Legislation Details (With Text)

File #:	86618	**Version:**	1	**Name:**	Adopting revisions to the City of Madison Personnel Rules for correction and update.
Type:	Resolution			**Status:**	Passed
File created:	1/7/2025			**In control:**	Human Resources Department
On agenda:	1/14/2025			**Final action:**	1/28/2025
Enactment date:	2/3/2025			**Enactment #:**	RES-25-00066

Title: Adopting revisions to the City of Madison Personnel Rules for correction and update.

Sponsors: Director of Human Resources

Indexes:

Code sections:

Attachments: 1. Personnel Rules Revised Final 1-2025.pdf

Date	Ver.	Action By	Action	Result
1/28/2025	1	COMMON COUNCIL	Adopt Unanimously	Pass
1/21/2025	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
1/17/2025	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
1/14/2025	1	FINANCE COMMITTEE	Referred	
1/14/2025	1	COMMON COUNCIL	Referred	
1/7/2025	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The resolution adopts revisions to the City of Madison Personnel rules to correct a typographical error and update terminology.

The Personnel Rules were last updated in 2024 (Legistar File 81367, RES-24-00168). This included authorization for the HR Director and Finance Director to approve certain position modifications and/or reallocations within the same compensation group, if the change meets certain criteria (as defined in section 3.A.4., Authorized Administrative Adjustments). This was reauthorized in the 2025 adopted budget (Legistar File 85776, RES-24-00657).

One of the conditions for administrative approval is: “There is less than a 0.2 increase in FTE, no change in FTE, or a reduction of FTE.” This resolution makes the following change to the condition: “~~less~~ no more than a 0.2 increase in FTE.” Per Human Resources, this was the original intent of the 2024 Personnel Rules update, but was incorrectly written in the draft.

As noted in RES-24-00168, the fiscal impact of administrative approvals will be monitored through the semi-annual budget projection process. It is anticipated that most agencies will be able to absorb the cost of administrative adjustments within their base budget without requiring an additional appropriation. If an appropriation is required to cover an agency budget deficit, this will be included in a separate resolution.

The second update is to change the terminology of “Classification Change Worksheet” to Position Classification Worksheet” in the section related to Position Studies. This change reflects updated terminology. There is no fiscal impact associated with this change.

Title

Adopting revisions to the City of Madison Personnel Rules for correction and update.

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 2024 Personnel Rules revisions included 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, the language under Authorized Administrative Adjustment section includes one typographical error which inadvertently modified the intended interpretation of the pre-defined parameters; and

Whereas, the language under Authorized Administrative Adjustment section item d. is updated to read, "d. There is no more ~~less~~ than a 0.2 increase in FTE, no change in FTE, or a reduction of FTE."; and

Whereas, outdated language related to Classification Change Worksheets should be updated to Position Classification Worksheet; and

Whereas, these revision make it necessary to update the Personnel Rules at this time; and

Now therefore be it resolved that the Common Council approves and adopts the outlined revisions and update the City of Madison Personnel Rules accordingly.