



Department of Employee Relations

John O. Norquist
Mayor

Florence Dukes
Director

David Heard
Fire and Police Commission
Executive Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Director

July 23, 2003

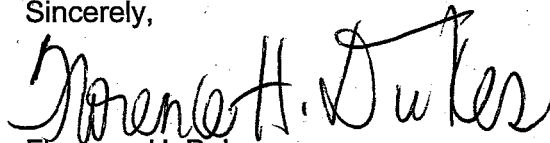
To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members:

Re: Common Council File Number 030325

For your information, attached is a new Employee Placement Policy which supports the City of Milwaukee Employee Placement Program. This policy was approved by the City Service Commission on July 22, 2003.

Sincerely,



Florence H. Dukes
Employee Relations Director

FHD:pb

Attachment



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To: The Board of City Service Commissioners
From: Florence Dukes, Employee Relations Director
Date: 7/1/2003
Re: Adoption of New Employee Placement Policy

The Common Council has requested and funded an initiative approved by the Mayor of the City of Milwaukee to develop an Employee Placement (EP) program to assist City employees whose positions are impacted by fiscal challenges. The services provided by this EP program will include internal and external efforts. Internal services will include placing employees on reinstatement lists and encouraging departments to hire laid-off individuals. External services to be provided include but are not limited to job searching skills, counseling, and outplacement assistance provided by a consultant yet to be determined.

It is, therefore, recommended that the Commission adopt the enclosed EP policy. Adoption of this new policy will support and strengthen implementation of this new EP program.

If you have any questions regarding this proposed policy please contact Stephen Smith at 414.286.3381

DEPARTMENT OF EMPLOYEE RELATIONS



New Policy

July 1, 2003

Employee Placement Program

— Summary —

Serious fiscal challenges for the City of Milwaukee result in budget reductions and the loss of permanent positions. Employees identified as being potentially at-risk for layoff due to budget reductions are included in an Employee Placement (EP) Program. Employees in the EP Program are given special consideration for City vacancies and other assistance to support their pursuit of re-employment.

Description

Employee Placement (EP) Program for employees at-risk for layoff due to budget reductions.

Relentless fiscal challenges result in the loss of jobs filled by City employees. It is the policy of the City to provide support and assistance for affected employees through an EP Program. The content, scale and scope of an EP Program will vary from year to year. However, the basic concept will be to help employees that are identified as being potentially at-risk for layoff with the process of finding re-employment.

The goal of the EP Program is to minimize the number of employees laid-off. Pro-active efforts to retain loyal employees are philosophically and economically desirable. Successful retention and placement efforts are not only good for morale but also save training and unemployment compensation costs.

DER staff members will make every effort to maximize the availability of EP participants for consideration by Departments. Whenever possible, internal promotional recruitments that include EP participants should be conducted versus external recruitments. If a particular staffing process has not been completed and an EP participant can reasonably still be included in the process, it may be done. DER staff will encourage City managers to give preference to EP participants when filling vacancies.

EP participants will be placed on reinstatement lists and certified in accordance with City Service Commission Rules. The availability of existing eligible lists shall not preclude consideration of EP Program employees on reinstatement lists who are eligible for appointment. Participants will be also encouraged to be on as many other staffing resource lists as possible (e.g., transfer lists and eligible lists).