Legislation Details (With Text)

File #:	81367	**Version:**	1	**Name:**	Adopting revisions to the City of Madison Personnel Rules to modernize related policies for improved flexibility, accessibility, transparency and efficiency of HR practices in conjunction with Results for America Fellowship focusing on creating quality jo
Type:	Resolution			**Status:**	Passed
File created:	1/2/2024			**In control:**	Human Resources Department
On agenda:	2/13/2024			**Final action:**	3/5/2024
Enactment date:	3/13/2024			**Enactment #:**	RES-24-00168

Title: Adopting revisions to the City of Madison Personnel Rules to modernize related policies for improved flexibility, accessibility, transparency and efficiency of HR practices in conjunction with Results for America Fellowship focusing on creating quality jobs.

Sponsors: Satya V. Rhodes-Conway, Sabrina V. Madison

Indexes:

Code sections:

Attachments: 1. Summary of Major Changes - Personnel Rules Rewrite.pdf, 2. Personnel Rules Final Draft 02-2024.pdf, 3. Personnel Rules Final Draft 11-2023 Redline Clean.pdf

Date	Ver.	Action By	Action	Result
3/5/2024	1	COMMON COUNCIL	Adopt Unanimously	Pass
2/14/2024	1	PERSONNEL BOARD	RECOMMEND TO COUNCIL TO ADOPT	Pass
2/13/2024	1	COMMON COUNCIL	Re-refer	Pass
1/17/2024	1	PERSONNEL BOARD	Re-refer	Pass
1/9/2024	1	COMMON COUNCIL	Refer	Pass
1/2/2024	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The resolution adopts revisions to the City of Madison Personnel rules, as reviewed and recommended by the Personnel Board. These revisions include changes that do not have a fiscal impact, including clarifying definitions, updating terminology, and updating internal processes (e.g. performance management).

Revisions that may have a fiscal impact include the following. 1) Extends the period of time that the Human Resources Director, with approval from the Mayor, can approve a double-fill. Currently, the HR director can approve a double fill up to 30 business days prior to requiring Common Council approval. The revision extends this period to 90 business days. 2) Authorizes the HR director and Finance Director to approve certain position modifications and/or reallocations within the same compensation group, if the modification meets specific criteria (as defined in section 3.A.4). The fiscal impact of the above changes will be monitored through the semi-annual budget projection process. It is anticipated that most agencies will be able to absorb the cost of double fills and position reallocations within their base budget without requiring an additional appropriation. If an appropriation is required to cover a budget deficit, this will be included in a separate resolution.

No additional appropriation is required to adopt the proposed updates.

Title

Adopting revisions to the City of Madison Personnel Rules to modernize related policies for improved flexibility,

accessibility, transparency and efficiency of HR practices in conjunction with Results for America Fellowship focusing on creating quality jobs.

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 the Personnel Rules are required to be reviewed and updated at least every five (5) years, and

Whereas, the current 2018 version of the Personnel Rules contains outdated gendered language and terminology updates, and

Whereas the City of Madison Human Resources was awarded a fellowship with Results for America to participate in the public sector quality jobs cohort and focused on the City's Personnel Rules five year review and update as the fellowship project, and

Whereas City of Madison employee associations and various staff actively engaged in work teams and focus groups to review and rewrite the sections of the Personnel Rules, and

Whereas the Summary of Major Changes document highlights the proposed updates and improvements to the Personnel Rules, and

Whereas proposed revisions to the Personnel Rules provide additional structure for board operations, promotes flexibility and accessibility for recruitment and classification processes, enhances communications with staff about HR processes, expands the ability to use trainee designations, and updates to layoff and furlough language to align with handbook practices.

Whereas revisions include an expansion the HR Director and Finance Director's authority to authorize simplified position changes and reallocations within predefined parameters without additional legislative approvals, and

Whereas, all the proposed updates are made with equity considerations and to further advance our workforce demographics to better reflect the community in which we serve, and

Whereas, the Personnel Board has reviewed and recommended adoption of updated City of Madison Personnel Rules, revised 2023, a copy of which is attached.

Now therefore be it resolved that the Common Council approves and adopts the City of Madison Personnel Rules, revised 2023.

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