

2009 City of Milwaukee Furlough Initiative - Summary of Operational Details
Common Council File #090043 EXHIBIT B
DER/DOA-Budget and Management Division
June 11, 2009

Common Council File #090043 authorizes the implementation of two mandatory furlough days for city officials and most city employees. If the file is approved by the Common Council, the City will implement a mandatory furlough program that includes a shutdown of most City services on July 2 and September 8, 2009. This document summarizes the operational details associated with the implementation of this initiative across City of Milwaukee departments. The number and type of positions identified under each "furlough eligibility" category is subject to change based on business need, service delivery considerations or provisions of applicable Memorandum of Understanding (MOU) between the City and its labor unions.

Furlough-eligible functions have been identified by body of work. Most employees will be subject to the mandatory furlough on the days identified above while some employees will be subject to two days of delayed-mandatory furloughs to be scheduled in increments of 8 hours by the department head before the end of the 2009 fiscal year.

In general, mandatory furloughs will apply to all city officials and most employees independent of funding source. Furthermore, employees will not be allowed to substitute paid leave for mandatory furlough time except as otherwise allowed under applicable MOU's between the City and its labor unions. The implementation of mandatory furloughs across City departments is summarized below:

CABINET DEPARTMENTS: will comply with the mandatory furloughs scheduled for 07/02/09 and 09/08/09 for most employees. However, some employees staffing key functions will be required to work during the aforementioned days but will be scheduled for two mandatory furlough days as determined by the appointing authority or his/her designee before the end of the 2009 fiscal year.

NON-CABINET DEPARTMENTS: retain the flexibility of determining when employees will be furloughed. This includes implementing a different mandatory furlough schedule for the entire department or staggering delayed furlough days for furlough-eligible employees. The mandatory furloughs must, however, be implemented in 8-hour increments before the end of the fiscal year. Most non-cabinet departments have indicated that they will comply with the City-wide shut down on July 2, 2009 and September 8, 2009. The Municipal Court has decided to schedule the second mandatory furlough day on Friday, September 4, 2009 to minimize disruption in operations.

PROTECTIVE SERVICE DEPARTMENTS: The Chief of Police and the Fire Chief shall identify furlough-eligible and furlough-ineligible civilian and sworn positions to be scheduled for two 8-hour time periods of unpaid time off in a manner designed to minimize the disruption to department operations, maintain appropriate public safety/law enforcement resources and personnel, and avoid additional overtime or related expenditures.

FURLOUGH-ELIGIBILITY CLASSIFICATIONS

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 and/or applicable provisions of MOU's between the City and its labor unions. All City of Milwaukee employees who are identified as furlough-eligible will be subject to two mandatory furlough days in 2009 to be served on July 2, 2009 and September 8, 2009 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 two days of delayed 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.

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 are not required to serve two days of delayed mandatory furlough time. These positions are identified taking into account public safety concerns, areas impacted by a significant staffing shortage, and/or other service delivery considerations. *Note: The Mayor has requested that all unions representing furlough-ineligible employees agree to a comparable 16-hour reduction in salary.*

FURLOUGH-ELIGIBLE/MUST REPORT (FEMR)

DEPARTMENT OF PUBLIC WORKS:

- Garbage collection force of 169 workers: 77 cart collection routes (154 workers), 3 rear load routes (6 workers), 4 front load routes (4 workers), 5 designated date recycling routes (5 workers).
- 1 City Hall Operator
- Night parking enforcement, for the period that ends at 5:00 a.m. on July 3; and for the period that ends at 5:00 a.m. on September 9. Day parking enforcement.
- Electrical Service response (2nd and 3rd shift response for lighting services): 1 Electrical Services Manager, 7 Electrical Mechanics, 3 Electrical Workers, 2 Utility Workers, 2 Laborers-Electrical Service
- Construction Management: inspection of active, on-going construction projects by Public Works Inspectors: 35 Public Works Inspectors, 2 Management Civil Engineer Senior, 1 Civil Engineer III, and 1 Office Assistant III
- Bridge Openings: 14 Bridge Operators and 3 Bridge Operator Lead workers
- Fleet Maintenance Staff of 13 workers: 2 Dispatchers, 4 Field Service Mechanics, 6 second shift Vehicle Services Technicians, and 1 broom to sweep Summerfest and downtown area.
- 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.
- Tow Lot: 1 Tow Lot Manager, 1 Tow Lot Assistant Manager, 1 Vehicle Salvage Supervisor, and 1 Tow Lot Supervisor

WATER WORKS:

Minimum staffing for Water Works treatment plant operations and minimum staffing for Water Works distribution system control to include:

- 2 Water Chemists x 3 shifts
- 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
- 1 Water Distribution Utility Investigator x 3 shifts
- 1 Water Distribution Laborer x 3 shifts

Note: Additional represented employees will be "on call" to respond to water main breaks.

CITY ATTORNEY: parking citation review function

- 1 Assistant City Attorney and 1 Legal Office Assistant on July 2, 2009

HEALTH DEPARTMENT:

July 2, 2009 (4 staff members), *September 8, 2009 (3 staff members)*

- 1 Environmental Health Specialist to work at Summerfest.
- 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 federal employees are working.

MILWAUKEE PUBLIC LIBRARY:

- 2 Custodial Workers to staff facilities when MCFLS employees will be working.

DEPARTMENT OF NEIGHBORHOOD SERVICES:

On July 2, 2009 for pre-shoot fireworks inspections, electrical and plumbing for festival and structural and electrical hazards emergency calls.

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

PORT:

If ship is scheduled to arrive during the 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

MILWAUKEE POLICE DEPARTMENT:

To be identified at the discretion of the Chief.

MILWAUKEE FIRE DEPARTMENT:

To be identified at the discretion of the Chief.

DEPARTMENT OF PUBLIC WORKS:

Tow Lot represented employees. The Tow Lot is already scheduled to be closed for July 3-4 and Sept. 7-8 in accordance with City holidays. 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)

NOTE: In addition to positions which have been identified as FEMR, City departments will ensure appropriate "on-call" personnel will be available to respond to emergencies during the shut-down.