



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Update of Payroll/Status for Promoted Employees**

Eff. Date 02/02/2018

**Purpose**

This procedure outlines the process steps for the promotion of commissioned employees, from the designation of the Chief through the approval of the Police and Fire Commission, and completion of the probationary period.

**Definitions**

- Acting                      A temporary limited-term fill of a crucial position. An employee serving in this role has not been designated for promotion for an anticipated open position vacancy.
- Acting-Promotional      A temporary status for an employee serving in the promoted role after the Chief's preliminary designation for promotion. The employee will serve in this status from the effective start date, until the preliminary designation has been approved by the Police and Fire Commission (PFC).
- Effective Start Date      This is the official start date of the promotional status, and generally will set the date for the start of the required probationary period.

**Procedure**

1.      The Chief designates an employee for promotion.

If there is more than one employee promoted on the same date, seniority is determined by the order the Chief designates. The memo sent out by the Chief's Administrative Assistant will list the promoted employees in seniority order.

2.      Determination of Effective Start Date

The Captain of Centralized Services will work with the Finance Manager to determine the effective start date of each employee in their promoted assignment and notify the Chief's Administrative Assistant and the Captain of Training of the appropriate date.

- The effective start date of the promoted assignment will not occur until an actual vacancy exists. If there is a critical need for a promotion prior to that date, the appropriate City APM's and/or ordinances will be followed in regards to obtaining approval for the "double fill" of the position.
- The effective start date does not include initial cross-training dates when the employee is not primarily responsible for the promoted assignment. For all promoted positions except for Sergeant promotions, cross-training will take place at the non-promoted rank. For Sergeant promotions, the first week of cross-training will take place at the non-promoted rank. The second and third week of cross-training will take place at the promoted rank.
- It is preferred that promotional start dates coincide with the start of a payroll period. Exceptions can be made if there is a critical need. (The Executive Captain of Centralized Services should consult with the Finance Manager to ensure that the correct date is used.)
- The Chief's Administrative Assistant will issue the appropriate memos regarding the notification of the promotion and the effective start date, and place the documents in the employee's personnel file.

### 3. Payroll Status: Acting-Promotional Capacity

Payroll staff will initiate a Personnel Action Entry in the finance system to move the employee to the new rank in an "Acting-Promotion" capacity as of the effective start date of the promoted assignment.

As of July, 2013, the date that the employee begins to earn Acting-Promotional Pay at the promoted rank is also the employees "seniority date" in rank. (Prior to July 2013, the date the PFC confirmed the promotion was the seniority date.) This date is also the anniversary date in rank for contract seniority pay as well as promotional eligibility, closed positions, etc.

### 4. Police and Fire Commission Promotional Review Process

The Captain of Training will utilize the effective start date to determine when to initiate the PFC review process of the preliminary promotional designation. The PFC review process is as follows:

- Step 1: The employee is introduced as a designated promotion and their resume is provided. This should be at the first PFC meeting after the designation is made. (At times, there are exceptions to when this would happen. An employee may not be presented to the PFC if there is no actual vacancy, or if the position is part of a "pilot" project. In these situations, the Captain of Training will notify the Chief's Administrative Assistant and the Finance Manager that the employee will not be presented to the PFC as the position may not be permanent.)
- Step 2: The PFC will meet in closed session as needed to discuss the review of the personnel file.
- Step 3: Once a position has been vacated/created and is available for a promotion, the Chief officially requests through his/her designee, approval by the PFC of preliminary promotion designation. The PFC approves the official start date in rank that has been provided by the Captain of Training. This is usually the start of the pay period closest to the date the PFC makes its approval of the designation.
- It is requested that the PFC approves the official start date in rank that has been provided by the Captain of Training. This is usually the start of the pay period closest to the date the PFC makes its approval of the designation.

#### PFC Approval of the Preliminary Promotional Designation

- The Captain of Training will notify the Chief's Administrative Assistant of the approval.
- The Chief's Administrative Assistant sends out the appropriate memos – which includes notification of Payroll. The Administrative Assistant also updates the seniority information with the date of the change in rank.

### 5. Payroll Status Change from Acting-Promotional

Payroll staff will initiate a Personnel Action Entry in the finance system to move the employee from the "Acting" rank to the promoted rank using the start date approved by the PFC.

### 6. Probationary Promotional Period

The PFC approval of the preliminary promotion designation starts the probationary period for the employee. The term of the probation is determined as follows:

- The Captain of Training recommends the start date of probation – which is usually from the actual date they began in acting promotional status.
- This may or may not coincide with the introduction of the employee to the PFC as a promotional designation. If an employee starts as acting promotional prior to a position becoming available, the acting promotional time will count towards probation, but they cannot move forward with the PFC process until an actual vacancy exists.

- Prior to the end of a 12-month probationary period, the Captain of Training will request a memo from the promoted employee's commander, directed to the Chief of Police. The memo should indicate one of three dispositions: satisfactory performance during the probationary period, the need for an extension due to use of leave time, or a recommendation to the Chief to rescind the promotion.
- The Chief will make the final determination on the status of the promotion.
- The employee must be notified if the Chief intends to either extend probation or rescind the promotion. The commander of the employee will be required to meet with the employee in these cases.
- At the closest PFC business meeting prior to the end of the employees 12-months of probation, the Captain of Training will request that the PFC make the promotion permanent, or inform the PFC of any needed extensions or rescinding decisions by the Chief of Police. This step must occur prior to the end of the probation.
- The Captain of Training will notify the Chief's Administrative Assistant of the final decision by the PFC regarding final promotional designation.

#### 7. Promotional Memo to Employee

The Chief's Administrative Assistant will issue the appropriate memo indicating the final promotional designation and approval of the PFC.

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(Revised: 03/31/2015, 04/03/2015, 02/12/2016, 01/06/2017, 02/02/2018)