

## QUICK REFERENCE: Fiscal Actions

Administrative Order 20-9v3

Order Effective Date: September 29, 2020



## COVID-19 Fiscal Actions Administrative Order

### Hiring Freeze

**Hiring to replace vacant positions is suspended**, with the following exceptions:

- A. Departments Exempt from the Hiring Freeze.** These departments DO NOT need to submit exception requests to fill vacant positions: Election Commission, Office of Emergency Management, Behavioral Health Division, Aging, Department of Transportation – Airport, County Board, County Executive.
- B. Positions Exempt from the Hiring Freeze.** Departments seeking to fill these positions DO NOT need to request exemptions to fill vacant positions.
  - i. Corrections Officers and supervisors, Deputy Sheriffs and supervisors, Nurses, Psych Techs, Information Technology (IT) Security Positions, Building/Trades Positions, Human Service Workers and supervisors, Victim Witness Advocates, Highway Maintenance Workers and supervisors, Community Intervention Specialists (and Leads), Fleet Mechanics.
- C. Positions that MAY BE Exempt from the Hiring Freeze.** Departments seeking to fill these positions DO need to request exemptions to fill vacant positions.
  - i. Positions that are directly responsible for public safety.
  - ii. Positions that are directly responsible for public health/emergency response.
  - iii. Positions that are directly responsible for patient care.
  - iv. Positions that are 100% directly funded by outside revenue that continues to be generated by a department during the public health emergency.
  - v. Positions that are necessary to earn program revenue in an amount greater than the position cost for operations that remain open during the public health emergency.
  - vi. Positions in the Zoo Animal Care division.
- D. Process for Requesting Exemptions**

Departments seeking to fill positions included in Section C (above) should:

  - i. Complete the [Fiscal Actions Exemption Form](#).<sup>1</sup>
  - ii. Send completed form via email to [psb@milwaukeecountywi.gov](mailto:psb@milwaukeecountywi.gov)
  - iii. DAS will review all requests, approve/deny the exemption, and notify the department.

### Personnel Actions Freeze

**Personnel Actions are suspended** including, but not limited to, reclassifications, reallocations, and creating new positions, with the following exceptions:

- A. Temporary Assignments to a Higher Classification (TAHC) for employees serving in a higher-classification role shall be eligible to receive the higher rate of pay. TACHs may be implemented at the discretion of department heads, except that assignments to a department head or deputy department head role must be approved by the County Executive or the Chief of Staff.
- B. Reclassifications that do not incur any additional costs to the County may be requested at the discretion of department heads or designee, following the normal administrative procedure.

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<sup>1</sup> Full URL to form: <https://countyconnect.milwaukeecountywi.gov/New---County-Intranet-Files/COVID19/AdminOrderExemptionRequestForm.xlsx>

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- C. Abolish and Create actions that are advantageous to County costs.

### Overtime Freeze

**Overtime is suspended**, and no employee shall work in excess of 40 hours per week nor shall be paid overtime. Department Heads may authorize overtime for these exceptions, subject to DAS monitoring:

- A. Positions that are directly responsible for public safety.
- B. Positions that are directly responsible for public health/emergency response.
- C. Positions that are directly responsible for patient care.
- D. Positions that are 100% directly funded by outside revenue that continues to be generated by a department during the public health emergency.
- E. Positions that are necessary to earn program revenue in an amount greater than the position cost for operations that remain open.

### Contracts Freeze

**All new contracts or contract extensions or modifications are suspended**, with these exemptions:

#### A. Contract Exemptions That Do NOT Require Exemption Form Requests

- i. Contracts under \$100,000 and contracts that are funded by outside revenue.
  - NOTE: These contracts still require the signature of the DAS - Budget Director.

#### B. Exemptions that DO Require Exemption Form Requests

- i. Contracts/amendments that directly support essential public safety operations.
- ii. Contracts/amendments that directly support public health/emergency response operations.
- iii. Contracts/amendments that directly support patient care operations.
- iv. Contracts/amendments that are necessary to earn program revenue in an amount greater than the contract cost for operations and that remain open during the public health emergency.
- v. Amendments that do not increase the overall cost of the contract.
- vi. Contracts that are necessary to avoid significant and imminent adverse fiscal impacts, as determined by the Department of Administrative Services.

#### B. Process for Submitting Exemption Form Requests

- i. Department completes the [Fiscal Actions Exemption Form](#).
- ii. Send completed form via email to [psb@milwaukeecountywi.gov](mailto:psb@milwaukeecountywi.gov)
- iii. DAS will review all requests, approve/deny the exemption, and notify the department.

### Voluntary Time Off (VTO)

Departments may work with employees who volunteer to take time off unpaid or work reduced hours for reduced pay. The use of VTO is discretionary on the part of supervisors and should be voluntary on the part of employees. See the Order for details.

### Training and Professional Development

No restrictions on training and professional development opportunities that do not require travel (webinars, remote training, etc.)

### Operating Capital / Capital Cash Projects

No restrictions on Operating Capital or Capital Cash projects.