



*Milwaukee County*  
**Department of Human Resources**  
INTER-OFFICE COMMUNICATION

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Date: May 5, 2020

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Julie A. Landry, Chief Human Resources Officer

Subject: **Department of Human Resources File 20-359 Informational Report Re:  
Layoffs, Furloughs, Work Share & Hazard Pay**



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The Department of Human Resources received a referral from Chairwoman Nicholson (File 20-359) requesting an informational report regarding layoffs, furloughs, work share, and hazard pay. Human Resources researched and compiled the following information for the County Board of Supervisors in response to the request.

### **Layoffs**

Currently, Milwaukee County has not laid off any of its workforce. It was decided to put some of the workforce on an indefinite furlough instead. Please see the furlough section below for more information.

### **Furloughs**

At its April 9 Committee of the Whole Meeting, the County Board received some preliminary budget estimates (File [20-26](#)). These estimates are continuing to be revised as the pandemic evolves but it is known that the impact will be drastic and negative. For this reason, the previous administration decided to start considering furloughs of some of its staff. The largest impact was with the seasonal employee pool at the Department of Parks, Recreation and Culture and the Milwaukee County Zoo. Unfortunately, we don't know how long this pandemic will last so we don't have an end date for these furloughs but the status of furloughs will be reviewed no later than **July 31**. Administration's top priorities for when operations/programs can reopen are the safety of the employees, our community and budget status.

A "furlough" is a work status change that is temporary with the expectation of the employee returning to their normal work schedule, at a point in time. There are three types of furloughs; indefinite furlough, intermittent furlough and work share furlough. Each furlough is detailed below along with the number of affected employees in each category as of 5/1/2020.

#### **Indefinite Furlough**

An employee on an indefinite furlough will not work nor will they receive a paycheck. The employee is not separated from service and is expected to return to work. They are still benefit eligible and will be sent a monthly invoice from the benefits office and employees who are in positions that participate in the pension will continue to earn a pension. An employee on indefinite furlough can apply for unemployment benefits with the State of Wisconsin and could also pursue alternate employment during this time.

Department/Division	Indefinite Furloughs
Human Resources	6
DAS – Fiscal	0
Combined Courts	42
County Treasurer	2
District Attorney	6
Parks	144
Zoo	53

#### **Intermittent Furlough**

An employee's work hours are reduced that are on an intermittent furlough and are paid for the hours worked. These employees are still benefit eligible and can utilize their time off balances as long as they do not go over the hours in their assigned work week. An employee on intermittent furlough can apply for unemployment benefits with the State of Wisconsin.

Department/Division	Intermittent Furloughs
Human Resources	0
DAS – Fiscal	25
Combined Courts	0
County Treasurer	0
District Attorney	2
Parks	10
Zoo	0

#### **Work Share Furlough**

A work share furlough is a \*federally sponsored program that operates like an intermittent furlough for the employee. An employee's work hours are reduced, and they are paid for the hours worked. Like intermittent furloughs, employees are still benefit eligible and can utilize their time off balances as long as they do not go over the hours in their assigned work week. An employee on work share furlough can apply for unemployment benefits with the State of Wisconsin.

Department/Division	Intermittent Furloughs thru the Work Share Program
Human Resources	39
DAS – Fiscal	0
Combined Courts	0
County Treasurer	4
District Attorney	136
Parks	190
Zoo	115

\*A department must submit a Work Share Plan to the Department of Workforce Development for approval to participate in the federally sponsored Work Share Program.

## **Hazard Pay**

Administration has issued Premium Pandemic Pay during COVID-19 administrative order effective April 19, 2020. It is attached to the file for review.

Please contact me with any questions.

Thank you.

CC: County Executive David Crowley  
Mary Jo Meyers, Chief of Staff  
Personnel Committee  
Finance & Audit Committee  
Kelly Bablitch, Milwaukee County Board of Supervisors Chief of Staff  
Scott Manske, Comptroller  
Jennifer Folliard, Director of Audit, Office of the Comptroller  
Steve Cady, Research and Policy Director, Office of the Comptroller  
Margaret Daun, Corporation Counsel  
Janelle Jensen, Committee Clerk  
Margo Franklin, Director Employee Relations, DHR  
Dean Legler, Director Compensation/HRIS, DHR