



Fire and Police Commission

Griselda Aldrete
Executive Director

Nelson Soler
Chair

Angela McKenzie
Vice-Chair

Ann Wilson
Steven M. DeVougas
Fred Crouther
Everett Cocroft
Raymond Robakowski
Commissioners

Memorandum

To: Nelson Soler, Chair
Griselda Aldrete, Executive Director

From: Jack McNally, Compliance Auditor

Date: 10/27/2020

RE: Review of SOP 010 – Absences

Number – Title:

General Order 2020-XX; Amends 2018-04
Absences

Proposed Implementation Date:

November 16th, 2020

Recommendation of Reviewer:

- Administratively Approve by Chair and Executive Director
- Place on a Regular Meeting Agenda
Next Meeting Date:
- Administratively Deny by Chair and Executive Director
Rationale:

Standard Operating Procedure 010 outlines the administrative procedures for various absence related situations.

The change now sought by MPD is characterized as a response to recent policy changes implemented on a City-wide level. On October 15th, 2020 a notice was circulated among City departments, publicizing Common Council File #191473, which amended Chapter 350-37 of the City Code. The change permits employees to use sick leave to care for not only themselves but also to care for an immediate family member as defined by the FMLA guidelines, which includes an employee's spouse, child, or parent. An additional change resulting from this Common Council action amends Chapter 350-237 of the City Code in relation to seasonal laborer leave accrual and vacation time usage, but this change is not relevant here.

Analysis

This proposed change would add language to 010.45 (B), memorializing the ability of civilian employees to substitute accrued sick leave for their own serious health condition or for the serious health condition of an immediate family member, defined as a spouse, child, or parent. This change applies to civilian members only, as the process for sworn members is governed by their specific bargaining



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agreement. Additional language is also added to 010.45 (F(1)), as well as 010.50 (B(1) and (2)), to reference the ability of civilian members to, upon following absence notification procedures, utilize their absence from work to care for family members.

Conclusion

This amendment is the direct result of guidance provided to the department by the Labor Negotiator and in accordance with Common Council action. It is a response to the pandemic and is intended to make the procedures for caring for sick family members more accessible to employees. Generally speaking, this change would expand employees' ability to meet their own health challenges as well as those of immediate family members. Given the guidance from the Labor Negotiator and the legal guidance provided to the Council prior to passage of this file, it would be appropriate to Administratively Approve this amendment.