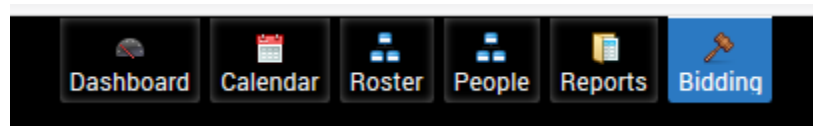


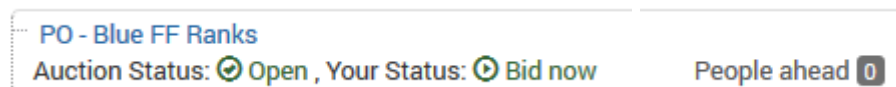
MFD all,

PO Scheduling begins November 4th, 2019. Refer to #NN 2019-35. There is some setup that must take place during the morning. PO scheduling will begin as soon as administratively possible. Each member will be notified when they are the active bidder. Workforce Telestaff is now web-based and will present in the same general format on whatever device utilized. The link below will take you to the login page. Your user name and password are the same as your department email username (minus the @milwaukee.gov) and your department email password.

<https://mkekronos.milwaukee.gov>




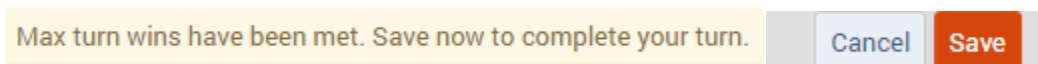
By selecting the “Bidding” tab above your upcoming schedule located within the main menu/toolbar, Telestaff navigates to the “Bidding Dashboard”.




Here, select the PO bidding which will indicate your status within the auction. Make your selections as defined in the PO regulations (select three (3) days in the first round; select the remaining three (3) days in the second round.) by clicking on “BID”.



Once three (3) have been selected, the  button becomes active.



Double check your selections, and once confirmed, click .

PAID-OFF REGULATIONS FOR CYCLE-YEAR 2020

In cycle-year 2020, there are thirteen 27-day work cycles. Each sworn member assigned to a schedule that averages a 53-hour work week (field-assigned) will be eligible to select six (6) paid-off assignments (POs).

- Local 215-represented employees may select a PO on any available day, making only one selection within the designated block of cycles for a total of six (6) PO assignments.
 - Block 1 = Cycles 1, 2, & 3
 - Block 2 = Cycles 4 & 5
 - Block 3 = Cycles 6 & 7
 - Block 4 = Cycles 8 & 9 –The scheduling of a PO Assignment will not be allowed during the dates of the Democratic National Convention – July 12 -17, 2020.
 - Block 5 = Cycles 10 & 11
 - Block 6 = Cycles 12 & 13
- PO selections will be based on seniority in rank and shift as of November 3, 2019.

Cycle #1 of 2020 begins on *12/29/2019 (red shift), 12/30/2019 (green shift), or 12/31/2019 (blue shift).*

Beginning November 4, 2019, all field-assigned sworn members with the rank of Captain or below will be contacted via telephone on their assigned work shift for the purpose of selecting POs. PO selections will be picked in two (2) rounds. In the first round, members will select three (3) days. In the second round, members will select the remaining three (3) days. It is recommended that members complete a PO Selection Worksheet, provided by the department and available on the L215 website, and turn this in to their company officers. Company officers can use the information on this form in case members are unavailable by phone. At the end of the selection process, Local 215 will notify the department of those of its members who were unavailable via telephone, and who failed to complete a PO Selection Worksheet. The department will assign those members to POs that still have openings.

Due to the 2020 Paid-Off term beginning on 12/29/2019, members are reminded to review their Workforce Telestaff calendar taking note of 2019 Vacation Days, Holiday, and/or Trades that may exist. These individual "Off Days" cannot overlap.

The following phone number will be used to contact PO Central:

- | | |
|----------------------------|--------------|
| • Firefighter | 414-308-5756 |
| • Heavy Equipment Operator | 414-308-5757 |
| • Lieutenant | 414-308-5758 |
| • Captain | 414-308-5758 |

- **Please pass this information on to members off duty as well.**

Please be prepared. Please be patient.

PO Central