City of Milwaukee
Health Department

Employee Handbook

November, 2012
# City of Milwaukee Health Department Employee Handbook
## Table of Contents

**Commissioner’s Welcome** ........................................................................................................... 5
**Disclaimer** ................................................................................................................................. 5

### Employment Policies and Procedures .................................................................................. 6
- Americans with Disabilities Act (ADA) and Wisconsin Fair Employment Act (WFEA) .................. 6
- City Service Examinations/ Employment Interviews .................................................................. 6
- Discrimination and Harassment Policies and Procedures ............................................................. 6
- Drug and Alcohol Free Workplace ............................................................................................... 7
- Equal Opportunity ....................................................................................................................... 8
- Firearms and Dangerous Weapons in the Workplace ................................................................. 8
- Hatch Act Coverage ................................................................................................................... 9
- Nepotism .................................................................................................................................... 11
- Probationary Periods .................................................................................................................. 11
- Promotions .................................................................................................................................. 11
- Residency .................................................................................................................................... 11

### Compensation and Pay Practices ......................................................................................... 13
- Automobile Allowance and Travel Requirements ................................................................. 13
- Direct Deposit .............................................................................................................................. 13
- Furlough Policy ........................................................................................................................... 14
- Hours of Work ............................................................................................................................. 14
  - Adjusted Work Schedules ......................................................................................................... 14
  - Alternative Work Schedules .................................................................................................... 14
  - Lunch Break Policy (unpaid) .................................................................................................... 15
  - Regular Hours ......................................................................................................................... 15
  - On-call Policy (See On-Call Pay section) .............................................................................. 17
  - Overtime .................................................................................................................................... 15
  - Paid Breaks .............................................................................................................................. 16
- Injury Pay/ Worker’s Compensation .......................................................................................... 16
- Jury Duty ..................................................................................................................................... 17
- On-Call Pay ............................................................................................................................... 17
- Pay Days .................................................................................................................................... 17
- Pay Policy for Time Not Worked Because of Snowstorms, Natural Disasters and Civil Emergencies ......................................................................................................................... 18
- Pay Practices ............................................................................................................................... 19
- Payroll Deductions .................................................................................................................... 19
- Reporting Pay (Call-in/Show-up Pay) ....................................................................................... 19
- Shift Differential ......................................................................................................................... 19
- Terminal Leave Pay .................................................................................................................... 20
- Twelve (12) hour Shift Differential ............................................................................................ 20
Unemployment Compensation .......................................................... 20
Weekend Shift Differential ............................................................... 20
Witness Pay ..................................................................................... 20

Leaves and Absences ............................................................................ 22
Absent without Leave ........................................................................... 22
Educational Leave ............................................................................... 22
Family and Medical Leave (FMLA) ...................................................... 22
Funeral Leave ..................................................................................... 23
Medical Leave .................................................................................... 24
Military Leave .................................................................................... 24
Miscellaneous Leaves .......................................................................... 25
Sick Leave .......................................................................................... 25
  Medical and Dental Appointments ..................................................... 27
  Sick Leave Control Program ................................................................ 28
  Sick Leave Incentive Program ........................................................... 28

Employee Responsibilities and Rules of Conduct .................................... 29
Personal Conduct .................................................................................. 29
Accidents/ Injuries/Illnesses—Work related .......................................... 29
Accident or Injury to a Client or Visitor/Threat or Act of Violence .......... 29
Attendance and Punctuality ................................................................ 30
Computer Use, Internet and E-mail Policy/ Signature ......................... 30
Conflicts of Interest/ Ethics .................................................................. 32
Dress Code ......................................................................................... 32
Emergency Contact Information .......................................................... 35
Gift Acceptance ................................................................................... 35
Identification/Access Card ................................................................... 35
On-line Time Entry .............................................................................. 36
Personnel Record Changes ................................................................... 36
Political Activity .................................................................................... 36
Telephones, Pagers, Tablets, and other Communication Device Usage .... 36
Safe Work Procedures .......................................................................... 36
Safety Shoes ........................................................................................ 38
Self Service ........................................................................................ 38
Workplace Violence ............................................................................. 38

Discipline and Grievance Procedure ..................................................... 40
Discipline and Discharge ..................................................................... 40
Disciplinary Appeals and Grievance Procedure .................................... 41

Employee Benefits & Other Related Topics ......................................... 43
Bus Discount Program .......................................................................... 43
Convention/ Conference/ Workshop Meeting Attendance .................. 43
Deferred Compensation Plan ............................................................... 43
Employee Assistance Program .................................................................................. 44
Employees’ Retirement System ........................................................................ 44
Flexible Choices Program (Medical, Dependent Care and Parking expenses) .... 45
Health/Dental Insurance ...................................................................................... 45
Holidays .............................................................................................................. 46
Life Insurance .................................................................................................... 47
Long Term Disability Insurance ...................................................................... 47
Retirement .......................................................................................................... 48
Training and Development .............................................................................. 48
Tuition and Membership Dues Reimbursement Benefit ................................... 48
Vacation ............................................................................................................. 49

Miscellaneous Employment Topics .................................................................... 52
Accrued Time off Donor Program ................................................................. 52
Blood Donations .............................................................................................. 52
Employment or Credit Verification Requests .................................................. 52
Exit Interview/Questionnaire ............................................................................ 52
Job Descriptions .............................................................................................. 53
Layoffs .............................................................................................................. 53
Legal Notices Posted ....................................................................................... 53
Media and Marketing Relations ...................................................................... 53
Medical Records (Employee) .......................................................................... 54
Memberships in Organizations ........................................................................ 54
Open (Public) Records Requests ...................................................................... 54
Outside Employment ....................................................................................... 54
Personnel File .................................................................................................. 54
Resignation ....................................................................................................... 55
Smoking ............................................................................................................ 55
Time Off to Vote .............................................................................................. 55
Transfers .......................................................................................................... 55
Use and Return of Property/Equipment ........................................................... 56
City of Milwaukee Health Department Employee Handbook
Commissioner’s Welcome

It is a pleasure to welcome you to the City of Milwaukee Health Department (MHD). Here at the MHD, we strive to provide excellent customer service, and it is my job to make sure that our managers and staff have the tools, materials, and resources that are necessary for providing that service. I believe that the MHD is one of the most important institutions in our city, reaching out to all people and serving all ages. I am honored to represent the MHD in this community. I hope you will come to have the same respect and affection that I do for the MHD and all the fine people who work here. We are pleased to have you join us.

Bevan K. Baker, FACHE
Commissioner of Health

Disclaimer

The purpose of this handbook is to provide you with a general introduction to the MHD and to inform you of your responsibilities and benefits as a member of the staff. The information contained in this handbook is presented in summary form as a matter of information only. Every effort will be made to keep the information in this handbook up-to-date. If questions regarding the application of information in this employee handbook should arise, reference may be made to appropriate provisions of the Milwaukee Code of Ordinances, City Charter, Civil Service Rules, and City and MHD Policies. MHD administration reserves the right to modify the contents of this handbook at any time. If you have any questions regarding policies, programs or benefits that are not answered in this handbook, ask your immediate supervisor.

The following links are some of those referenced provided throughout this handbook as additional references to employee policies, procedures and ordinances:

- For a complete copy of Chapter 350 of the Milwaukee Code of Ordinances pertaining to Employee Regulations and Benefits see [http://city.milwaukee.gov/TableofContents1179.htm](http://city.milwaukee.gov/TableofContents1179.htm)
- See [http://city.milwaukee.gov/der/csc](http://city.milwaukee.gov/der/csc) for a complete copy of the City Service Commission Rules regarding applications, examinations and recruitment as well as other City Service Commission Rules.
- See [http://city.milwaukee.gov/der/Forms](http://city.milwaukee.gov/der/Forms) for a complete list of employee related forms.
- See [http://mint.milwaukee.gov/Health](http://mint.milwaukee.gov/Health) (MINT) for all posted MHD policies, procedures, and forms.
Employment Policies and Procedures

Americans with Disabilities Act (ADA) and Wisconsin Fair Employment Act (WFEA)
The City of Milwaukee and Milwaukee Health Department are committed to providing equal employment opportunities for all employees and applicants for employment regardless of disability. It is the policy, in compliance with the Americans with Disabilities Act (ADA), the American with Disabilities Amendment Act (ADAAA) and the Wisconsin Fair Employment Act (WFEA) to prohibit discrimination and harassment on the basis of disability, with regard to application and examination procedures, hiring, advancement, compensation, job training, discharge and other terms, conditions and privileges of employment. The City and MHD will reasonably accommodate a qualified individual where such accommodation does not create an undue hardship in accordance with applicable legal provisions. This policy, consistent with applicable laws, also prohibits retaliation against an applicant or employee for asserting his/her rights under the law.

See [http://city.milwaukee.gov/der/Policies](http://city.milwaukee.gov/der/Policies) for a complete copy of the policy.

City Service Examinations/Employment Interviews
Employees are given paid time off to participate in city service examinations which are given during an employee’s scheduled work hours. Schedules are not changed to provide paid time when an examination is scheduled during an employee’s off-duty hours. Examinations that begin before or extend beyond an employee’s workday are started or concluded on the employee’s own time.

Employees will be given a reasonable amount of paid time to schedule interviews in other city departments when such interviews fall during the employee’s scheduled work hours, and when such interviews may lead to promotions or to lateral transfers in those departments. Employees are to provide their supervisors with as much advance notice of the interview as possible. Employees are to arrange appointments at a time which will cause the least impact on their work unit’s operations. Supervisors may ask for an adjustment of the appointment time if this is not the case. Schedules will not be changed to provide paid time when an interview is scheduled during or extends into an employee’s off-duty hours.


Discrimination and Harassment Policies and Procedures
It is the policy of the City of Milwaukee and the Milwaukee Health Department to provide a work environment that is free from sexual harassment and harassment or discrimination based upon age, race, sex, national origin, disability, creed (religion), color, marital status, ancestry, sexual orientation, gender identity or expression, arrest record, conviction record, military forces service; the use or nonuse of lawful products off the employer’s premises during non-working hours; declining to attend a meeting or to participate in any communication about religious matters or political matters; and genetic testing. These categories are protected under Section
Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment by a Health Department staff member, supervisor, manager or non-employee will not be tolerated. All departmental personnel are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur.

Harassment Based upon Other Protected Categories: Harassment based upon any of the other protected categories listed above is also illegal and will not be tolerated. Such harassment includes different treatment in terms of conditions of employment, hiring, promotion, assignment, discipline, and discharge. Harassment may also include, but is not limited to, ethnic slurs and other verbal or physical conduct when the conduct (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (3) otherwise adversely affecting an individual’s employment opportunities.

Employees who believe they have been subjected to such discrimination or harassment are urged to contact their manager, the Health Personnel Officer or the City’s Department of Employee Relations. Complaints are investigated promptly and in a confidential manner. Retaliation against an employee who files a complaint or assists in an investigation is strictly prohibited.

Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, such action may include a verbal or written reprimand, suspension, termination or discharge.


Drug and Alcohol Free Workplace
The possession and/or use of non-prescribed controlled substances or alcoholic beverages in city workplaces or city vehicles, or reporting to work under their influence is prohibited. In addition, employees who operate city vehicles or power equipment are prohibited from consuming alcoholic beverages or using non-prescribed controlled substances during meal periods, whether paid or unpaid. Under the Drug Free Workplace Act of 1988, the City of Milwaukee is required to maintain a drug-free workplace. Also prohibited is the unlawful manufacture, distribution, or
dispensing of controlled substances by employees in all City of Milwaukee workplaces. An employee will be relieved of his/her duties without pay upon the observation of his or her supervisor who reasonably concludes the employee to be impaired.

In accordance with the federal Drug-free Workplace Act of 1988, employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Any employee who is convicted of a criminal drug violation which occurs in the workplace or who violates the city’s policies regarding non-prescribed controlled substances or alcohol will have appropriate disciplinary action taken against him or her up to and including discharge from employment.

See http://city.milwaukee.gov/der/Policies for a complete copy of the city-wide Drug and Alcohol Free Workplace policy.

Equal Opportunity
The MHD is committed to equal employment opportunity. Our organization’s success depends upon the effective utilization of qualified people regardless of their age, race, creed, color, disability, marital status, religion, sex, national origin, ancestry, sexual orientation, arrest or conviction record or any other protected characteristics in accordance with law. The MHD offers equal opportunity for employment and advancement to all qualified applicants. The commitment of every person in this organization to equal employment opportunity is essential. It is the responsibility of each member of management to give this policy full support through leadership and personal example. It is the duty of every employee of the MHD to help create a job environment which is conducive to effective equal employment opportunity.

Firearms and Dangerous Weapons in the Workplace
The City of Milwaukee has a zero tolerance policy for firearms and dangerous weapons in the workplace. Accordingly, employees are prohibited from carrying or possessing a firearm or dangerous weapon while acting in the course of their employment for and on behalf of the City of Milwaukee. This policy applies to all general City employees, including students, volunteers, staffing agency workers or contractors working in the course of their employment with the City of Milwaukee.

Regardless of whether a city employee possesses a concealed weapons license or is allowed by law to possess a weapon, all employees are prohibited from possessing, transferring, carrying, selling and storing firearms or dangerous weapons while working on city property or while acting within the course of their employment when not on City of Milwaukee property, including:

- Working on property owned, leased or controlled by the City;
- Performing work for the City at any location including private residences and commercial establishments and other customer or client locations;
- Driving or riding as a passenger in a city vehicle;
- Attending trade shows, conferences, or training on behalf of the City;
- Attending City of Milwaukee directed or sponsored activities or events (intended for city employees only and not the general public) independent of venue;
- Riding any type of mass transit while on City business;
- Working off-site on behalf of the City (excluding the employee’s residence);
- Performing emergency or on-call work for the City after normal business hours and on weekends;
- Attending training or conferences on behalf of the City.

Employees who use a personal vehicle in the course and scope of their employment must keep any legally licensed or permitted firearm or dangerous weapon stored out of sight and in a secure location.

Violation of this policy is considered a serious offense that endangers the safety of employees and others. Any offense may result in severe disciplinary action up to and including discharge from employment. When appropriate a referral to law enforcement may be made which may result in criminal charges.

**Reporting of Violations:** Employees are required to report violations of this policy without regard to the relationship between the individual who initiates the prohibited behavior and the individual reporting it. Employees are to report alleged violations to his or her manager or supervisor, the Health Personnel Officer or the division head. All allegations of violations of this policy will be promptly investigated. No employee or city official may retaliate against an employee who has reported a possible violation of this policy. The city reserves the right to authorize searches for prohibited weapons on its property when a violations is reported or when probable cause or reasonable suspicion is present and consistent with law.

**Safety First:** In applying this policy no employee is to take any action that will risk his or her own safety or the safety of others. No attempt is ever to be made by an employee to restrain or forcibly evict an armed person from city premises. An employee who feels an immediate risk to his or her own safety or the safety of others is to avoid any interaction with the individual. Building Security should be notified.


**Hatch Act Coverage**

City of Milwaukee officers and employees who are engaged in employment financed in whole or in part by federal funds are prohibited and restricted from certain partisan political activities by the Hatch Act (Title 5 SS1501-SS1508). The Hatch Act regulated only partisan political activities; an election is partisan if any candidate for an elective office is running as a representative of a political party.

As a covered employee, the following partisan activities are prohibited:
Using official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

- Coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend or contribute anything of value to a political party, committee, organization, agency or person for a political purpose; and

Except for those restrictions, the Hatch Act permits the following activities:

- Candidacy for office in a non-partisan election;
- Membership in political parties – Service as a poll watcher;
- Attendance at and active participation in political party conventions, meetings or rallies;
- Volunteer work for a partisan candidate;
- Expression of opinion on political subjects;
- Contributing financially or soliciting contributions to a political party or organization (when not at work);
- Transporting voters to the polls (when not at work);
- Acceptance of appointment to a vacant elective office; and
- Voting in a partisan election.

To report a Hatch Act violation, or to request an advisory opinion on whether an employee is covered by the Act and whether an activity would violate the Act, contact:

Hatch Act Unit  
U.S. Office of Special Counsel  
1730 M Street, N.W., Suite 201  
Washington, D.C. 20036-4505  
Tel: (800) 85-HATCH or (800) 854-2824  
(202) 653-7143

Requests for Hatch Act advisory opinions (only) may be made by e-mail to: hatchact@osc.gov

If the Merit Systems Protection Board finds that the violation warrants dismissal from employment, the employing agency must either remove the employee or forfeit a portion of the federal assistance equal to two years’ salary of the employee. If the Board finds the violation does not warrant the employee’s removal, no penalty is imposed.

Note that an employee’s conduct is also subject to the laws of the state and the regulations of the employing agency. For instance, all City of Milwaukee employees must take a leave of absence when they become a candidate for a contested election.
Nepotism
No person will be appointed to any position that is related by blood or marriage to the appointing officer, appointing board, direct superior, or elective or appointed city official except as a result of regular certification from an original or promotional eligible list established as a result of examination, in accordance with City Service Rule VIII, Section 2.

Probationary Periods

New MHD employees or those promoted within the system serve a probationary period, which varies in length by job classification. Within the MHD, employees only serve one probationary period in each position title held. The probationary period is the final step of the examination process that provides an opportunity to certify that the employee’s overall job performance is satisfactory and that all job responsibilities are being met. During an employee’s probationary period, written probationary reports are completed at periodic intervals by the employee’s supervisor and shared with the employee. Regular appointment is contingent upon the successful completion of the probationary period. An employee may be terminated at any time during his/her probationary period. Employees terminated during probation do not have a right to appeal the decision to the City Service Commission.

Promotions

Employees are encouraged to take promotional examinations as offered through the city’s Department of Employee Relations both for advancement within the MHD as well as in other city departments. Persons who have not yet completed their probationary period but who otherwise meet the requirements may take promotional examinations but cannot be appointed until they have completed their probationary periods.

Employees whose current positions have been reclassified to a higher level as determined by the Department of Employee Relations, or who have successfully completed formal training programs, or who have satisfactorily under filled positions for a predetermined period, or who warrant promotions based on merit and seniority, may upon the department’s initiation, be promoted by action of the Department of Employee Relations in accordance with civil service rules. Promotions in these instances will be made with or without examination as determined to be approved by the Department of Employee Relations.


Residency

Section 5.02 of the City Charter requires city residency for its employees. Employees of the City of Milwaukee, whether regularly appointed or exempt, are required to maintain a bona fide residence within the City of Milwaukee and are required to live at the residence. Employees who believe they have a legitimate reason for residing outside of the city for any period of time are required to request and receive permission from the City Service Commission in advance of establishing such a residence. Requests for permission to reside outside of the city must be made on a “Request for Finding of Necessity” form which is available on the DER Website at:
Employees found to be in non-compliance with the residency ordinance may be subject to immediate termination or discharge.

In cases in which dual (or multiple) residency is an issue, a determination will be made as to what location constitutes the actual residence and it will be that location that will be considered in establishing whether an employee is in conformity with the intent of the residency ordinance. Maintaining a rented room or rooms or maintaining living quarters with a friend or relative, when done principally for the purpose of establishing city residency, is not considered as conforming. Neither ownership of real property in the City of Milwaukee with payment of taxes, nor voting in the city will be considered adequate, unless an employee’s actual living quarters are in the city. Employees with questions about the city residency requirement should contact the Health Personnel Officer.
Compensation and Pay Practices

Automobile Allowance and Travel Requirements
City policy mandates that staff members who ride or drive in city vehicles on the job, and employees who ride or drive in personal vehicles on the job for which mileage reimbursement is granted, are required to wear safety belts for all work-related travel.

Employees who are required to use their personal vehicles on the job for which mileage reimbursement is granted are also required to maintain a valid driver’s license and sufficient automobile insurance as required by the City of Milwaukee as a part of their employment. Annual proof of a valid driver’s license and automobile insurance shall be requested and copies kept in each employee’s Personnel File.

Employees who are required to maintain a valid State of Wisconsin Driver’s License as a condition of employment (as prescribed in your Job Description) must immediately notify your supervisor upon the suspension or revocation of your license. Suspension or revocation of your driver’s license may subject you to reassignment of duties, an unpaid leave of absence, or possible disciplinary action depending upon individual circumstances. Failure to report the suspension or revocation will be grounds for disciplinary action, up to and including discharge.

Due to safety concerns for employees and others, and the potential for legal liability to the city, employee use of city-provided or personal owned hand-held electronic telecommunication devices (such as cell phones including calls and texting, pagers, PDAs laptop computers and other such devices) is prohibited while driving a city-owned vehicle or personal vehicle during the course of an employee’s scheduled work hours. To safely use these devices, vehicles must first be pulled over to a safe location and brought to a stop. The only exception for use of a hand-held cell phone is to report an emergency or if there is imminent danger and stopping the vehicle is neither safe nor prudent. Employees who are charged with traffic violations resulting from use of their employer-provided or personal hand-held electronic communication device while driving may be solely responsible for all penalties that result from such actions. Employees in violation of this directive may be subject to discipline up to and including discharge.

Employees who are required to use their personal vehicles on the job may use up to two hours for emergency automobile repairs occurring during work hours caused by vehicle breakdown commencing during the course of employment on the same day as the repairs. Any normal maintenance activities are not included.

All employees are subject to the Transportation and Travel benefits as specified under Chapter 350 –Subchapter 8 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.

Direct Deposit
Direct Deposit is required for all city employees. With Direct Deposit, the amount of an employee’s net pay is deposited into the employee’s bank account on payday. Employees can access their payroll information on the City of Milwaukee’s Human Resources Management
System, Self Service (using their User ID and password) to view current and historical payroll check stubs.

Additional information is available on the City’s website at http://city.milwaukee.gov/der/Benefits2012.

Furlough Policy
All city officials and most employees could be subject to mandatory furloughs as specified under Chapter 350-100 and Chapter 350-116 of the Milwaukee Code of Ordinances.

See http://city.milwaukee.gov/der/Policies for a copy of the policy.

Hours of Work
- **Adjusted Work Schedules:** Employees are expected to work their scheduled hours and are not allowed to change a schedule without the prior approval of their supervisor. A request for adjusted work schedule is required for any full time employee wishing to routinely work a 5 day work week, 8 hours a day that is scheduled other than during regular program hours Monday through Friday. A request for an adjusted work schedule must be submitted using the MHD “Request for Change In schedule/Work Hours” form (HR-18). The form must be approved by the employee’s immediate supervisor, the Division Director, and the Health Personnel Officer. Health Operations Administrator will review/approve or decline requests for adjusted work schedules. Determinations of request will be made on a case by case basis. Approved requests will be made on a six-month bases where an assessment of operational impact to program and outcomes will be reviewed and shared with the Health Operations Administrator. Adjusted works schedules can be rescinded with a 30 day notice if programmatic needs change. Persons on an adjusted work schedule will be expected to adjust their schedule rather than accrue overtime to accommodate typical work assignments (e.g. late clinics, health fairs, program coverage) when advance notice (48 hours) is given. Adjusted works schedules cannot conflict with normal clinic assignment. Adjusted works schedules can be rescinded with a 30 day notice if programmatic needs change.

- **Alternative Work Schedules:** A request for an alternate work schedule is required for any full time employee wishing to work a schedule other than a 5 day work week. A request for an alternate work schedule must be submitted using the MHD “Request for Alternative Schedule (HR-12)”’. The form must be approved by the employee’s immediate supervisor, the Division Director and the Health Personnel Officer. Health Operations Administrator will review/approve or decline requests for adjusted work schedules. Determinations of request will be made on a case by case basis. Approved requests will be made on an annual basis. Alternative works schedules can be rescinded with a 30 day notice if programmatic needs change. Persons on an alternative work schedule will be expected to adjust their schedule rather than accrue overtime to accommodate programmatic needs when advance notice (48 hours) is given. During weeks with paid holidays or furlough days, persons with an alternative work schedule are
required to revert back to an eight hour work day for the week in which the holiday or furlough day occurs. Alternate work schedules must be requested on an annual basis and will be approved based on programmatic needs.

- **Lunch Break Policy (unpaid):** Employees are allowed a forty-five minute unpaid lunch period that may be taken anytime between 11:00 am and 2:00 pm as approved by your supervisor and which meets operational needs, unless clinic hours dictate a need to shift the lunch hour to an earlier or later time. Alternatively, employees may arrange to take a longer lunch period (up to 60 minutes) or shorter lunch period (no less than 30 minutes) provided that their work day includes 8 full hours of work and their schedule is approved in advance by the Program Manager. Any other exception to this general rule is at the discretion of the Program Manager and shall also be arranged in advance.

- **Regular Hours:** Regular MHD hours of work shall typically consist of 8 hours in a calendar day unless operational needs require the need to adjust the daily work schedule from time to time as necessary and appropriate to fulfill assigned duties and responsibilities. The service week shall typically be limited to 40 hours per week. However, the department reserves the right to modify schedules based on business needs of each division and based on our responsibility to respond to public health emergencies or temporary or seasonal operational situations. Such adjustments may include starting and quitting times that are earlier or later than established in the normal work schedule of the department, and may include more or less than eight hours in any particular day and may include more or less than 5 days in a work week and more or less than forty hours in any particular week. The Overtime provision applies to any employee working in excess of 40 hours in a work week. Please refer to the Overtime policy below.

- **On-Call Policy:** See On-Call Pay section on page 17.

- **Overtime:** Overtime work must be pre-authorized by the Supervisor, Division Director and Health Operations Administrator unless necessary under emergency circumstances, at which time the employee must notify his/her supervisor immediately of the circumstances. Whenever possible, an exchange of hours within the same 40-hour week, dependent on existing workload demands, will first be considered. Employees that are classified as FLSA non-exempt, who work in excess of 40 hours in a work week, as authorized by the Health Operations Administrator will be compensated at the rate of one and one-half time the rate at which it is earned. Time worked means the hours worked during scheduled work periods, all holiday hours paid but not worked, and all furlough hours. Time worked does not include vacation, sick leave or FMLA time off. Non-exempt employees scheduled to work on a holiday will be compensated at the rate of one and one-half time and will be eligible to receive Holiday pay. All overtime hours will be compensated in cash. Upon permission by the Health Operations Administrator, supervisors have the right to schedule and assign regular and overtime work as required when authorized. All earned overtime balances shall be paid as cash upon separation.
Employees classified as exempt under the FLSA are excluded from overtime compensation. Employees in these positions are compensated on the basis of total duties and responsibilities, and are expected to work a minimum of 40 hours per week. These employees are considered to work a flexible schedule and should consult with their Administrator regarding scheduling.

Employees classified as non-exempt and entering into exempt positions must use any previously earned overtime balance within a two-year period from the time of entering the new position.

All employees are subject to the overtime policies as specified under Chapter 350 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a copy of the policy.

- **Paid Breaks**: When it does not adversely affect client services or departmental operations, full time employees may be allowed one or two paid breaks each day and part time employees may be allowed one break each day. Each break should not exceed 15 minutes; and breaks must be limited to one occurrence in the morning and one in the afternoon. Breaks are scheduled and approved at the discretion of the supervisor and may be adjusted or forfeited depending on workload, ability to assure client services, or other operational reasons. Break time cannot be combined with lunch, or taken at the beginning or end of the work day or any other day. When working at a MHD facility, employees must receive prior supervisory approval if there is a need to leave the premises during paid break time.

**Injury Pay/Worker’s Compensation**

Following successful completion of the initial probationary period with the city, full-time employees who sustain a compensable injury while performing within the scope of their employment may receive a percentage of their base salary in lieu of Worker’s Compensation for the period of time they may be temporarily, totally or partially disabled because of the injury. Employees are eligible to receive 66.67% of base salary in lieu of Worker’s Compensation. Injury pay will be paid for a period of time not to exceed 250 working days during employment with the city. Should injury pay benefits be exhausted, an employee has the option of accepting sick leave benefits or accepting Worker’s Compensation temporary disability benefits. Part-time limited benefit employees who sustain a compensable work-related injury are covered under Worker’s Compensation. Medical expenses will be covered under these benefits as well as any work time lost after the first three workdays.

All employees are subject to the Insurance Benefits as specified under Chapter 350 –Subchapter 2 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.

Additional information is available on the City’s website at http://city.milwaukee.gov/der/.
**Jury Duty**

Full-time and part-time limited benefit employees who are required to perform jury duty, and who present satisfactory documentation related to this duty, receive full pay, based on their regular first shift working hours, for actual time spent as a juror. The amount paid to the employee will be offset by the compensation the employee receives from the court minus monies paid for travel time and for jury service during non-work hours. No greater amount of time off than necessary is granted for jury duty. In the event an employee on jury duty does not receive an assignment, the employee must contact his/her supervisor and must report to work for the remainder of the day if work is available.

All employees are subject to the Leave of Absence benefits as specified under Chapter 350 – Subchapter 3 of the Milwaukee Code of Ordinances. See [http://city.milwaukee.gov/der/Policies](http://city.milwaukee.gov/der/Policies) for a complete copy of the policy or see [http://city.milwaukee.gov/tableofcontents](http://city.milwaukee.gov/tableofcontents) for access to Chapter 350-Subchapter 3.

Additional information and forms are available on the City’s website at: [http://city.milwaukee.gov/der/](http://city.milwaukee.gov/der/).

**On-Call Pay**

Employees holding positions designated as non-exempt from FLSA required by their Division Manager to be on a mandatory on-call rotation to respond to emergencies shall be paid $15 per 24-hour regularly scheduled workday and $36 for regularly scheduled off days, holidays, or furlough days. If employees are required to be on-call for a period less than 24 hours, the amounts shall be prorated.

An employee who is on a mandatory on-call assignment must be available to work and be able to report to work within a short timeframe as established by the department. An eligible employee on an authorized on-call assignment who is called into work shall be compensated at straight time or overtime in accordance with applicable overtime policies.

All employees are subject to the On-Call Pay policy as specified under the Salary Ordinance-Part II, Section 11-Supplemental Pay Policies. See [http://city.milwaukee.gov/TableofContents1179.htm](http://city.milwaukee.gov/TableofContents1179.htm) for a copy of the policy.

**Pay Days**

Paydays are on alternate Thursdays. If a payday falls on a City holiday, the payday is typically moved to the day before the City holiday. To allow sufficient time for preparation of payroll and pay checks, employees receive their paychecks two weeks following the period in which it was earned. Typically there are twenty-six (26) pay periods a year. However, since both the federal and state governments tax wages when they are paid, not earned, pay period 26 of the preceding year and pay periods 1 through 25 of the current year are aggregated for current year W-2 reporting purposes.
Pay Policy for Time Not Worked Because of Snowstorms, Natural Disasters and Civil Emergencies

DEPARTMENT OPERATIONS ARE MAINTAINED
When departmental operations are maintained and employees either arrive late or are allowed to leave early, the following pay policies apply:

FLSA nonexempt employees may use vacation, "Comp Time," or take the time off without pay for time not worked.

FLSA exempt employees cannot have a pay deduction for a partial day absence and may use the “flexible schedule” provision established by Chapter 350-5 of the Milwaukee Code of Ordinances for time not worked. These employees may also elect to use vacation or "comp time", if the hours are available.

NON-ESSENTIAL CITY OPERATIONS ARE OFFICIALLY SHUT DOWN BY THE MAYOR:
The determination as to the personnel and/or activities deemed non-essential rests with the Department Heads. When non-essential City operations are shut down by the Mayor the following pay policies apply:

A. **FLSA NON-EXEMPT EMPLOYEES**
   - Employees who report to work prior to the announcement that City operations are shut down shall be paid for all time actually worked or shall be credited with two hours of pay, whichever is greater.
   - Regularly scheduled straight-time hours not worked because of the shutdown shall be charged to vacation, compensatory time, or taken off without pay.
   - On inclement weather days, when partial time is allowed for reporting to work, employees who call in sick will be granted sick leave time in the amount equivalent to the actual time allowed for those reporting to work. However, employees who were on sick leave the previous day or who provide a doctor's certificate will be allowed full sick leave for that day.

B. **FLSA EXEMPT EMPLOYEES**
FLSA exempt employees who report to work prior to the announcement that City operations are shut down or who are released before the end of the work day cannot have a pay deduction for a partial day absence. These employees may elect to use vacation or any "comp time" balance available to them or may use the “flexible schedule” provisions established under Chapter 350 of the Milwaukee Code as determined by the Department Head. Full day absences due to a shutdown are to be charged to vacation or comp time balances available to employees.
**Pay Practices**

Policies and practices establishing classifications, pay ranges, salaries at time of appointment, salary anniversary dates, pay progression, retention adjustments, internal equity adjustments, professional development awards and pay when a transfer or demotion takes place are established by the Common Council and authorized in the Salary Ordinance.

Positions in the City are classified as Exempt and Non-exempt under the Fair Labor Standards Act (FLSA) and overtime and certain pay practices are administered in accordance with the provisions of the FLSA. (Note: Management and Supervisory employees are classified as Exempt and all other employees are classified as Non-exempt).

As a general rule, new employees start at the minimum salary of the pay range/salary grade for their job classification unless recruitment flexibility is authorized in the Salary Ordinance.

The Salary Ordinance can be found at: [http://city.milwaukee.gov/TableofContents1179.htm](http://city.milwaukee.gov/TableofContents1179.htm)

**Payroll Deductions**

Payroll deductions include those that are required by law or regulation and those that are arranged at an employee’s request. Required deductions include Federal and State income tax withholding, Social Security and Medicare taxes, and employee judgment deductions, where applicable. Also included, when applicable are health, dental, group life and long term disability insurance premiums and pension contributions. Optional deductions include savings bonds, credit union, flexible choices program, deferred compensation and charitable contributions which include the Combined Giving Campaign and the United Performing Arts Fund.

**Reporting Pay (Call-In/Show-Up Pay)**

Employees holding positions designated as non-exempt from FLSA who are required to report to work for an emergency overtime assignment at the direction of a competent authority on an off day or outside of their regular work hours, and who are officially excused before completing 2 hours of work will receive straight time cash compensation for the difference between the actual amount of time worked and 2 hours. The difference between the actual amount of time worked and hours paid will not be credited as hours worked.

All employees are subject to the Reporting Pay (Call-In/Show-Up Pay) policy as specified under the Salary Ordinance-Part II, Section 11-Supplemental Pay Policies.

See [http://city.milwaukee.gov/TableofContents1179.htm](http://city.milwaukee.gov/TableofContents1179.htm) for a complete copy of the policy.

**Shift Differential**

Employees holding positions classified as non-exempt under the FLSA whose hours of work occur between the time period beginning at 5:00 p.m. and ending at 5:00 a.m. will receive, in addition to base salary, a shift differential of $.45 per hour. To be eligible for shift differential, the employee is required to work no less than 4 hours of his or her regular workday within this time frame, and when the employee satisfies that requirement, the employee’s entire workday will be compensated at a rate that includes the shift differential. Shift differential is paid for all
hours for which an employee would have received a regular shift assignment but for the fact that the employee was on vacation, holiday, sick leave, or funeral leave. In no case will an employee receive both shift and weekend differential rates for the same hours worked. Shift and weekend differential will be paid for no more than 40 hours worked, including holidays.

All employees are subject to the Shift Differential policy as specified under the Salary Ordinance-Part II, Section 11-Supplemental Pay Policies.

See http://city.milwaukee.gov/TableofContents1179.htm for a copy of the policy.

Terminal Leave Pay
Full-time employees who retire under the provision of the Employee’s Retirement System (excluding retirement on deferred or actuarially reduced pension) are entitled upon retirement to receive a lump sum payment from their earned and unused sick leave balance, equivalent to one 8-hour work shift's base pay for each one 8-hour work shift up to a maximum of 30 8-hour work shifts of pay (240 sick leave hours) except as otherwise required by law. Terminal leave benefits are paid as soon as administratively possible following an employee’s date of retirement. Terminal leave compensation does not affect an employee’s pension benefits. An employee receives Terminal Leave Compensation only once during their lifetime.

Twelve (12) hour Shift Differential
Employees classified as FLSA non-exempt that are required to work in excess of twelve (12) continuous hours are eligible for a $ .25 premium per hour; added to their base pay for the hours worked.

Unemployment Compensation Pay
An employee who is laid off or otherwise separated from city service and is available for work may be eligible for Unemployment Compensation. Application should be made to the Unemployment Compensation Division with the State of Wisconsin. Eligibility for this benefit will be determined by the state upon review of an employee’s level of earnings and the circumstances surrounding the separation from employment.

Weekend Shift Differential
Full-time and part-time limited benefit employees that are classified as non-exempt under the Fair Labor Standards Act are eligible for fifty (50) cents per hour for regularly scheduled Saturday work and sixty (60) cents per hour for regularly scheduled Sunday work. However, weekend differential will be paid for no more than 40 hours worked, including holidays.

Witness Pay
Full-time and part-time limited benefit employees who are subpoenaed to appear as a witness in court as a direct result of an incident that occurred while the employee was working will receive full pay based on their regular first shift working hours for the time required. No greater amount of time off than necessary is granted for appearing as a witness. Any compensation received for the appearance, other than travel time, or for appearances made on off-duty days, must be paid to
the MHD’s Payroll and Accounting Unit. Employees are not eligible for overtime while under subpoena even if the time of the appearance extends beyond their scheduled work hours.

All employees are subject to the Leaves of Absence benefits as specified under Chapter 350 – Subchapter 3 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.
Leaves and Absences

Absence without Leave
No employee has the right to take a leave of absence at his/her own discretion. Any absence without an employee immediately seeking permission and giving a proper satisfactory explanation to his/her supervisor (provided such communication is physically possible) is considered to be absence without leave regardless of its length, and may be made the basis of disciplinary action. Failure to report for duty at the time and place designated by the proper supervisor/administrator is considered to be absence without leave. Willingness or alleged willingness to work at some other place, or at some other time, or at some other task or under some other conditions, shall not prevent such action from being considered absence without leave. Notification of absence does not necessarily constitute an excused absence. Absences are to be reported by the employee to the immediate supervisor directly no less than 15 minutes, prior to an employee’s scheduled start time. Employees are expected to contact their supervisor daily throughout their absence unless other arrangements have been made with the supervisor. The supervisor may call the absent employee if additional information is needed.

Educational Leave
Employees may request an unpaid leave of absence to pursue educational training. It is the policy of both the City and the MHD that fields of study must enhance the employee’s current position or relate to other employment opportunities within City government. An educational leave may be approved for up to one (1) year at a time, and may be extended for a period not to exceed four (4) continuous years. Leave time is granted at the discretion of the Commissioner of Health. Educational leaves cannot be used for the purpose of pursuing other paid employment.

If an educational leave exceeds one month in length, the MHD may fill the employee’s position. An employee must notify the MHD Personnel Officer upon expiration of the leave. Employees returning from educational leave are eligible for reinstatement in accordance with City Civil Service Commission rules.

All employees are subject to the Leave of Absence benefits as specified under Chapter 350 – Subchapter 3 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy or see http://city.milwaukee.gov/tableofcontents for access to Chapter 350-Subchapter 3.

Family and Medical Leave (FMLA)
Employees who have worked for the City of Milwaukee for at least 52 consecutive weeks and have worked for at least 1,000 hours (including the number of hours actually worked plus the number of hours for which the employee was on paid vacation, paid sick leave or other paid leave) during the preceding 52-week period, are entitled to up to a maximum of 12 work weeks of family or medical leave in any given calendar year (January 1 - December 31) for any one or more of the covered reasons.

In general, and depending upon eligibility under the WFLA (Wisconsin Family Medical Leave Act) and/or FMLA (Federal Family Medical Leave Act), coverage may be provided for:
Employees have the option of using earned sick time, vacation time, compensatory time and “TVA” concurrently with FMLA as outlined in the City’s policy. Employees are not allowed to borrow vacation (future accruals) for the purposes of FMLA.

Any FMLA absences whenever feasible must be approved, in advance, with proper notification to the department and an employee’s supervisor. The City of Milwaukee’s FMLA policy can be accessed online at http://city.milwaukee.gov/der/policies. This document outlines eligibility requirements, benefits, responsibilities and procedures for general City of Milwaukee employees under the Wisconsin Family and Medical Leave Act, (WFLA) section 103.10 Wisconsin Statutes, and the Federal Family and Medical Leave Act, (FMLA) 29 U.S. C. § et. seq, as amended.

Additional information and corresponding forms are available on the City’s website at http://city.milwaukee.gov/der/Benefits.

Funeral Leave
In the case of a death in the immediate family, an employee working a regular or alternative work schedule may be granted a leave of absence not to exceed three (3) 8-hour work days with pay. These work days shall be limited to work days falling within the 10 consecutive calendar-day period that begins on the day of death. One day with pay may be used to attend the funeral of a grandparent of the employee. If funeral leave coincides with any mandatory furlough dates, the mandatory furlough time will be rescheduled as approved by the department head.

Immediate family is defined as spouse, child, sibling, parent, parent-in-law, sibling-in-law (either the employee’s spouse’s siblings or the spouses of the employee’s siblings) or grandchild. Stepparents and stepchildren by virtue of the employee’s current spouse and adoptive relationships are treated the same as natural relationships for the purpose of funeral leave administration. An employee’s eligibility to use stepparent funeral leave is limited to one stepfather and one stepmother, regardless of the number of his/her stepparents. Registered domestic partners of city employees are also included in the definition of “immediate family” if registered as such by the City Clerk as provided under Chapter 111 of the Milwaukee Code of Ordinances. Part-time limited benefit staff will be granted funeral leave on a prorated basis.

All employees are subject to the Leaves of Absence benefits as specified under Chapter 350 –
Subchapter 3 of the Milwaukee Code of Ordinances.

See [http://city.milwaukee.gov/TableofContents1179.htm](http://city.milwaukee.gov/TableofContents1179.htm) for a complete copy of the ordinance.

**Medical Leave**

Employees who are ineligible for or have exhausted paid sick leave benefits and FMLA, or are ineligible for those benefits may request a medical leave for any absence. A physician’s statement is required for all medical leaves of absence. For a medical leave that is one month or less, the employee’s position will be held open. Employees whose original positions are filled will be eligible for reinstatement in accordance with the rules of the City Civil Service Commission.

All employees are subject to the Leave of Absence benefits as specified under Chapter 350 – Subchapter 3 of the Milwaukee Code of Ordinances. See [http://city.milwaukee.gov/der/Policies](http://city.milwaukee.gov/der/Policies) for a complete copy of the policy or see [http://city.milwaukee.gov/tableofcontents](http://city.milwaukee.gov/tableofcontents) for access to Chapter 350-Subchapter 3.

**Military Leave**

**Military Training and Civil Disturbances:** Regular, full-time employees are entitled to time off, with pay, when they are required to take a leave of absence for military training duty and/or civil disturbance duty in the State of Wisconsin as a member of the Reserves or National Guard. Time off for military training when limited to a single period in a calendar year, will not exceed 15 successive calendar days, including Saturdays, Sundays, and legal holidays. Time off for civil disturbance leave is limited to a single period during a calendar year and will not exceed 15 successive calendar days, including Saturdays, Sundays and legal holidays. Time off for military training or civil disturbance leave when taken on an intermittent basis in a calendar year will not exceed 10 workdays, including Saturdays, Sundays and legal holidays for training, and 10 workdays, including Saturdays, Sundays and legal holidays for civil disturbance duty. War veterans will receive full city pay plus all military pay. If a non-veteran’s military pay is less than the employee’s regular city pay, the city will pay the difference between the employee’s military pay and city pay to guarantee the employee a combined amount equal to the city pay.

**Enlistment, Induction, or Ordered into Active Service:** Officers or employees of the City of Milwaukee, who enlist, are inducted or are ordered to active service in the Armed Forces of the United States or the State of Wisconsin will be granted an unpaid leave of absence during the period of such service. Tenure and the right to return to the former position or a similar one are retained upon completion and release from active duty under honorable conditions provided an employee remains qualified to perform the duties of the position and is available for reinstatement. If an employee is no longer qualified, he/she will be employed in a position for which the qualifications are met and will retain the seniority status, pay and salary advancement of the position held at the time the leave was taken. A leave of absence will be terminated if the employee fails to make application for re-employment within 90 days after being released from the service unless the employee is hospitalized by the United State government for a disability incurred or aggravated in the line of duty. In such a case, the 90-day period will apply after discharge from the hospital.
Pay During Time Off for Induction Examination: All officers and employees of the City of Milwaukee will be paid for lost time while taking physical or mental examination(s) for the purpose of determining eligibility for induction or service in the armed forces of the United States, provided the examination is conducted by a United States military agency.

Leave for Military Funerals: Officers and employees of the City of Milwaukee are allowed to attend military funerals of veterans, without loss of pay, when a request for leave is made by a proper veteran’s organization that the services of that individual are desired for the proper conduct of the funeral.

All employees are subject to the Leave of Absence benefits as specified under Chapter 350 – Subchapter 3 of the Milwaukee Code of Ordinances. See [http://city.milwaukee.gov/der/Policies](http://city.milwaukee.gov/der/Policies) for a complete copy of the policy or see [http://city.milwaukee.gov/tableofcontents](http://city.milwaukee.gov/tableofcontents) for access to Chapter 350-Subchapter 3.

Miscellaneous Leaves
There are other leaves of absence that may be available to employees including personal leave, and leave to run for political office. However, if any unpaid leave of absence exceeds thirty calendar days the department may fill an employee’s position. Regularly appointed civil service employees will maintain reinstatement rights in accordance with the rules of the City Civil Service Commission. Information on these leaves and the procedures necessary for applying may be obtained by contacting the Health Personnel Officer.

All employees are subject to the Leave of Absence benefits as specified under Chapter 350 – Subchapter 3 of the Milwaukee Code of Ordinances. See [http://city.milwaukee.gov/der/Policies](http://city.milwaukee.gov/der/Policies) for a complete copy of the policy or see [http://city.milwaukee.gov/tableofcontents](http://city.milwaukee.gov/tableofcontents) for access to Chapter 350-Subchapter 3.

Sick Leave
Sick leave is to be used only for the necessary absence from work of an employee due to personal illness, non-work related injury, pregnancy-related absences, medical or dental appointments, or exclusion from employment because of the employee’s exposure to a contagious disease. It cannot be used in connection with the illness or injury of a family member, but may be substituted for family leave under the Wisconsin FMLA for the serious health condition of a spouse, parent, or child, or for the birth or adoption of a child.

Employees begin earning sick leave immediately upon hire and are eligible to use it as it accrues each bi-weekly pay period of active service or while serving mandatory furlough time. Employees cannot borrow against future sick leave earnings. Persons hired on a temporary, emergency, part-time (less than half time), or temporary basis are not eligible for sick leave.

Eligible employees who work on a full-time basis may accrue up to 12 days of sick leave with pay during any year at the rate of 3.7 hours for each 80 hour bi-weekly pay period. Eligible employees who work less than a full-time basis will earn time on a pro-rated basis. Employees
may accumulate up to a maximum of 960 hours of sick leave. No additional time will accrue until an employee’s balance falls below 960 hours.

As long as an employee has a sick leave balance, unexpected absences due to illness, non-work related injury, pregnancy, and medical and dental appointments must be charged to sick leave. Absences that are scheduled in advance, (i.e. medical treatment or doctor’s appointments), may be charged to accrued sick leave, vacation or compensatory time, if approved by the immediate management supervisor.

Employees must notify their supervisor each day of an absence, unless the original notification specifically covers a lengthier absence. Absence notifications must be made within the time frame stated in the work rules.

Unless medically impossible, the employee (not a spouse, friend or relative) must call-in to report the absence. The employee is to speak directly with his/her supervisor. If the immediate supervisor is unavailable, the employee should speak with another supervisor or manager, if available, to obtain authorization to be away from work. If a message has to be left, the employee is to provide a phone number where he/she can be reached. The supervisor or manager will call the employee back to determine if leave is to be authorized. An employee is not to assume that an absence is authorized without supervisory approval.

Upon return to work, employees must submit a City of Milwaukee Application for Absence Due to Personal Illness, http://city.milwaukee.gov/der/Forms, completed in full, to his/her supervisor for approval. This form is required whether or not the employee has a sick leave balance from which to draw. If the form is not completed in full, paid time may be denied, temporarily or completely, for the requested period. Following written approval of the application, supervisors are to forward the application to the Payroll Unit. This is to be done no later than the end of the pay period in which the absence occurred. The total number of hours used for the absence should be noted on the application, whether or not the employee has an available balance of sick leave to cover the entire absence. Should the balance be inadequate, Payroll staff will notify the employee and supervisor, if necessary, as to how time used will be recorded on the time record.

Employees must provide a medical certification for any absence in excess of three days, or, for any absence regardless of length, when directed to do so by the employee’s supervisor. The Application for Absence Due to Personal Illness must be accompanied by a medical certificate before the absence can be approved. The medical certification must indicate:

a. the inclusive dates of the illness, non-work related injury or disability
b. the employee’s inability to perform his/her job duties
c. the medical provider’s certification that the absence was medically necessary
d. the anticipated or actual return to work date,
e. what, if any work limitations or restrictions the employee has and how long they will be in effect.
f. the medical provider’s full contact information
It is the employee’s responsibility to see to it that the medical provider includes the required information on the certificate provided. Employees may use the City of Milwaukee Medical Certification form http://city.milwaukee.gov/der/Forms, if they so wish. Otherwise, the medical certification must be on official letterhead of the medical provider.

The primary responsibility for good attendance rests with the employee. Employees are expected to maintain good health standards, take precautions against illness and accidents, and prevent minor indispositions from keeping them from work. In cases where it is not possible to report to work because of illness, each employee has the responsibility to seek medical attention when warranted. Employees are not expected to be at work when truly disabled, but it is expected they will return to work as soon as they are able. Absences affect the workloads and productivity of both the individual and co-workers, and can negatively impact service to both internal and external customers.

See http://mint.milwaukee.gov/Health (MINT) for a complete copy of the Sick Leave Usage and Control policy.

Medical and Dental Appointments
1. Medical and dental appointments should be scheduled outside of working hours when possible. When it is necessary to schedule an appointment during working hours, the employee should attempt to obtain an appointment at a time that has the least impact on the worksite (i.e. near the beginning or end of the work shift). Employees who have a number of medical or dental appointments or lab tests should ask their doctor, dentist or clinic if they have appointment hours available outside the employee’s normal work schedule.

2. Scheduled appointments should be reported to the supervisor as soon as the date is set with a minimum of 48 hours’ notice (except in emergency situations). Employees may be requested by a supervisor to reschedule a non-emergency appointment to minimize the impact of the absence on departmental operations.

3. Employees who are eligible for sick leave may schedule up to three medical or dental appointments per calendar year with supervisory approval, without charging the time to sick leave. Appointments for full-time employees cannot exceed two hours each. Appointments for less than full time employees cannot exceed the pro-rated portion of a full-time employee. If an appointment exceeds two hours for a full-time employee or the allowable prorated time for a less than full time employee, the entire time must be charged to sick leave. These appointments are to be scheduled in the same manner as sick leave. Time taken under this provision should be charged to pay code “069” – Miscellaneous Unapplied Time. Time charged to “069” for medical appointments will not be considered occurrences for the purposes of the Sick Leave Control Policy. Employees that are on a medical certification requirement will however be required to provide medical certification for absences of this nature. “069” time is not to be used for medical or dental appointments of the employee’s family. Managers and Supervisors
must maintain records to monitor the usage of “069” time. Applications for Absence Due to Personal Illness should be submitted for these appointments, but should reflect that “069” time is being charged.

Sick Leave Control Program
The MHD’s program for absenteeism reduction is not intended to create undue hardship for any employee, but is designed to make employees aware of their responsibilities toward regular attendance. Excessive use of sick leave benefits can result in loss of productivity, poor morale among co-workers, accelerated loss of accumulated sick leave, and possible disciplinary action and loss of wages.

The use of corrective action steps does not imply that an employee is “abusing” sick leave. The approach assumes excessive sick leave usage but no falsification or dishonesty. If an employee is found to have falsified, misrepresented, or misused sick leave, disciplinary measures will be instituted.

The immediate supervisor is primarily responsible for monitoring, counseling and initiating progressive steps if necessary.

See http://mint.milwaukee.gov/Health(MINT) for a complete copy of the Sick Leave Usage and Control policy.

Sick Leave Incentive Program
The city’s Sick Leave Incentive Program for employees provides recognition for good attendance and rewards continued reductions in sick leave usage by offering a special incentive of up to three days per year in the form of pay or time off at the employee’s selection. Eligible employees must maintain a minimum sick leave balance of 96 hours and must meet specific criteria related to work absences.

See http://mint.milwaukee.gov/Health(MINT) for a complete copy of the Sick Leave Control Incentive Program (SLICP).

All employees are subject to the Leaves of Absence benefits as specified under Chapter 350 – Subchapter 3 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.
Employee Responsibilities and Rules of Conduct

Personal Conduct
The MHD is committed to providing the highest quality service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team. Employees are further expected to maintain the highest standard of ethics and conduct in the performance of their duties and in their relationships with both public and staff.

Accidents/Injuries/Illnesses – Work Related
Any staff member who, while on duty, sustains a job-related injury or illness regardless of severity is required to report the accident as soon as practicable to his/her immediate supervisor using the Report of Accident to Employee Under Worker's Compensation Act (EB-49) form which can be found on the Department of Employee Relations (DER) website on the MINT (city intranet) at http://city.milwaukee.gov/der/Forms. It is not necessary to complete the HR-7 MHD Incident Report Form along with the EB-49. Employees recovering from work-related illness/injuries are expected to observe their medical restrictions and limitations at all times, both on and off the job.

It is a serious offense to collect compensation through a false claim of a job-related injury. A false claim of a job-related injury may be made the basis for disciplinary action up to and including dismissal and may subject the violator to criminal charges.

Accident or Injury to a Client or Visitor/Threat or Act of Violence
Any staff member who, while on duty, experiences any of the incidents listed below, shall complete the HR-7 MHD Incident Report Form and submit it to their supervisor as soon as practicable after the incident. This form is available on the MINT (city intranet) under MHD-Human Resources/HR Forms.

- witnesses an accident or injury to a client
- witnesses a threat or act of violence;
- experiences theft or vandalism on City property or any location during the course of their normal work day;
- is involved in an accident with a City of Milwaukee owned vehicle or personal vehicle on city business. NOTE: If the employee does experience an injury, please refer to the policy above on Accidents/Injuries/Illnesses – Work Related
- Receives a complaint, and any other incident that warrants reporting.

See http://mint.milwaukee.gov/Health (MINT) for a complete copy of the MHD Incident Report Form (HR-7).
Attendance and Punctuality
Employees are expected to be at their work areas, prepared for work, at their established starting times and to remain until quitting time, including scheduled overtime. In order to properly provide adequate public service, maintain work schedules, and meet statutory deadlines regulating MHD operations, regular and punctual attendance is required of all employees. Employees who will be arriving late should call their supervisors as soon as possible to alert them. Employees are not to leave their work areas except as their scheduled assignments require such mobility or except as approved by their supervisors. Employees assigned to direct public service points are not to leave the public service areas to which they are assigned without first obtaining permission of the supervisor, unless there is an extreme emergency in which case word can be left with a fellow employee.

Computer Use, Internet and E-Mail Policy/ Signature
MHD adopts the Citywide Internet use guideline as a work rule for its employees. In using MHD computers, E-mail and the internet, employees are trusted to act responsibly and always in the best interest of the taxpayers and our clients. Employees are not to create legal liabilities and negative publicity for themselves, the City or the MHD. Employees are responsible for complying with all applicable state and federal laws, and City and MHD policies and standards when using these resources. Violations of any laws, policies or standards may result in disciplinary action in accordance with City administrative rules and MHD work rules and procedures.

Limited incidental use of the City’s Internet resources for personal purposes is deemed appropriate during the lunch period and before or after scheduled work hours. However, employees must ensure that such use does not impair the employee’s ability to fulfill his or her job responsibilities and does not impose any additional costs or liabilities on the city.

Employees are encouraged to use communication devices, the Internet and E-mail for work related research and communications, to assist in providing services to clients and customers and for any other activity that supports the City’s and MHD’s missions. Employees must restrict the use of these resources during work hours for city business only. The following activities are strictly prohibited, whether on city or personal time:

1. Accessing and connecting to Internet sites containing inappropriate materials for the workplace, including, but not limited to, adult sites including pornography and gambling;
2. Creating or transmitting any communication that can be construed as illegal, scandalous, defamatory, intimidating, harassing, threatening, libelous, obscene, immoral, offensive, or in violation of other city policies;
3. Using city e-mail and the Internet while on work time for personal gain, profit-making ventures or political endeavors;
4. Accessing or ordering fee-based internet information, services or products for business use without prior supervisory approval;
5. Duplicating or distributing copyrighted materials without the permission of the author or publisher;
6. Misrepresenting the identity of the employee or posing as someone else when using the department’s Internet or E-mail accounts;
7. Sending anonymous messages or intentionally intercepting, eavesdropping, recording, reading, altering, or receiving other person’s e-mail messages without proper authorization;
8. Transmitting any sort of chain letter or jokes, including those containing off-color jokes, racial slurs, or offensive gender-related remarks;
9. Including any information, quotes, phrases or references on official E-mail that contain a political, religious, or philosophical message. (Please follow the department signature protocol);
10. Downloading or installing business applications without proper authorization and scanning for viruses.

While it is recognized that employees do on occasion need to send or receive emails of a personal nature using the department’s E-mail account during regular work hours, these e-mails should be restricted to those that are of an essential/urgent nature and should be kept as brief as possible to minimize the amount of disruption in the performance of your assigned responsibilities. Employees are not to use or access personal email accounts from MHD computers, unless the employee has obtained prior approval from his/her supervisor.

Employee’s occasional use of city resources for email or Internet before or after regular business hours should be limited and is subject to the following additional restrictions:

- Incidental personal use is restricted to MHD employees and does not extend to family members or friends.
- Incidental personal use must not impose additional costs or liabilities on the department.
- Incidental personal use must not interfere with the performance of the employee’s responsibilities.
- Incidental personal uses is strictly prohibited in work areas that are open and accessible to the public (i.e. reception areas and waiting rooms)

Due to public records, laws, and because email administrators sometimes have no choice but to view messages in performing regular maintenance, users should not assume any privacy or confidentiality for any messages they transmit or receive via email. Employees should choose a different mode of communication for sensitive or confidential matters.

All Internet and E-mail transmissions sent or received through Departmental computers are considered to be MHD property. MHD reserves the right to monitor usage of the Internet and/or E-mail by all employees. This includes, but is not limited to, examining, at any time and without prior notice, all email, directories, sites visited, files and all other information transmitted via the Internet and e-mail accounts.
If there is cause to believe that an employee is inappropriately using or abusing computer privileges, an investigation will be undertaken, which may result in discipline up to and including discharge from employment.

See http://mint.milwaukee.gov/Health (MINT) for a complete copy of the MHD Internet and Email Policy and Guidelines.

**Conflict of Interest/ Ethics**

All employees are covered by the City Code of Ethics (Chapter 303, Code of Ordinances) which describes standards of conduct and conflicts of interest. Ethical conduct is a matter of performing one's duties and responsibilities in accordance with established rules and guidelines of good, sound judgment and common sense. Employees are to act with integrity and concern for the public interest, in fact or appearance, and to remember that their actions add or subtract from the city’s reputation for high moral and ethical standards. Generally an employee:

- Is not to accept anything of value which could appear to influence his/her public duties.
- Is not to accept anything of value which could appear to be a reward for action taken in his/her public duties. Is not to use his/her public position for personal gain or for the gain of immediate family members or for organizations in which he/she has an interest.
- Is not to use workplace information, which is unavailable to the public, for personal gain.
- Is not to enter into a contract with the city of over $3,000 without written disclosure to the city’s Ethics Board and to the contracting department.
- Is not to represent persons for compensation before city departments, commissions or boards unless as part of his/her official duties or at a recorded open hearing.
- Is not to represent persons for compensation before city departments, commissions or boards related to his/her former position for a period of 12 months after leaving city employment.

Some staff members as determined by the Code, and by the Common Council’s Positions Ordinance, are required to file an annual financial statement. If required to file, the covered employee will receive a statement.

See http://city.milwaukee.gov/Ethics for the City Ethics policy statement.

**Dress Code**

The MHD’s objective in establishing a dress code is to enable employees to project a professional, business-like image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for this dress code.

The MHD strives to maintain a public image that reflects an efficient, orderly, and professional organization. Appearance is vitally important in the successful performance of our jobs. How our clients respond to us is, in part, influenced by how we present ourselves. A professional image is important in gaining respect and entrance to establishments, clients’ homes, clinics, and schools. The personal appearance of each employee is an important component in the provision of quality service to our clients. The following guidelines are to be observed by MHD employees.
and other representatives. This includes, but is not limited to, full-time and part-time employees, contracted services, fellows, interns, students, and volunteers.

Employees are expected to use good judgment in choosing their attire, taking into consideration their position as representatives of the MHD, the clients they serve, and health and safety standards. If uncertain about acceptable professional business casual attire for work, employees should ask their supervisor, Division Director or the Health Personnel Officer.

Employee attire should contribute to a professional appearance. Because all casual clothing is not suitable for the work environment, these guidelines will help employees to determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is not appropriate for a professional appearance at work. Clothing that reveals cleavage, back, chest, stomach or undergarments is not appropriate for a place of business, even in a business casual setting.

In a business casual work environment, clothing should be neat, not wrinkled, torn, dirty, or frayed. Items of clothing with political or offensive messages or advertisements are not considered appropriate for a business environment. Below is an overview of acceptable business casual attire. Items that are not appropriate for the office are listed as well. Neither list is all-inclusive; both are subject to change. The lists provide a guideline for what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

Please note that the MHD allows for jeans to be worn on every Friday of each work week. However, jeans (pants, skirts, shirts, etc.) are NOT allowed Monday through Thursday of the work week. In the event that the Friday falls on a furlough or holiday, Administration will reserve the right to determine a make-up day.

- **Slacks, Pants and Suit Pants**
  Slacks should be full length or capri-length that are similar to Dockers® and other makers of cotton or synthetic material, wool, corduroy, flannel, and dress synthetic pants are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants, leather, shorts (see bullet point below on shorts), bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.

- **Shorts**
  Between May 1st – September 30th, or other times when the outside temperature exceeds 75 degrees, staff members assigned to field work (outdoors, or in non-air-conditioned buildings) may wear shorts while performing field functions. Employees must maintain a professional appearance. Shorts are limited to knee length, dress uniform type, in either black or navy, and may not be altered in any way. Shorts can be pleated or non-pleated, but they must not be excessively baggy or ill fitting. No cargo shorts allowed. Shorts must be purchased during non-working hours and at the employee’s own expense.

  - **Conditions**
    - Employees are not permitted to wear shorts in the office except for brief periods prior to and after field work. If a staff member is going to be in
the office for an extended period of time either before or after field work, the employee must change into appropriate office attire.

- The wearing of shorts will be discontinued if it prohibits the employee from performing any assigned task.
- Reported or unreported injuries caused by the increased exposure may be cause for the discontinuation of the program.
- Any employee who wears unapproved shorts will be considered unavailable for work and be subject to discipline

- Skirts, Dresses and Skirted Suits
  Casual dresses and skirts are acceptable. Dress and skirt length should be no shorter than two inches above the knee. Mini-skirts, skorts, jean skirts, sun dresses, beach dresses, evening-gowns, and spaghetti-strap dresses are inappropriate for work.

- Shirts, Tops, Blouses and Jackets
  Casual shirts, polo shirts, dress shirts, sweaters, tops, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable for business casual work attire, if they violate none of the listed guidelines. Inappropriate attire includes the following: tank tops; sweatshirts; midriff tops; halter tops; tops with bare shoulders (sleeveless); t-shirts unless worn under another blouse, shirt, jacket, or jumper; and shirts with offensive words, terms, slogans, pictures, cartoons, or logos (with a general rule that any logo be smaller than the size of a quarter). Milwaukee Health Department t-shirts and polos may be worn for Health Fairs and Special clinics only. These are not acceptable for regularly scheduled clinic hours, Mondays through Fridays.

- Shoes and Footwear
  Loafers, boots, flats, conservative athletic shoes, sneakers, dress heels or sandals, and leather deck shoes are acceptable. Flip-flops and slippers are not acceptable in the office. For any employee while performing field work, custodial or driver responsibilities and in clinic settings, fully enclosed shoes are required.

- Hats and Head Covering:
  Hats are not appropriate in the office or other indoor settings. Head covers worn while performing field work should be removed upon entering a building. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

- Scented Products
  An increasing number of employees, clients, and guests suffer from sensitivity to chemicals found in fragrances and other scented products such as after-shave and hairspray. This sensitivity can take the form of allergies, asthma, upper respiratory problems, migraines, or other health problems. In order to be responsive to the health and comfort of all individuals, employees are encouraged to refrain from using, or limit their use of colognes, perfumes, and other scented products in the workplace. See [http://mint.milwaukee.gov/Health](http://mint.milwaukee.gov/Health) (MINT) for a complete copy of the Chemical Sensitivity Statement.

- Personal Grooming
  Personal cleanliness and good grooming habits must be observed. Hair, including facial hair, should be clean and neatly trimmed or arranged.
Supervisors are responsible for maintaining standards of dress and grooming for employees working under their jurisdiction. Administration will attempt to be sensitive to changes of style and modes of attire and to personal preference in grooming; however, the MHD reserves the right to determine acceptable levels of personal appearance.

If an employee reports to work improperly dressed or groomed, supervisors shall counsel the employee regarding the inappropriate dress or grooming and will instruct the employee to take corrective action. If an employee must return home to take corrective action, time away from work will be charged to the employee’s accrued vacation, compensatory time or to unpaid leave. Progressive disciplinary action may be taken for further dress code violations.

Protective Clothing: Protective clothing (coats/aprons/smocks) should be worn when there is risk of exposure to body fluids. Staff performing health screenings or mandated to wear protective clothing per MHD’s Blood Borne Pathogen Control Policy will be provided protective clothing by the department.

Safety Shoes: An employee who works in a classification which requires the wearing of an approved safety shoe (Classification USAS Z41.1-1983/75) must comply with the requirement. Your supervisor will notify you if you are required to wear safety shoes for performing all or parts of your job duties. The MHD shall reimburse department employees (having served a minimum of 8 weeks of employment) for MHD for the cost of one (1) pair of safety shoes per year.


Emergency Contact Information
See “Employee Self Service” in this handbook on how to designate an individual(s) who should be contacted on the employee’s behalf in cases of emergency

Gift Acceptance
As public employees, it is imperative that we be perceived by citizens as above board in performing our duties and responsibilities. Health Department employees are not to accept any gifts or tokens of appreciation of value that could appear to influence or be a reward for action taken in their public duties. If a gift is presented when an employee is not on duty, the employee is to inform their manager. Typically, the gift will be returned to the donor accompanied by a thank you letter explaining the Health Department’s policy.

Identification/Access Card
All MHD employees are issued a City identification/access card that is valid during the staff member’s period of employment and must be turned in to the immediate supervisor upon separation from MHD service. This card is for identification purposes only. An employee who loses this card must report it to the Health Personnel Officer or Business Operations Manager. Cards that are badly mutilated or not working properly and need to be replaced should be sent to the Health Personnel Officer or Business Operations Manager for replacement.
On-line Time Entry
All employees are required to utilize the City of Milwaukee’s on-line time entry system, CityTime®. The accurate completion of time records is mandatory. Time records serve not only as a basis for an employee’s compensation, but also are used to reflect the department’s labor costs and distributions for budgetary purposes. It is imperative that each employee’s time record reflect actual time.

To ensure accuracy, hourly employees should make entries in CityTime on a daily basis. Exception pay employees should complete their time record no later than Noon on the last Friday of each pay period (or by a deadline announced due to a holiday) to allow supervisors adequate time to review and approve records. Time is to be entered to the nearest one-tenth of an hour.

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Any questions regarding the completion of an employee time record should be directed to the employee’s supervisor.

Personnel Record Changes
It is an employee’s responsibility to keep personnel and payroll information correct and up-to-date. Changes of name, address or telephone number, family status are to be reported to the employee’s supervisor and the Human Resource/Payroll section as soon as the information is known. The employee will make all such Personnel Record Changes via the self-service portal.

Information regarding the City of Milwaukee HRMS-Employee Self Service is found on the MINT [http://city.milwaukee.gov/der/SelfService](http://city.milwaukee.gov/der/SelfService).

Political Activity
City employees are prohibited, during scheduled work periods, from engaging in the distribution of badges, posters, bills, printed or written matter approving or favoring a candidate for nomination or election to municipal political office. Employees have the right to become members of a political organization, to attend political meetings, to express opinions on all political subjects and to enjoy freedom from all interference in casting votes. However, it is inappropriate to give the appearance of representing the City of Milwaukee Health Department.

Employees acting in their official capacities are prohibited from recommending any changes to, or amendments of, the laws of the State of Wisconsin without first submitting to the Common Council those proposed changes or amendments and obtaining the approval of, and a directive from, the Common Council.
**Telephones, Pagers, Tablets and Other Communication Device Usage**

MHD telephones are intended for use in MHD business matters. It is recognized that an employee does, upon rare occasion, have to receive or make telephone calls of an urgent, personal nature. During working hours these calls are to be restricted to those of essential nature and are to be kept as brief as possible. Only telephones in the employee’s immediate work area may be used for this purpose.

Personal long-distance phone calls on city phones, as well as use of city cellular phones for personal reasons are not allowed and may be subject to disciplinary action and reimbursement to the city. Supervisory approval, with consultation from Human Resources or Business Operations, can be requested if an urgent personal issue arises. On rare occasion for such urgent issues, arrangements to reimburse the city for long-distance calls may be discussed.

Employee’s use of personal cell phones, pagers, tablets, or other personal communication devices for both verbal and non-verbal (texting etc.) communication is restricted to authorized break and non-work hours, and to locations outside work areas visible to the public. Communication devices, including ear pieces, etc. are not to be visible to the public during an employee’s work hours.

Employees bringing personal cell phones or pagers onto work premises are required to either turn them off or silence them during work hours. Leaving work areas to use cell phones or public pay phones during times other than breaks or nonworking hours must be approved by a supervisor.

**Safe Work Procedures**

All employees are responsible for following safe work procedures. Employees will be instructed in necessary safety measures to be taken in the course of their employment as they relate to specific job assignments. If an employee observes unsafe working conditions, it is that person’s obligation to either correct the problem or report it to the supervisor. The HR-14 form is available on the MINT (city intranet) under MHD-Human Resources/HR Forms to report such issues or concerns.

A Workplace Safety Grievance Procedure exists to allow employees to identify, document and report safety related concerns that present a threat of injury or illness and to allow managers, supervisors, and/or Safety Officers to address those concerns in a timely and expeditious manner. This Grievance Procedure was adopted pursuant to Civil Service Commission Rule XIX. This Grievance Procedure is administered by the Department of Employee Relations. Specific safe work procedures may be established for specific job categories.

See the Milwaukee Health Department (MHD) MINT: See [http://mint.milwaukee.gov/Health](http://mint.milwaukee.gov/Health) (MINT) for copy of the HR-14 form.

See the DER MINT at [http://city.milwaukee.gov/der/Forms](http://city.milwaukee.gov/der/Forms) for access to the Workplace Safety Grievance Form.
Safety Shoes
Employees working in certain job classifications are required to wear steel toe safety shoes, and for most of the employees in these classifications will be authorized to purchase at city expense, one pair per year. Covered employees are to consult their supervisors for the procedure on obtaining shoes.

Self Service
At the start of employment with the City of Milwaukee, each employee receives a user ID in order to access the City of Milwaukee’s Human Resource Management System, Employee Self Service function at http://city.milwaukee.gov/der/SelfService.

The Self Service function can be used for:

- **Personal Data** (viewing and updating) including:
  - Marital status.
  - Home/Mailing address.
  - Phone numbers.
  - Emergency Contact Information.
  - Name changes.

  **Note:** It is the responsibility of each employee to keep their personal information up-to-date.

- **Paycheck** information (the current check is available on payday; historical paycheck information is also available).

- **Benefits** Summary.

- **Tuition and Professional Fees Reimbursement** applications.

- **Health and Dental** Insurance enrollment.

Workplace Violence
It is the policy of the City of Milwaukee to provide a safe environment for its employees and visitors, which is free of verbal or physical intimidation, threats, or violent behavior. The City is committed to a zero tolerance policy for incidents or threats of violence by employees, visitors, and the general public. In order to promote and support a workplace where dignity and respect are observed, the City of Milwaukee will not tolerate any acts of intimidation, threats, or bullying. The following list of behaviors, while not all-inclusive, provides examples of prohibited conduct:

- Causing physical injury to another person
- Engaging in bullying or intimidating acts
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress
- Comments (even if “joking”) about violence or the position of weapons in the workplace
- Physical or verbal abuse
• Stalking
• Engaging in behavior motivated by, or related to domestic violence
• Intentionally damaging City property or property of another employee or citizen
• Sabotage
• Possession or use of a weapon, firearm or dangerous instrument while on City property or on city business.

All employees are responsible for maintaining a safe work environment. Employees should remain alert for signs of a potential or escalating dispute that disrupts or could disrupt the work environment for any and all persons employed by or doing business in our Office. Employees should communicate such concerns immediately to their supervisor. Supervisors should contact the appropriate supervisor(s) for follow-up by the latter to address the issue. Any employee who believes he/she has been the victim of workplace violence should immediately inform his/her supervisor, division manager, City of Milwaukee Office of Diversity or the Director. All reported incidents in violation of this policy will be taken seriously and will be investigated in a timely and confidential manner. There is zero tolerance for retaliation against an employee who has in good faith files a complaint of a violation of this policy, or who has assisted in an investigation.

Any individual or group who endangers the physical and/or emotional health, safety and well-being of another may be subject disciplinary action up to and including discharge for a first offense as well as fines and/or civil and criminal penalties as provided by law.

See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.
Discipline and Grievance Procedure

Discipline and Discharge
The following are considered as cause for suspension, reduction or discharge, although suspension, reduction or discharge may be made for other causes. These causes are further described under City Service Rule XIII, Section 5.

- Has been convicted of a job related criminal offense or is unavailable for work because of incarceration;
- Has been charged with a job-related criminal act; but if such act is, at the time the charges are before the Commission on hearing, involved in a criminal proceeding before the grand jury or the courts, the officer or employee so charged may request that the hearing be postponed or continued, with the employee's consent, until such time as the criminal proceedings are terminated, and such request shall be granted, and provided, further, that such employee may have the hearing or investigation proceed before the Commission at any time on ten days' notice, in writing;
- Has willfully, wantonly or through culpable negligence been guilty of brutality or cruelty to an inmate or prisoner of a city institution or to a person in custody, provided the act committed was not necessarily or lawfully done in self-defense, or to protect the lives of others, or to prevent the escape of a person lawfully in custody;
- Has violated any of the provisions of the Milwaukee Code, Charter Ordinances and General Ordinances and Resolutions of the city passed by the Common Council, or of the Civil Service Law or of the rules of the Commission;
- Has been guilty of theft, damage or destruction of property of the City, other employees or any member of the public during scheduled working hours;
- Has violated any lawful and reasonable official regulation or order, or failed to obey any lawful or reasonable direction made and given by a superior officer, where such violation or failure to obey amounts to an act of insubordination or a serious breach of proper discipline, or resulted or reasonably might be expected to result in loss or injury to the city, or to the public, or to the prisoners or wards of the city;
- Has been intoxicated while on duty or having unauthorized possession of intoxicating beverages or illegal drugs on city premises;
- Has been rendered unfit for city service by a competent authority;
- Has been guilty of acts which amount to an act of insubordination;
- Is offensive in conduct or language towards the public or towards city officers or employees;
- Is incompetent or inefficient in the performance of or fails or refuses to perform the duties required for the position;
- Is careless or negligent or makes unauthorized use or permits the unauthorized use of the property of the city;
- Has used or threatened to use, or attempted to use personal or political influence in securing promotion, leave of absence, transfer, change of grade, pay, or character of work;
- Has induced, or has attempted to induce, an officer or employee in the service of the city to commit an unlawful act or to act in violation of any lawful and reasonable
departmental or official regulation or order; or has taken any fee, gift, or other valuable thing in the course of work or in connection with it, for personal use from any citizen, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other citizens;

- Has induced or attempted to induce any person, firm or corporation doing business with the city to give employment to any relative of said city officer or employee, or has induced or attempted to induce any person, firm or corporation as aforesaid to show any material favor or consideration of any kind to any relative of said city officer or employee, when said officer or employee holds a position in a department, division or office having direct contact with such person, firm or corporation;

- Has, during scheduled work periods, engaged in the distribution of badges, posters, bills, printed or written matter approving or favoring a candidate for nomination or election to a municipal political office, or has solicited money for the purpose of aiding the election of any candidate to any public office, and provided, further, that nothing in this section shall be construed to interfere with the right of an employee in the classified civil service to become a member of a political club or organization, to attend political meetings, to express his opinions on all political subjects, and to enjoy freedom from all interference in casting his or her vote.

- Has refused or failed to comply with departmental work rules, policies or procedures;

- Has been absent without excuse, authorization or has had excessive absence and/or tardiness;

- Has falsified, or made unauthorized modification or alteration of any city record or report;

- Has had unauthorized possession of a firearm or dangerous weapon while acting in the course of employment;

- Has intentionally and illegally discriminated against anyone in employment or delivery of services because of such individual's age, race, color, disability, sex, creed, arrest or conviction record, national origin or sexual preference.

**Right of Appeal:** An employee regularly appointed, having passed probationary period, has three business days of the receipt of the notice to appeal an order of discharge, reduction or second suspension within six months of a former one, or from any suspension exceeding 15 working days. The appeal must be submitted to the City Service Commission by contacting the Department of Employee Relations and submitting the proper appeal notice.

**Disciplinary Appeals and Grievance Procedure**

**Disciplinary Appeals:**
Regularly appointed employees (who have passed the probationary period) may file an appeal to the Board of City Service Commission within three days from receipt of formal written notification of the following:

- Discharge
- Reduction
- Disciplinary suspension exceeding fifteen working days
• Second suspension received within six months of a former one


Disciplinary Grievance Procedure
Regularly appointed employees who receive written warning notices and disciplinary suspensions without pay that fall outside those that can be appealed to the City Service Commission, as defined above, may appeal such actions through disciplinary grievances. This Procedure is not intended to give rights or protections to employees not covered by Commission rules including those who do not hold regular appointments under City Service Commission rules.

See http://city.milwaukee.gov/der/Forms for a complete description of the procedure, the steps in the process, timelines for filing grievances, grievance forms, and allowable employee representation at steps of the grievance procedure.
Employee Benefits & Related Topics

Bus Discount Program
Sponsored by the City of Milwaukee and the Milwaukee County Transit System, the Commuter Value Pass (CVP) program is an economical and environmentally friendly way to commute to and from work. This program offers a subsidized pass for use on all county buses including freeway flyers and special event buses. Enrollment is open to full time and limited benefit employees. To enroll or obtain more information on this program call the City’s Department of Employee Relations at 286-2178 or 286-8111.

Additional information is available on the City’s website at http://city.milwaukee.gov/der/Benefits2012.

Convention/ Conference/ Workshop/ Meeting Attendance
Staff members are encouraged to attend and participate in conventions, conferences, workshops, institutes, and meetings that will enable them to keep current with new and changing developments in their employment field, the community served. Employees are encouraged to attend events in order to remain current with the materials and issues that affect the needs of the MHD’s public and contribute to the long range goals and objectives of the MHD as well as participate in those events that advance the MHD career development of the individual. Participation may be done on work time or using paid time off or a combination of both depending upon supervisory approval and programmatic needs. Partial or full expense reimbursement may be available for such participation. Tuition Reimbursement may also be an option for reimbursement for registration fees. Requests must be made in advance using the Request for Conference, Workshop and Meeting Attendance form (HR-09) and must be approved by the employee’s immediate supervisor, Division Director, and the Health Operations Administrator. If approved, employees must generally prepay expenses, although certain exceptions may apply if requested well in advance. Following completion of the approved program, employees must submit required receipts and a written evaluation of the program on the Conference, Workshop, or Meeting Evaluation Report (HR-10).

This form is also available on the MHD MINT website at: http://mint.milwaukee.gov/Health.

Deferred Compensation Plan
Deferred compensation allows employees, through regular payroll deductions, to save and invest money for retirement. The money saved and interest accrued is not subject to state and federal income taxes until withdrawn. Because of this “tax break” feature, the money set aside provides greater benefits than would accrue with an ordinary savings plan. Money deferred is invested at the option of the participant in any of several investment alternatives. Upon retirement or termination of employment, the savings and interest may be withdrawn in periodic payments or in a lump sum. In the case of a serious, unexpected financial emergency, as defined by the Internal Revenue Service, funds may be withdrawn prior to retirement. The City of Milwaukee’s Deferred Compensation Board has the responsibility of reviewing or approving all emergency requests.
More information may be found regarding Deferred Compensation options at: http://city.milwaukee.gov/der/Benefits2012/DC.

**Employee Assistance Program**
The City’s Employee Assistance Program (EAP) is a counseling and referral service available to city employees, and their family members who may need assistance with a wide array of personal or work related issues, such as alcohol and drug use, physical, emotional and mental health issues, marital, relationship and family issues, financial difficulties, and legal matters. Services are provided with sensitivity to race, gender, religion, ethnic background and sexual orientation. All records, discussions, and referrals for persons seeking assistance from this program are held in the strictest confidence. No release of an individual’s information can occur without the full written approval of the person involved.

Employees may directly contact the Employee Assistance Program or may be referred by a supervisor. There is never a charge to an employee or family member for the EAP services. However, if a referral to another agency is necessary the fees for services of those agencies are generally based on income or covered by the employee’s health insurance. Appointments with the EAP are generally on an employee’s own time, (except as covered under the Health Department’s Sick Leave Usage and Control Policy), or unless directed by the Health Department Personnel Officer.

See http://city.milwaukee.gov/der/EAP for more information on EAP.

**Employees’ Retirement System**
The Employees’ Retirement System provides regular service retirement benefits, and benefits should an employee become disabled during the course of employment, whether duty related or not. Also provided are duty-incurred death benefits, ordinary death benefits and survivorship options. Employees who annually average more than 20 hours of work per week are eligible for membership in the system as are those employees who have been previously enrolled but accept positions of 20 hours per week or less. For employees hired on or before 12/31/99, the city pays on behalf of the employee the full-member contribution, which is 5.5% of an employee’s earnings, excluding overtime. Employees hired after 12/31/99 are required to contribute 1.6% of their pensionable earnings during their first eight years of enrollment. Employees hired after 12/31/09 are required to contribute 5.5% of their pensionable earnings during their first eight years of enrollment.

Employees are vested in the retirement system after four years of creditable service. “Vesting” means that the employee is eligible to begin receiving a pension after reaching the minimum service retirement age. “Creditable service” general includes the employee’s period of active City employment, starting from the date of hire. Certain absences, including U.S. military service leave, also count as creditable services.

Employees who separate from city employment and have at least four years of service may leave their member contribution in the Employee’s Retirement System and draw a pension allowance upon reaching the minimum regular service retirement age of 60. If an employee quits after 15 years of service and after reaching age 55, retirement benefits can start immediately, but at a
reduced rate. Employees who are at least age 55, with 30 years of service, may retire with full benefits. An employee who is discharged or whose job is terminated and has no other job with the City may be eligible for special separation benefits. Employees separating from city employment after at least eight years of service may be eligible to withdraw their pension funds from the system.

Employees separating from City employment after at least eight years of creditable service (other than death or retirement) may be eligible to withdraw accumulated contributions made on their behalf plus any interest credited to their accounts.

Complete information on the Employees’ Retirement System is available on their website at [http://www.cmers.com/](http://www.cmers.com/).

**Flexible Choices Program (Medical, Dependent Care and Parking expenses)**
The Flexible Choices Program allows employees to deduct from their gross pay, on a pre-tax basis, out-of-pocket medical expenses, including premiums for city health insurance group coverage, deductibles and coinsurance. Other expenses covered include childcare/dependent care and work-related parking expenses. Paying these expenses with pre-tax dollars reduces employees’ tax liability and increases take-home pay. Employees also do not have to pay Social Security or federal income taxes on money contributed to Flexible Choices for these expenses.

Employees who want to enroll in any or all of the three parts to the program must do so each year that the program is offered by the City of Milwaukee. New employees are eligible to sign up for the program 30 days after their city start date. Continuing employees are eligible to sign up for participation only during the annual open enrollment period, except for parking which can be added or changed at any time.

Additional information is available on the City’s website at [http://city.milwaukee.gov/der/Benefits](http://city.milwaukee.gov/der/Benefits).

**Health/Dental Insurance**
Employees hired on a full-time, regular or half time, limited benefit basis become eligible for medical/dental benefits for themselves and their eligible dependents upon completion of 30 consecutive calendar days of active service. Longer waiting periods for pre-existing medical conditions may be in effect, however, depending on the health plan selected. If both spouses are employed by the City of Milwaukee, only one is eligible to carry insurance. Health and dental insurance program enrollment is optional.

Before choosing a specific health and/or dental plan from those offered by the City it is in an employee’s best interest to review the Department of Employee Relations benefit website to determine which policy best suits the employee’s specific needs. Coverage and plan costs may vary. Current employees may elect to change their health and dental plans only during the City of Milwaukee’s annual open enrollment plan.
City employees who are on layoff or leave of absence, or who resign or are terminated for reasons other than misconduct, can maintain their city health insurance for up to 18 months at their own expense. Any city employee whose marriage ends because of divorce or annulment must promptly notify the MHD’s Payroll Section. The employee’s spouse may continue coverage through self-payment for up to 36 months.

Employees eligible for health and dental insurance who are off the payroll for one pay period or more for any reason must complete new health and dental insurance applications as soon as possible following their return but not later than 30 days after return. Employees who want to add dependents to their health and dental insurance must notify the MHD’s Payroll and Accounting Unit as soon as possible but no later than 30 days from the date of occurrence or the dependent will not be covered. Failure to comply with the 30 day requirement will result in the enrollment of a dependent having to wait until the annual City’s open enrollment period.

Note: Registered domestic partners (same-sex or opposite sex) of eligible city employees are considered “eligible dependents” if they are registered as such by the City Clerk as provided under Chapter 111 of the Milwaukee Code of Ordinances. These persons are covered by health and dental insurance when any of the city’s insurance carriers provide for such coverage. However, any employee wanting this coverage must enroll in a program that offers the benefit.

Additional information is available on the City’s website at: 

All employees are subject to the Insurance Benefits as specified under Chapter 350 – Subchapter 2 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.

**Holidays**

Full-time and part-time limited benefit employees receive the following 11 holidays with pay when the holiday is on Monday through Friday. Limited benefit employees are granted time off on a prorated basis.

- New Year’s Day (January 1)
- Dr. Martin Luther King’s Birthday (third Monday in January)
- Good Friday (Friday before Easter Sunday)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (the fourth Thursday in November or the day appointed by the governor)
- The day after Thanksgiving (Fourth Friday in November)
- The last normal work day before Christmas Day
- Christmas Day (December 25)
- The last normal work day before New Year’s Day

Employees will receive holiday pay if they have been on the payroll for at least two days during the calendar week in which the holiday occurred or the workday before and the workday after the
holiday. No holiday pay will be allowed if a holiday occurs within, immediately before, or immediately after a disciplinary suspension or unauthorized absence.

All employees are subject to the Holiday benefits as specified under Chapter 350 –Subchapter 1 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.

Life Insurance
Employees who have worked for the city for 180 consecutive days (six months) on a full-time basis or 365 consecutive days (one year) on a part-time basis averaging more than 20 work hours per week are eligible to participate in the city’s group life insurance program. Employees under age 65 who enroll and remain in active service are entitled to elect and maintain an amount of term life insurance equal to the next higher $1,000 of their annual salary.

Most job classifications are also eligible for optional coverage in increments of $1,000, up to a maximum of 1.5 times their annual base salary, rounded to the next higher thousand dollars of earnings, or $100,000, whichever is greater. The amount of life insurance to which an employee is entitled is adjusted semi-annually. Upon reaching age 65, employees should check with the MHD’s Payroll Section in regards to the amount of coverage to which they are entitled.

The City pays the premium up to and including $35,000 coverage for full-time employees. Employees may purchase additional coverage in excess of these amounts by paying through monthly payroll deductions.

Additional information is available on the City’s website at:
http://www.cmers.com/CMERS/Benefits/Life-Insurance.

All employees are subject to the Insurance Benefits as specified under Chapter 350 –Subchapter 2 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.

Long Term Disability Insurance
Employees with major illnesses who either run out of sick leave or have not worked long enough to accumulate a significant disability benefit under the pension plan may be eligible for long term disability insurance. This insurance program allows employees to protect their income if illness or injury prevents them from performing their job.

To be eligible, employees must work at least 20 hours per week on a year-round basis and have completed six months of active service following a regular or exempt appointment. Basic coverage, featuring benefits to age 65, after an elimination period of 180 days, is provided at no cost to the qualified employee. Shorter elimination periods are available through payroll deduction. More information is available from the Employee Benefits Division of the Department of Employee Relations.

Additional information is available on the City’s website at http://city.milwaukee.gov/der.
All employees are subject to the Insurance Benefits as specified under Chapter 350 – Subchapter 2 of the Milwaukee Code of Ordinances. See http://city.milwaukee.gov/der/Policies for a complete copy of the policy.

**Retirement**
Employees eligible for pension benefits who are considering retirement should contact the MHD’s Payroll Office as soon as they have selected a tentative retirement date. Payroll staff will assist the employee in establishing a final retirement date. Employees must file a request for retirement (whether regular retirement or disability retirement) with the City of Milwaukee’s Employees’ Retirement System office no fewer than 30 days nor more than 90 days prior to the effective date of retirement. (Further information on this topic is listed under Employee’s Retirement System.)

**Training and Development**
Continuing staff development and training is vital to the effectiveness of the MHD as well as to the satisfaction of individual staff members in their particular job performance and career growth. A formal orientation program to the MHD is provided to all employees and is supplemented by on-the-job training designed for specific assignments. As needs arise, staff members may also participate in in-service training programs within the MHD, as well as programs provided by the city’s DER-Training Unit or outside providers.

**Tuition and Membership Dues Reimbursement Benefit**
Effective upon the start of employment, City provided tuition assistance is available to help full-time and part-time limited benefit employees who work a minimum of 20 hours per week, do their present job more effectively or prepare for promotional and transfer opportunities within City of Milwaukee government (excluding Milwaukee Public Schools (MPS)). If pursuing a college degree, an employee’s “major” must be directly related to his/her present position or to a reasonable promotional/transfer opportunity within City of Milwaukee government (not including MPS).

Most full-time employees are eligible to receive up to $1,200 per calendar for tuition, required textbooks, and/or job-related membership dues. Up to $600 of available tuition benefits for full-time employees may be used for job or promotion related certifications and license fees. Part-time employees are eligible for pro-rated benefits. Employees eligible for assistance through scholarships, grants, or veteran’s benefits are not eligible unless they have exhausted those funds. Eligible course work must begin after the employees start date with the city, and may include courses, seminars, conferences or conventions. Coursework must be approved by Health Administration and the Department of Employee Relations to qualify for reimbursement. Employees must remain in the service of the City for six months after receiving tuition reimbursement or the amount reimbursed will be deducted from the employee’s final paycheck.
The Department of Employee Relations establishes the guidelines for the administration of tuition benefits.

- All eligible employees must apply for reimbursement online via employee self-service.
- The self-service online application is only to be used for the reimbursement of tuition paid out-of-pocket by the employee.

Additional information is available on the City’s website at: http://city.milwaukee.gov/der/TuitionBenefit.

**Vacation**

Upon the start of employment, staff members begin accruing vacation benefits. Newly hired employees may schedule and use vacation, with their supervisor’s approval, once it is earned. Employees earn vacation time on a pay period basis based upon the time paid in the pay period as summarized below:

<table>
<thead>
<tr>
<th>Hours Earned per Pay Period</th>
<th>Years of active service: Time spent on the payroll (including furlough time) in positions qualifying for benefits.</th>
<th>Maximum Vacation Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7</td>
<td>Less than 4 years</td>
<td>176 hrs.</td>
</tr>
<tr>
<td>5.3</td>
<td>At least 4 but less than 9 years</td>
<td>216 hrs.</td>
</tr>
<tr>
<td>6.8</td>
<td>At least 9 but less than 14 years</td>
<td>256 hrs.</td>
</tr>
<tr>
<td>8.4</td>
<td>At least 14 but less than 21 Years</td>
<td>296 hrs.</td>
</tr>
<tr>
<td>9.9</td>
<td>At least 21 years</td>
<td>336 hrs.</td>
</tr>
</tbody>
</table>

Note: In addition to the above, non-management employees hired before January 1, 2012 have been credited with a separate Transitional Vacation Account (TVA), which was established for eligible employees to preserve vacation earned under previous vacation accrual methods.

Employees who have successfully passed their probationary period may borrow up to 80 hours of vacation before it is earned at the discretion of the department head. In no case may an employee's vacation account balance be less than 80 negative hours. An employee is not required to use his/her TVA before borrowing unearned vacation time. However, individual situations may be reviewed at the discretion of the department head and Human Resources.

Vacation taken before the full amount has been earned is considered time owed the city until it is earned. Any employee who leaves the service of the city due to resignation, retirement, termination, discharge, layoff or death will have the compensation for vacation time owed the city deducted from the final paycheck. Any employee who leaves the service of the city due to resignation, retirement, layoff or death or who takes military leave will be paid for earned vacation time that has accumulated. Employees who reach their maximum vacation balance as allowable based upon their years of service will stop accruing vacation until some vacation is used. Employees eligible for payment of earned vacation upon separation from city service will receive a lump sum cash payment.
MHD Vacation Policy:
1. MHD Administration will allow Division Directors the authority over their divisions to determine a vacation sign-up system that is consistent with the needs of serving our clients, meeting programmatic deliverables and overall continuity of operations using the following two (2) vacation sign-up methods:

   **Seniority-based Periodic Vacation Sign-up:** The most senior staff in order down to the least senior would be allowed to pick **up to one full week** of preferred choice each. Once a full rotation is complete then the most senior to least senior would be allowed to select another week, and so forth until all vacation has been exhausted for each employee.

   **First-come, first-served system:** Employees may submit a vacation request to their supervisor at any time, subject to availability and supervisor approval.

2. Supervisors have the authority to approve or deny vacation requests.
3. Employees shall submit all requests for vacation, in writing to their supervisors for approval with a minimum of a two week notice.
4. Managers will be as flexible as possible when accommodating vacation requests.
5. Supervisors should acknowledge and respond to employees vacation request as practical and without delay

**Minimum Staffing Levels**
1. Management will determine minimum staffing levels and coverage requirements for purposes of vacation approval.
2. Divisions, programs, and sections that provide direct customer service will be staffed at minimums
3. Division Directors will identify “critical times of operations” and establish appropriate staffing minimums. Administration reserves the right to use temporary employees, temporary schedule changes or overtime to provide appropriate coverage.

<table>
<thead>
<tr>
<th>Office of the Commissioner</th>
<th>Buildings &amp; Grounds</th>
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</thead>
<tbody>
<tr>
<td>First come, first served sign-up process</td>
<td>Seniority-based Periodic Vacation Sign-up</td>
</tr>
<tr>
<td><strong>Communications &amp; Public Relations</strong></td>
<td><strong>Family and Community Health Services (by Program)</strong></td>
</tr>
<tr>
<td>First come, first served sign-up process</td>
<td>Seniority-based Periodic Vacation Sign-up</td>
</tr>
<tr>
<td>Limitations during peak seasons</td>
<td>Minimal staffing levels must be maintained</td>
</tr>
<tr>
<td>Minimal staffing levels must be maintained</td>
<td>Minimal staffing levels must be maintained</td>
</tr>
<tr>
<td>Office of Violence Prevention</td>
<td>Disease Control and Environmental Health Services</td>
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<td>First come, first served sign-up process</td>
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<th>Laboratory</th>
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</tr>
</tbody>
</table>

All employees are subject to the Vacations benefits as specified under Chapter 350 –Subchapter 4 of the Milwaukee Code of Ordinances. See [http://city.milwaukee.gov/der/Policies](http://city.milwaukee.gov/der/Policies) for a complete copy of the policy.
Accrued Time off Donor Program
Administered by the Department of Employee Relations, this program allows employees to donate accrued vacation and compensatory time into a city wide “bank.” City employees with a critical illness may apply to receive donated hours from this program, allowing them to remain on the payroll. Employees may contact the Health Personnel Officer to secure additional information.

See http://city.milwaukee.gov/der for more information regarding this program

Blood Donations
The Health Department encourages employees, as a community service, to donate blood. Blood drives are periodically held in the City Hall complex. In addition, appointments can be made at the Blood Center of Southeastern Wisconsin.

Employees participating in blood drives at the City Hall complex may annually schedule up to two one hour appointment on paid city time. Earn code 070 should be charged on the time record. Employees should work with their managers to schedule donations at a time least disruptive to the unit operations, if at all possible. Blood donations made at other facilities or other times are to be taken on the employee’s own time.

Employment or Credit Verification Requests
Any employee in need of an employment or income verification must direct all such inquiries to The Work Number® at www.theworknumber.com or 1-800-367-5690 using employer code. Add employer code 11692 for the City of Milwaukee.

Exit Interview/Questionnaire
Exit interviews are conducted for all full-time and part-time limited benefit employees prior to their separation from service whenever possible, provided such separation is voluntary or as a result of workforce reduction layoff. Exit interviews allow employees an opportunity to express their views regarding their employment experience with MHD. They further provide MHD administration with valuable information essential to improving and ensuring good working conditions. Following an employee’s separation from service, an exit questionnaire is mailed to the employee. This survey, to which an employee may respond anonymously, explores the level of job satisfaction in areas that may relate to equal employment opportunity issues (i.e., nondiscrimination as to race, color, religion, sex, age, handicap, etc.).

The employee can either complete the Exit interview paper questionnaire or schedule a meeting with the Health Personnel Officer for a face-to-face Exit interview. Exit interview records are not placed in an employee’s personnel file.
Job Descriptions
Position classifications (title and salary range) are determined by the Common Council as a result of the recommendation of the City Service Commission, based on classification studies performed by the Department of Employee Relations. Classifications are based upon the positions’ job descriptions which are periodically reviewed for accuracy. The job description lists the position title, salary range, job duties, immediate supervisor, position qualifications and other pertinent information. Job descriptions denoted as “STANDARD” reflect the major duties and responsibilities that are usually held by three or more persons of the same title.

Layoffs
Reduced operating budgets and/or adverse economic conditions may require staff reductions within the Milwaukee Health Department. Employees may be laid off when one or a combination of these circumstances occurs. Should layoffs be necessary, actions will be taken in accordance with applicable the rules of the City Service Commission. Seniority rights will be respected, unless the Commission determines, based upon the request of the Milwaukee Health Department that an efficiency based method is in the best interest of the department. Civil Service Rules X and XII provide detailed information.


Legal Notices Posted
Bulletin boards containing legal notices and bulletins are located in each Health Department facility.

Media and Marketing Relations
The Health Department strives to ensure that the public receives accurate, comprehensive and consistent information through the media while respecting the privacy rights of clients and MHD staff or representatives. Media outlets include television, radio, newspapers, magazines, journals and periodicals and online news sources. Marketing is any activity associated with planning and executing an event sponsored by the MHD or an event where the MHD is a participant.

Media may not contact staff members directly nor is it permissible for staff to contact media whatsoever. All media inquiries are to be immediately forwarded to the Health Communications Officer who is available 24 hours a day. In the absence of the Communications Officer, inquiries should be referred to the Health Operations Administrator. When participating in media events, employees have a responsibility to represent the Health Department’s message and philosophy. Individual beliefs and interests that are not consistent with the department’s message are not to be shared with the media.

Medical Records (Employee)
Employee medical records are any records prepared or signed by a health care provider regarding an employee’s medical condition. These records are handled in a confidential manner, maintained in a confidential file in the MHD’s office of Human Resources/Payroll. Access is limited and separate from an employee’s personnel file. An employee may examine the contents of his or her own medical file and request copies of any document, at the employee’s own expense.

Memberships in Organizations
Employees are encouraged to participate in governmental, professional, technical, and community organizations for purposes of performing public service, and to enhance their job performance, thereby improving the efficiency of city operations. In general, there are no restrictions on employees’ memberships in social, professional, and labor organizations as long as activities are within the law and do not interfere with work performance. Employees should check with their immediate supervisor if they have any questions related to their membership in or participation in the activities of any organization.

See http://city.milwaukee.gov/ordinances (350.219) for detailed information.

Open (Public) Records Requests
The Compliance Analyst of the City of Milwaukee Health Department is the custodian of departmental records. Any requests for information found in Health department documents or records are to be referred to the Compliance Analyst. In that person’s absence, requests should be referred to the Health Operations Administrator.

For more information and a complete copy of this policy go to:

Outside Employment
Employees may pursue outside employment at their own discretion. However, outside employment may in no way interfere with the performance of regular city work, nor may there be any conflict of interest between the primary and secondary jobs. Before accepting outside employment, an employee should check with his/her supervisor to make certain there are no violations of city rules or conflict of interest.

Personnel File
A personnel file is maintained in the Human Resources/Payroll for each employee. This confidential folder contains the individual’s application, appointment form, job classification forms, evaluations, salary information, memos of commendation, disciplinary actions, etc., and may be seen only by authorized personnel. Employees may examine the content of their personnel file and request copies of any documents in their own file to be made at the employee’s expense.
Resignation
Employees are expected to provide written notification to their supervisor prior to resignation. Two weeks’ notice is expected. Longer notice is urged when possible. Employees who resign from City employment will be paid for accrued vacation and compensatory time. For employees who resign to accept a position in another city department, most accrued benefits will transfer. Employees accepting positions with the Milwaukee Public Schools should check with the Health Personnel Officer regarding benefit transfer. An employee who resigns in good standing may request City Service Commission approval for reinstatement. Reinstatement is contingent upon approval of the Commissioner of Health. Employees reinstated may be granted certain “rights” (service credit, salary, etc.) depending on the length of time between separation and reinstatement in accordance with DER regulations.

Smoking
Smoking is prohibited in all city facilities and city-owned vehicles.

Refer to City Ordinance 105-48&49 for details of this ordinance: http://city.milwaukee.gov/tableofcontents

Time Off to Vote
Employees are encouraged to fulfill their civil responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the MHD will grant up to 2 hours of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Transfers
Transfers between city departments are governed by civil service rules and may be made from a position in one department to a similar position of the same class and grade in another department, provided both department heads agree. Employees who want to have their names placed on transfer lists for consideration for employment in another city department must be non-probationary, in good standing and must put their requests in writing to their supervisor, with a duplicate copy sent to the MHD Personnel Office. Supervisors may recommend for or against the request based upon current operational needs in the work unit or the need for performance improvement by the employee. If approved, the employee may receive notices for interviews in other city departments. Employees, however, should be advised that city departments are under no obligation to interview transfer candidates.

Transfers within the department are at the discretion of Health Administration. It is general MHD policy that staff will not be allowed to transfer during their probationary period unless it is deemed necessary for departmental operations. See http://city.milwaukee.gov/der/csc for a complete copy of the City Service Commission Rules regarding Transfers.
Use and Return of Property/Equipment
Employees are responsible for all City of Milwaukee and MHD property and equipment issued to them or in their possession or control. When using City/MHD-provided equipment, employees are expected to exercise and follow all operating instructions, safety standards, and guidelines. Employees are responsible for proper, careful, constructive, and safe use and/or care of the property and equipment used in their jobs.

Employees are to notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs may prevent deterioration of equipment and possible injury to the employee and others. Employees are also to immediately report to their supervisor the loss of any property or equipment. Supervisors can answer any questions about an employee’s responsibility for the maintenance and care of equipment on the job.

Employees must return such property and/or equipment upon request or upon their separation from employment.