



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



**Workforce Telestaff Requirements**

Eff. Date 07/12/2022

**Purpose**

All members of the Madison Police Department (MPD) have the responsibility of ensuring that Workforce Telestaff accurately reflects their work time.

**Procedure**

Various work codes have been established in Telestaff to account for how each employee is assigned and the hours that are worked, and it is important that each employee utilizes the correct codes for the work that is performed.

When an employee takes leave time, it is the employee's responsibility to make certain that an entry is made in Telestaff prior to the close of payroll on each payroll Monday at 10 am. When an employee works overtime, the Telestaff entry should be made prior to leaving that day. The note field of the entry should include a case number, where applicable, followed by the name of the approving supervisor. If there is no case number, XX-000000 should be entered where "XX" is the last two digits of the current year, followed by the name of the approving supervisor, and then the reason for the overtime.

If an entry cannot be made at the end of the work period, the entry must be completed in Telestaff during the employee's next work shift, or in extenuating circumstances, prior to close of payroll. Employees are responsible to verify that overtime, leave time, and work hour adjustment entries on their Telestaff calendar are entered on a timely basis and accurately reflect the hours worked.

Members of the MPD are further required to update their current address and telephone listings in the Telestaff within 24 hours of returning to work after any change. This information is located in the My Info area of Telestaff. Members of the MPD are also required to notify the Chief of Police of these changes.

**Exigent Leave Telestaff Procedure**

The following information outlines the procedure for the use of Exigent Leave Time:

- The employee will notify the shift scheduler, shift Officer in Charge (OIC), or MPD Master Scheduler of the employee's request for an exigent personal leave day with at least 48 hours of notice. The notification will include the type of leave (vacation, comp, etc.) to be used.
- The shift scheduler, shift OIC, or MPD Master Scheduler will enter the appropriate Exigent Leave Work Code on the employee's Telestaff calendar.
- Within 72 hours of the shift, or prior to the close of payroll (whichever comes first), if no overtime is needed on the shift, the employee will notify the shift scheduler, shift OIC, or MPD Master Scheduler of the employee's request to be charged only eight (8) hours of exigent leave.
- The shift scheduler, shift OIC, or MPD Master Scheduler will verify contract conditions have been met, will reduce the exigent leave hours used from twelve (12) hours to eight (8) hours if appropriate, and will send an email to PD Payroll of the change along with the date the employee notified them of the request for reduced hours. At no time will the work code be changed from Exigent Leave to a different type of leave.
- After an exigent personal leave request has been submitted, but prior to the shift in question, the employee may request to cancel the exigent personal leave request. The employee may submit

another type of leave request (vacation, comp, etc.), which will be considered in the appropriate sequence with any other leave requests.

## **Sick Leave Usage**

For commissioned personnel, all sick leave usage should be in accordance with Article X, B of the MPPOA contract, or Article IX, A of the AMPS contract. For non-commissioned personnel, all sick leave usage should be in accordance with the appropriate employee handbook. Sick leave beyond three consecutive days should be utilized in conjunction with a doctor's note. Consecutive leave includes leave that encompasses regular days off.

Any employee who has submitted their intention to resign or retire from the department shall not be awarded the use of sick leave without a respective doctor's note.

Original SOP: 02/25/2015  
(Revised: 02/12/2016, 11/04/2016, 12/11/2017, 01/15/2020, 07/12/2022)