BE A FORCE

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
http://www.milwaukee.gov/police

Edward A. Flynn
Chief of Police

(414) 935-7200

January 6, 2015

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

Dear Commissioners:

Attached is my proposed 2015 Furlough Guidelines for the Milwaukee Police Department. These guidelines are consistent with the guidelines as set forth by the City for the 2015-year.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

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MILWAUKEE POLICE DEPARTMENT
MEMORANDUM

Date: January 6, 2015

TO: District/Division/Bureau Commanders

FR: Edward A. Flynn
Chief of Police

RE: 2015 Furlough Day Guidelines

PLEASE READ CAREFULLY AND RETAIN FOR REFERENCE

In 2015 **all sworn MPD members** are required to take three furlough days.

- Commanding Officers are responsible for the scheduling of furlough days for all members under their command in accordance with their current practice.

- At least one furlough day is to be taken each trimester. Members may elect to take furlough days earlier than one a trimester, but under NO circumstances are furlough days to taken later than the below listed schedule.

  - 1 furlough day **MUST** be taken between December 21, 2014 and April 25, 2015
  - 1 furlough day **MUST** be taken between April 26, 2015 and August 29, 2015
  - 1 furlough day **MUST** be taken between August 30, 2015 and December 19, 2015

- Any member eligible for a SLCIP day and who also desires a "zero impact" payroll check, should take their SLCIP day as "Pay" and then schedule one of their three 2015 furlough days during the following periods of time:

  - Pay Period 2, 2015 (January 4th through January 17th)
  - Pay Period 11, 2015 (May 10th through May 23rd)
  - Pay Period 20, 2015 (September 13th through September 26th)

- Commanding Officers are responsible for the scheduling of furlough days for any member either going off the payroll on a leave of absence or returning from a leave of absence. Members taking approved unpaid leaves must still take the same amount of required days for 2015. Furlough days cannot be scheduled during an unpaid period.

- Commanding officers are responsible for making sure that any members transferred to their location during the year takes the required amount of furlough days for 2015.

- New hires will be required to take furlough days according to the following chart:

  - Any member hired between December 21, 2014 and April 25, 2015 must take 3 furlough days for 2015.
  - Any member hired between April 26, 2015 and August 29, 2015 must take 2 furlough days for 2015.
  - Any member hired between August 30, 2015 and December 19, 2015 must take 1 furlough days for 2015.

- The only type of overtime authorized on a furlough day is as follows:

  - Brewers Administration
  - Brewers Traffic
  - Brewers Ballpark
  - Bradley Center (MPD O&M Work Number OT)
  - Mandated court appearances, i.e. subpoena

- 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.

- 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.

- Pay adjustments will be done in Pay Period 2 of 2016 for any member not taking the required furlough days in 2015.