

## **2012 City of Milwaukee Furloughs - Summary of Operational Details**

### **Department of Employee Relations**

Section 350-116 of the Milwaukee Code of Ordinances authorizes the implementation of mandatory furloughs for city officials and most city employees. This document summarizes the 2012 City of Milwaukee Operational Details to implement mandatory furloughs on:

- Monday, April 9, 2012
- Friday, May 25, 2012
- Friday, August 31, 2012

In general, mandatory furloughs will apply to all city officials and most employees independent of funding source. The implementation plan for mandatory furloughs across City departments is summarized below:

**CABINET DEPARTMENTS:** are required to comply with the mandatory furlough schedule as presented above. Departments may, however, identify employees staffing key functions who will be required to work during the aforementioned days but will be scheduled for four mandatory furlough days as determined by the appointing authority before the end of the 2012 fiscal year. In addition, a limited number of positions have been identified as furlough ineligible given departmental operations and business needs.

**NON-CABINET DEPARTMENTS:** are required to comply with mandatory furloughs but retain the flexibility of determining when employees will be furloughed based on operational needs. This includes implementing a different mandatory furlough schedule for the entire department or staggering furlough days for furlough-eligible employees. The four mandatory furloughs days must be scheduled before the end of the 2012 fiscal year.

**PROTECTIVE SERVICE DEPARTMENTS:** Furloughs for furlough eligible personnel in the Fire and Police Departments are to be scheduled in a manner designed to minimize the disruption to department operations and public safety. A furlough implementation plan must be submitted to the Fire and Police Commission.

*MPD: Civilian personnel will serve 3 days of mandatory furlough to be scheduled by the Chief before the end of the fiscal year.*

*MFD: Civilian personnel will serve 3 days of mandatory furlough to be scheduled by the Chief before the end of the fiscal year.*

#### **FURLOUGH-ELIGIBILITY CLASSIFICATIONS**

The number and type of positions identified under each “furlough eligibility” category is subject to change based on business needs and service delivery considerations in place during a mandatory furlough week. In addition to positions identified as furlough-eligible/must-report, City departments will ensure “on-call” personnel is available to respond to emergencies during the scheduled mandatory furlough days.

**Furlough-Eligible –(FE)** employees who occupy positions which have been identified as furlough eligible, and who are subject to furlough provisions applicable to their respective department. All City of Milwaukee employees who are identified as furlough-eligible will be subject to mandatory furlough days in 2012 to be served as described above or scheduled, in a manner to be determined by the department head, in 8- hour increments before the end of the fiscal year.

**Furlough-Eligible/Must Report-(FEMR)** employees who occupy positions that have been identified as

furlough-eligible and who would normally be furloughed on the designated City mandatory furlough days, but who are required to work because of business necessity. Employees who are FEMR will be required to serve three days of mandatory furlough time, in increments of 8 hours, to be scheduled in a manner to be determined by the department head, before the end of the fiscal year.

The following is a list of FEMR positions as identified by operating departments in preparation for mandatory furloughs in 2012.

#### **DPW ADMINISTRATION**

- *Two to three Call Center Communications Assistants.*
- *Tow Lot: 1 Tow Lot Manager, 1 Tow Lot Assistant Manager, 1 Vehicle Salvage Supervisor, and 1 Tow Lot Supervisor*
- *City Hall Operators (number to be determined by DPW-Admin)*
- *1 Parking Meter Technician*
- *Night /Day parking enforcement.*

#### **DPW OPERATIONS**

- *2 Urban Forestry Technicians, 1 Nursery Specialist, 1 Urban Forestry Crew Leader*
- *3 Vehicle Service Technicians, 1 Tire Worker, 1 Equipment Parts Assistant*

#### **DPW INFRASTRUCTURE SERVICES**

- *Electrical Service response (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shift response for lighting services and Digger Hotline field locating services): 1 Electrical Services Manager, 10 Electrical Mechanics, 8 Electrical Workers, 2 Utility Workers, 4 Laborers-Electrical Service*
- *Transportation/Central Drafting (Diggers Hotline response): 1 Engineering Drafting Technician IV, 1 Engineering Drafting Technician II.*
- *Construction Management (inspection of active, on-going construction projects by Public Works Inspectors): 35 Public Works Inspectors, 1 Civil Engineer V, 2 Management Civil Engineer Senior*
- *Bridge Openings: 14 Bridge Operators and 3 Bridge Operator Lead workers*
- *Sewer Maintenance: 1 crew of a Sewer Investigator and Sewer Investigator Helper for day shift and 1 crew for second shift. The second shift crew will be on-call for the third shift.*

#### **HEALTH DEPARTMENT**

- *1 Virologist to work in the laboratory.*
- *1 Public Health Nurse (2 hours to administer medication to TB clients)*
- *1 Custodial Worker at Northwest Health Center to staff building when state employees are working.*

#### **MILWAUKEE PUBLIC LIBRARY**

- *1 Custodial Worker to staff facilities when MCFLS employees are working. Other personnel may be scheduled on an as needed basis if contractors are working in the building.*

#### **DEPARTMENT OF NEIGHBORHOOD SERVICES**

- *3 to 4 trades inspectors (plumbing, electrical, construction)*

#### **PORT**

*If ship is scheduled to arrive during a furlough week, the following individuals will be scheduled to work: 1 Operations Manager, 1 Facilities Supervisor, 3 Port Maintenance Technicians, 2 Harbor Crane Operators, 1 Port Mechanic.*

**Furlough-Ineligible** – (FI) a position with assigned duties which must be performed on the scheduled mandatory furlough days. Employees occupying such positions are subject to working on the scheduled furlough days and will not be required to serve mandatory furlough time.

#### MILWAUKEE FIRE DEPARTMENT

Members of Local 215 Milwaukee Professional Firefighter Association and Fire Equipment Dispatchers are furlough ineligible.

#### MILWAUKEE POLICE DEPARTMENT

Members of the Milwaukee Police Association (MPA) and the Milwaukee Police Supervisors Organization (MPSO) are furlough ineligible.

#### DEPARTMENT OF PUBLIC WORKS

Tow Lot represented employees are also classified as furlough-ineligible. Tow Lot services involving payment of citations and retrieval of vehicles would be greatly impacted, even with staggered mandatory furloughs of represented employees.

*Tow Lot Assistant IV (2)*

*Tow Lot Crew Leader*

*Tow Lot Assistant III (7)*

*Tow Lot Attendant (11 regular, 2 auxiliary)*

#### MILWAUKEE WATER WORKS

Water treatment plant operations and distribution system emergency response are critical functions that cannot be suspended. This list of “furlough ineligible” positions represents minimum staffing levels. With rotating shifts schedules there are insufficient number of opportunities to furlough these employees without having to replace them on overtime. The administrative burden associated with monitoring, scheduling and rescheduling furlough days is not cost-effective for this limited number of employees and the risk to operations is too great.

- *1 Water Chemists x 3 shifts*
- *2 Water Chemist 1<sup>st</sup> Shift*
- *4 Senior Water Treatment Plant Operators x 3 shifts*
- *2 Water Treatment Plant Operators x 3 shifts*
- *1 Water Systems Operator x 3 shifts*
- *1 Communications Assistant V x 3 shifts*

#### CALL CENTER

All non-management positions.