



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteaugudo
Director

Renee Joos
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

May 1, 2018

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

Dear Committee Members:

Re: Common Council File #171922

As a follow-up to the request made by Alderwomen Lewis at the Finance and Personnel Committee meeting held on April 11, 2018 the following is a summary of review of submitted departmental work rules for whistleblower type language. The following are the departments/divisions that submitted copies of their work rules:

Assessor's Office
City Clerk
City Attorney
Comptrollers
Deferred Compensation
Department of Administration – Budget and Management Division
Department of Administration – Office of Small Business Development
Department of Administration – Purchasing Division
Department of City Development
Department of Employee Relations
Department of Neighborhood Services
Department of Public Works
Election Commission
Employees' Retirement System
Fire and Police Commission
Milwaukee Fire Department
Milwaukee Health Department
Milwaukee Police Department
Milwaukee Public Library
Municipal Court
Office of the City Treasurer
Port of Milwaukee
Redevelopment Authority of the City of Milwaukee

Attached, as Appendix A, are the excerpts from the departmental work rules that may be considered as questionable language as far as reporting an issue outside of the department. Of the twenty three submitted work rules only seven have language that might be questionable language.



All departments will be instructed to, either remove current language and replace it, or to include language which indicates that employees who suspect misconduct, misuse or abuse of property or any violation of policy, rule, law, or ordinance should report it to the appropriate authority or the Department of Employee Relations, the Fire and Police Commission (when applicable), or the City's fraud, waste, and abuse hotline.

If you have any additional questions please do not hesitate to contact me at x3371.

Sincerely,



Nicole M. Fleck
Labor Negotiator

NMF
171922_F&P_WorkRuleReview_follow-up_4-30-2018
labr/2018/CC_F&P_Files



APPENDIX A

Work Rule Provisions

City Clerk's Office:

Dispute Resolution. Any conflict or dispute relating to the administration of these rules or other personnel policies of the City Clerk's Office or the City of Milwaukee shall first be addressed to the employee's division manager, and subsequently may be appealed to the City Clerk.

Department of City Development:

Conflict Resolution Procedure

Employees are encouraged to discuss any work-related problem with management at any time. In most cases, employees should talk to their immediate supervisor first. If you are not satisfied with your supervisor's response, or if you are uncomfortable going to your supervisor with your problem, DCD has designated the Personnel Officer to serve as a facilitator and problem solver. The Personnel Officer is available to help any employee with any work-related problem, concern, or issue.

Department of Public Works:

Chain of Command

Employees are required to follow the chain of command by first contacting their immediate supervisor when they have concerns, suggestions, grievances, or other issues. If an issue requires immediate attention and their immediate supervisor is not available, the employee is to speak with the next supervisor in line. Deviation from the chain of command is a violation of the rules of conduct. If the source of the conflict is the immediate supervisor an alternative management contact will be permitted.

Employees' Retirement System:

You may always direct any concerns you have to your supervisor, the Director, or the Deputy Director.

Milwaukee Fire Department:

Employees are not to furnish information relative to the business or affairs of the department, except as required by law or as authorized by the Chief. Requests for information are to be referred to the Office of the Chief for clearance, through the chain-of-command. The release of information, or discussion detrimental to the welfare of the department, is considered a violation of department rules.

RACM:

Conflict Resolution Procedure

Employees are encouraged to discuss any work-related problem with management at any time. In most cases, employees should talk to their immediate supervisor first. If you are not satisfied with your supervisor's response, or if you are uncomfortable going to your supervisor with your problem, RACM has designated the Personnel Officer to serve as a facilitator and problem solver. The Personnel Officer is available to help any employee with any work-related problem, concern, or issue.

Treasurer:

Department Organizational Structure and Lines of Authority

All employees shall respect the department's organizational structure and the lines of authority within their respective divisions. Employees are to direct all questions or concerns on work related matters (i.e.: employee work rules, job assignments, staff work schedules, payroll and leave issues, and grievances) to their immediate supervisor. Immediate supervisors are to bring matters of serious concern to the attention of the Deputy City Treasurer or City Treasurer as required.