

**SUBJECT:    TRAINEE APPOINTMENT BENEFITS**

Purpose: The purpose of this procedure is to clarify an employee's eligibility for benefits while on a Trainee appointment.

Authority: The Human Resources Director shall have the responsibility and authority to implement this procedure.

Background: Madison General Ordinance 3.37 provides for Trainee appointments. Permanent City employees, so appointed, retain their permanent civil service status and all resultant benefits. Others appointed pursuant to Madison General Ordinance 3.37 shall not obtain civil service status until they complete a probationary period in an objective class, but shall be eligible for "fringe benefits, provided by the Madison General Ordinances and civil service rules." Since the Ordinances do not specifically articulate a Trainee's eligibility for benefits in the body of Ordinances, this Administrative Procedure Memorandum shall establish pertinent benefit eligibility parameters and guidelines, as may be required for implementation.

Note: Chapter XIV of the Personnel Rules addresses salary and other pertinent Trainee status issues.

Discussion: The apparent intent of Madison General Ordinance 3.37 is to align Trainee benefits with other employees in pursuit of permanent status, i.e., to neither penalize nor enrich them based on their Trainee appointment status in permanent City positions. When the Ordinances refer to "permanent" City employees, typically it suggests that said employees have completed a probationary period (normally six months). Although Trainees do not complete probationary periods per se, there is some presumption of continuity after six months of successful employment.

Policy: It is the City's policy to provide all fringe benefits to Trainee status employees comparable to those provided permanent employees. For those fringe benefits which commence after completion of a probationary period, Trainee status employees shall so qualify and establish on-going eligibility after six months in the position.

Nothing in this policy shall be construed to afford the Trainee permanency and/or associated employment rights.

This policy shall be applied prospectively.

  
Paul R. Soglin  
Mayor

APM No. 2-24  
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