



Police Department

Edward A. Flynn
Chief of Police

December 7, 2010

The Board of the
Fire and Police Commissioners
200 E. Wells St., Room 706
Milwaukee, WI 53202

Dear Commissioners:

Attached is my proposed 2011 Furlough Guidelines for the Milwaukee Police Department as well as proposed 2011 Furlough Forms that I intend to have each member fill out and return to my office.

These guidelines are consistent with the guidelines as set forth by the City for the 2011-year.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:ac

MILWAUKEE POLICE DEPARTMENT MEMORANDUM

Date: December 7, 2010

TO: District/Division/Bureau Commanders

FR: Edward A. Flynn
Chief of Police



RE: 2011 Furlough Day Guidelines

PLEASE READ CAREFULLY AND RETAIN FOR REFERENCE

Approved furlough days by the City of Milwaukee for 2011 are Monday, April 25th; Friday, May 27th; Friday, July 1st; and Friday, September 2nd.

All civilian and non-represented management members are required to take four furlough days in 2011. Unless operationally necessary, civilian members should be scheduled to take their furlough days on the above listed days.

The following procedure regarding the distribution and return of the 2011 Furlough Days Forms will be as follows:

- A 2011 Furlough Day Form (attached) will be generated for each affected active member. These forms will be in location order, and sent to the respective Assistant Chiefs' office.
- These forms will be distributed from the Assistant Chief's Office to the respective work locations.
- Locations will have until December 20, 2010, to assign furlough days to their members. Members are **required** to sign the 2011 Furlough Day Form. The signature on the form only indicates that the members have been notified of their dates of furlough.
- Locations will mark "Leave of Absence" on all forms for members currently on leave of absence. If members are anticipating a leave of absence in 2011, locations will schedule furlough days around the leave of absence.
- Locations will make two copies of the 2011 Furlough Form. One will be given to the member for their personal records, and one copy will be placed in the members Personnel folder at each District or Bureau.
- Locations will return ALL forms (at the same time) to the respective Assistant Chief's Office on or before December 28, 2010. For example, District Two will collect forms from all four shifts and turn them ALL in on or before the due date.

- Once these forms have been returned, a check will be conducted to make sure that all forms for a location are present; then they will be sent to the Payroll Section by Tuesday, January 4th, 2011. This will give the Payroll Section adequate time to create a spreadsheet for auditing purposes by the end of Pay Period #1.
- Commanders will ensure that all members of their locations who are scheduled for furlough days during a pay period will be carried as Earn Code FRL and Program Code 9900 on their biweekly timecard.
- Commanding officers will note the furlough days for members who are transferred to their location by locating the 2011 Furlough Day Form in their personnel jacket, and ensure that the transferred members takes furlough days according to the original furlough form.
- The Payroll Section will only process charges to furlough days when an approved Departmental memo reaches the Payroll Section. Only the Assistant Chiefs can approve these changes. Email changes will not be accepted.
- The only acceptable reasons for furlough changes are: death-in-family, short-term military leave, and shortages of staffing requirements as assessed by the work location's Commanding Officer.
- Overtime is not allowed on scheduled furlough days.
- It is the responsibility of the Commanding Officers to ensure that all members take their mandatory furlough days chosen by the employee by the end of the fiscal year, December 24, 2011. Payroll will notify locations of newly appointed members and members returning from a leave of absence and the number of furlough days they are required to take.
- Civilian members hired between December 26th, 2010 and March 31st, 2011, are required to take 4 mandatory furlough days for 2011. Members hired between April 1st and June 30th, are required to take 3 mandatory furlough days for 2011. Members hired between July 1st and September 30th, are required to take 2 mandatory furlough days for 2011, and members hired between October 1st and December 24, 2011, are required to take 1 mandatory furlough day for 2011.
- On the last Friday of each pay period, the Payroll Section will send out one (1) email reminding locations of all employees who are scheduled to take furlough days in the next pay period. This e-mail will be sent out to all supervisors between the rank of Assistant Chief and Police Lieutenant. Commanders are responsible that the lists are followed. The Payroll Section should be notified of any problem on the list
- For all members, pension contributions are not decreased during periods in which furlough days are taken. Accruals for sick time and vacation time are not decreased during pay periods in which furlough days are taken; furlough days do not disqualify any member from SLCIP days.