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Division of Safety and Permanence  
Bureau of Milwaukee Child Welfare

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**DATE:** February 25, 2015

**TO:** All BMCW Employed Staff

**FROM:** Lee Johnson, Section Chief  
Bureau of Milwaukee Child Welfare (BMCW)

**RE:** After-Hours Sign Up Policy IA 40.00

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Attached is the updated *After-Hours Sign Up Policy IA 40.00*. This policy was part of the Organizational Effectiveness initiative. The BMCW After-Hours workgroup was an essential contributor in the redesign of the After Hours Sign Up process. The After-Hour workgroup was comprised of a number of Initial Assessment specialists across BMCW.

Supervisors and program managers must review the policy with their staff during supervision or at a team meeting.

This policy will be located on the BMCW intranet Procedures Manual webpage under Administration Procedures.

After-Hours Sign Up Policy updates include:

- BMCW 2012 Redesign
- Terminology/language
- Employee assignments are no longer by regions or program managers
- Clarified schedule for sign up, process and After-Hours Force List