks.

**Body**

DRAFTER'S ANALYSIS: This ordinance is a result of changes to the General Municipal Employee and Madison City Attorneys' Association 2019 handbooks, Resolution #53660.

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

1. Subdivision (g) of Subsection (3) entitled "Standard Workweek, Hours Per Week, Per Day" of Section 3.32 entitled "Absence Of Employees From Duty" of the Madison General Ordinances is amended to read as follows:

"(g) Seasonal and hourly employees in Compensation Groups 16 and 20 shall work no more than one thousand ~~one hundred eighty three hundred fifty~~ (1,180,135) hours in a calendar year. The City will not rotate seasonal and hourly employees in and out of a job to provide a continuously-filled position."

2. Subdivision (d) entitled "Crossing Guards" of Subsection (15) entitled "Uniforms, Safety Shoes, and Tools" of Section 3.54 entitled "Compensation Plan" of the Madison General Ordinances is amended to read as follows:

"(d) Crossing Guards. The City shall provide protective clothing consisting of a safety vest, an orange raincoat and an orange parka. In addition to the protective clothing the City will provide a clothing allowance up to one hundred and ~~fifteen~~ sixty-five dollars (~~\$145~~165) per year towards the purchase of hats, scarves, sweaters, gloves, waterproof pants and boots. Newly hired Crossing Guards shall not be eligible to receive reimbursement during the first month of employment. Upon completion of their first month of employment, the clothing allowance shall be retroactively applied."

3. The introductory paragraph of Subdivision (f) entitled "Tool Allowance" of Subsection (15) entitled "Uniforms, Safety Shoes, and Tools" of Section 3.54 entitled "Compensation Plan" of the Madison General Ordinances is amended to read as follows:

"(f) Tool Allowance. For employees in Compensation Group 15, a tool allowance of ~~twenty~~ forty dollars (\$~~20~~40) per month shall be paid to employees with the following classifications: Automotive Maintenance Worker 2, Automotive Mechanics, Welder, Master Mechanic, Master Automotive Body Technician. Automotive Maintenance Workers will be paid a tool allowance if/when the employee has the required tools to perform the duties assigned. The employer agrees to provide coverage on the mechanical tools described in detail and approved by the Employer for each employee required to furnish his own tools. Such coverage shall be against loss or damage directly caused by the risks and perils specified in a Standard Inland Marine Tool Floater Policy subject to the following conditions:"

4. Subsection (19) entitled "Out-of-Class Pay" of Section 3.54 entitled "Compensation Plan" of the Madison General Ordinances is amended to read as follows:

"(19) Out-of-Class Pay. Employees eligible to receive overtime, who by assignment perform work in a position of a classification that falls in a pay range which is higher than the pay range of the employee's classification, shall receive an additional compensation of ~~thirty~~ fifty cents (~~\$.30~~\$.50) per range per hour of work. ~~Employees in Compensation Group 15 shall receive fifty cents (\$.50) per range per hour of work.~~ This subsection shall not apply to employees in Compensation Groups 21, 23, 18, or 44."

5. Subsection (20) entitled "Standby Pay" of Section 3.54 entitled "Compensation Plan" of the Madison General Ordinances is amended to read as follows:

"(20) Standby Pay. Any permanent employee assigned to be on standby duty for ~~emergency maintenance technical, maintenance,~~ or repair work during hours outside the employee's general work schedule shall be compensated at the rate of one dollar and twelve cents (\$1.12) per hour for such assignment. Beginning on January 1, 2016, this amount will increase by three cents (\$.03) each calendar year until reaching a maximum of one dollar and fifty cents (\$1.50) per hour. An employee who is on standby duty shall be immediately accessible by telephone and/or by portable radio and/or by pager as determined by the employer. An employee who cannot be immediately contacted while on standby duty or who does not report to the work site within a reasonable period after time of having received notice shall not be eligible for standby pay for that day. Standby duty shall not be counted as hours worked. Employees called in for overtime work from standby duty shall be compensated for such time worked pursuant to applicable contract provisions and ordinances and for such period of time worked shall not receive standby pay. This subsection shall not apply to employees in Compensation Group 21 or to employees in Compensation Groups 18 and 44, Range 14 and above."