



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Update of Payroll/Status for Promoted Employees

Eff. Date 10/31/2025

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. A designation of Provisional Full-Time will be entered into MUNIS for employees who are double-filling a position number in an acting capacity. Depending on the nature of the acting promotion, the employee will either return to their former position or their status will be updated to Permanent Full-Time in MUNIS once a promotional position number is vacated.
- 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). A designation of Provisional Full-Time will be entered into MUNIS for employees who are double-filling a position number in an acting capacity. The employee will be updated to Permanent Full-Time in MUNIS once a promotional position number is vacated.
- 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 Police Executive Office Supervisor will work with the Assistant Chief of Support and the Finance Manager to determine the effective start date of each employee in their promoted assignment. The Police Executive Office Supervisor will notify the promoted employee(s) and the Captain of Training of the start date. Memos related to the promotion and start date will be filed in the employee's personnel file by the Police Executive Office Supervisor.

- The effective start date of the promoted assignment will not be initiated or started until the employee is on track to fill either an immediate or upcoming vacant position. This would apply in cases of double-filling an upcoming vacancy, in which case the appropriate labor contract will be followed.
- 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.

- Promotional start dates should coincide with the start of a payroll period. Exceptions can be made if there is a critical need (the Police Executive Office Supervisor should consult with the Finance Manager to ensure that the correct date is used).

3. Payroll Status

Payroll status will be updated in one of two methods:

- 1) If the employee is filling an open vacancy, Payroll staff will initiate a Personnel Action Entry in the finance system as a promotional salary change under the "Permanent Full-Time" reason, using the determined start date of the promoted assignment.
- 2) If the employee is double-filling an occupied position, Payroll staff will initiate a Personnel Action Entry in the finance system as a salary change under the "Provisional Full-Time" reason, using the determined start date of the promoted assignment. When the open vacancy becomes available, Payroll staff will initiate a Personnel Action Entry in the finance system moving the employee to Permanent Full-Time.

As of July 2013, the promotional effective date 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 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.

5. 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 Police Executive Office Supervisor 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 a variety of reasons (extended time off, performance concerns, etc.), 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.

6. 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, 10/31/2025)