



DEPARTMENT OF EMPLOYEE RELATIONS

Revision Date: January 2022

VOLUNTARY FURLOUGH PROGRAM

January 2022

BACKGROUND AND GENERAL INFORMATION

A voluntary furlough program was implemented mid-year 2021. This program will allow general city employees to elect to use up to two (2) days of voluntary furlough time at their choosing. This time will need to be scheduled in advance with the approval of department management.

DEFINITIONS

Cabinet Departments – departments under the direction of a public official appointed by the Mayor per provisions 62.51 of the Wisconsin State Statutes.

Non-Cabinet Departments – City Clerk’s Office, City Attorney, City Treasurer, Comptroller, Municipal Court, Employee’s Retirement System.

Protective Service Departments – the Milwaukee Police and Fire Departments.

Creditable Service – membership service for which credit is allowed under the City Charter for retirement purposes. The Pension Board determines how much service in any years is equivalent to one year of creditable service.

FLSA-Exempt Employee – an individual designated by DER as being employed as bona fide executive, administrative, professional or computer employees, as defined by the Fair Labor Standards Act (FLSA). FLSA-exempt employees are paid on a “salary basis”. This requires that the exempt employee receive his or her entire salary for any work week in which he or she performs any work.

FLSA-Non-Exempt Employee – an employee who is entitled to be paid for all actual hours that he/she is required or permitted to work, including overtime hours.

I. APPLICABILITY

All city officials and most employees will be eligible to elect to use voluntary furloughs as specified under Common Council file 201304. The Department of Employee Relations and the Budget and Management Division are responsible for developing furlough operational details and policy guidelines necessary to administer the implementation of the voluntary furlough policy.

The implementation of voluntary furloughs across City departments as delineated below:

- 1.1 **CABINET and NON-CABINET DEPARTMENTS:** regularly appointed general city employees. This includes all full time and part-time employees (furlough time will be pro-rated based on normal work schedule).

- 1.2 PROTECTIVE SERVICE DEPARTMENT, sworn represented staff shall not be eligible for the voluntary furlough program.

II. PAY AND SALARY CONSIDERATIONS

- 2.1 Overtime and Compensatory Time
The terms and conditions describing overtime and compensatory time contained in the Milwaukee Code of Ordinances will apply. Furlough time will count as hours worked.
- 2.2 Salary Anniversary Date/Salary Advancement Date
Will not be changed or adjusted as a result of the furlough time. In determining the completion of each year of service, furlough time shall be regarded as being regularly at work.

III. BENEFIT CONSIDERATIONS

- 3.1 Benefits Service Date
An employee's benefits service date shall not be changed due to furlough days.
- 3.2 Employee Benefits
Health, dental, vision, life, long-term disability insurance, and other voluntary benefits will be unaffected by furlough time.
- 3.3 Retirement Benefits
Time spent on voluntary furlough will not reduce a member's service credit or the member's final average salary.
- 3.4 Sick Leave Accrual
An employee's eligibility to accrue sick leave will not be affected by the implementation of the furlough.
- 3.5 Sick Leave Incentive
An employee's eligibility for a sick leave incentive control day or pay will not be affected by the implementation of furlough reduced hours due to a work-share plan.
- 3.6 Vacation
In calculating vacation eligibility and accrual, furlough time shall be considered as time of active service.

IV. RECORDKEEPING AND PAYROLL CONSIDERATIONS

- 4.1 Record-keeping for all employees on furlough time. All employees who are furlough time must be recorded on the time-entry system under the FRV pay code.

V. GENERAL CONSIDERATIONS

- 5.1 Seniority Date
Furlough time does not constitute a break in service; therefore, there will be no adjustment to an employee's seniority date.