



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



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

Eff. Date 01/31/2023

**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 through the completion of the probationary period.

**Definitions**

- Acting** A temporary limited-term fill of a crucial position or a temporary acting position prior to an anticipated open position vacancy. An employee serving in this role has not been designated for promotion for an anticipated open position vacancy. This refers to employees receiving acting pay.
- 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 Police Executive Office Supervisor will list the promoted employees in seniority order.

2. Determination of Effective Start Date

The Executive Section/Operations Captain will work with the Finance Manager to determine the effective start date of each employee in their promoted assignment and notify the Police Executive Office Supervisor 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 Personnel Rules and/or labor contract will be followed in regard 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 weeks 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 Section/Operations Captain should consult with the Finance Manager to ensure that the correct date is used).
- The Police Executive Office Supervisor will issue the appropriate memos regarding the notification of the promotion and the effective start date and will place the documents in the employee's personnel file.

### 3. Payroll Status: Acting

Payroll staff will calculate the pay difference between the acting role and an employee's current rank. Any calculated pay will be added to an employee's biweekly paycheck for each pay period when they are in an acting role. Seniority and probation is not applied during this period.

As of 2020, if an acting Association of Madison Police Supervisors (AMPS) promotion extends longer than a period of six months, the employee will be entitled to the step increases outlined in the labor contract. If an employee is receiving acting pay for an acting promotion from a Madison Professional Police Officers Association (MPPOA) position to an AMPS position (i.e. moving from the sergeant rank to acting lieutenant), the acting lieutenant would receive the benefits to which an AMPS member is entitled. This would include a step increase if the acting AMPS promotion extends longer than a period of six months.

### 4. 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 employee's "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.

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

The Captain of Training will utilize the effective start date of a promotion 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 the employee's resume is provided. This introduction should occur 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 Police Executive Office Supervisor 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 of the employee(s) designated for promotion(s).
- 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 the 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 Police Executive Office Supervisor of the approval.
- The Police Executive Office Supervisor sends out the appropriate memos, which includes notification to Payroll. The Police Executive Office Supervisor also updates the seniority information with the date of the change in rank.

## 6. 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.

## 7. 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 end date of probation, which is usually 12 months 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 probationary period, 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 Police Executive Office Supervisor of the final decision by the PFC regarding final promotional designation.

## 8. Promotional Memo to Employee

The Police Executive Office Supervisor will issue the appropriate memo indicating the final promotional designation and approval of the PFC.

Original SOP: 03/01/2014

(Revised: 03/31/2015, 04/03/2015, 02/12/2016, 01/06/2017, 02/02/2018, 02/01/2021, 01/31/2023)