



# KENOSHA JOINT SERVICES

## PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55<sup>th</sup> Street • Kenosha, WI 53140

Phone: (262) 605-5050 • Website: [www.kenoshajs.org](http://www.kenoshajs.org)

### A G E N D A

#### KENOSHA JOINT SERVICES BOARD MEETING

May 22, 2018

4:30 P.M. Kenosha County Safety Building

1000 55<sup>th</sup> Street

Kenosha Joint Services Conference Room

- 
- I. Call to Order
  - II. Roll Call
  - III. Citizen Comments
  - IV. Approval of Minutes of Open Session – April 17, 2018 and March 27, 2018
  - V. Joint Services Report
    - a. Director's Report
    - b. Administration
    - c. Communications
    - d. Records
    - e. Fleet Maintenance
    - f. Evidence/Identification
    - g. MIS
    - h. Overtime Report
    - i. Financial Statements
  - VI. Items for Board Review and Action
    - a. Firing Range
      - i. Status Report
    - b. Communications Department
      - i. E 9-1-1 Telephone Equipment Platform
        1. Status Report
          - a. Text-to-911
    - c. Kenosha Joint Services Policy
      - i. Light Duty
        1. Request for Approval
    - d. Kenosha Joint Services Handbook
      - i. Request for Approval of Changes
  - VII. Board Member Comments
  - VIII. Adjournment

## KENOSHA JOINT SERVICES BOARD

March 27, 2018

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairman Jeffrey Gentz in the Joint Services Administration Conference Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairman Jeffrey Gentz, County Chief of Staff Jennie Tunkieicz, City Administrator Frank Pacetti, Chief of Police Daniel Miskinis, County Supervisor Daniel Esposito, Board Member Mark Modory and Youth in Governance Janaki Rawal.

Youth in Governance Jamal Hanson was excused and City Alderman Rocco LaMacchia Sr. was absent.

Under **Citizen Comments**, Darla Childers of the Evidence/ID department addressed the Board on behalf of the senior employees regarding the pay scale structure. Ms. Childers stated that approximately three years ago she approached the Board regarding that personnel with only 15 years of service were allowed to retire with full benefits, whereas, employees that have been here 30+ years were unable to retire at 55 years old due to no insurance coverage. At that time, the Board requested that the Director address them on this issue, but that it was decided not to proceed as Joint Services did not wish to lose their longevity employees.

Ms. Childers stated that she currently has 35 years of employment and found that she is one of the lower paid employees in her department and pay grade. She stated that she has a subordinate colleague with 22 years less her senior will be making more money than her and that they do the same job as herself. Ms. Childers reported that when the wage study was being performed, she requested that the Evidence department be re-evaluated and that a new job description be developed. She stated that this was not done and that Evidence was grouped into the same pay scale with the ID bureau and Records department; she does not feel that there was any rhyme or reason for how the pay scale was determined. Ms. Childers questioned why someone with 13 years of service is making more money than someone with 15 or 35 years of service, who determined the levels and pay rank for which employees were placed, and why wasn't years of service, education and skills taken into consideration. Ms. Childers is requesting to be placed in the higher pay scale for her pay grade when her fellow employee receives their raise this year.

Ms. Childers believes that the compensation study should have been implemented on a sliding scale according to years of service, pay increases to occur on the anniversary date of the first year in their respective grade and that anyone with 25 years or more of service should have been automatically placed at the top of the pay scale. She stated that this issue has been upsetting to the senior employees whom have dedicated most of their working life to the organization. She believes that treating longevity employees in this manner causes hurt feelings, lack of self-worth, anger and is demoralizing. Because of this, she feels that Joint Services is losing employees and that they need to have this matter resolved.

Under **Approval of Minutes of Open Sessions Held February 27, 2018**, Mr. Esposito made a motion to approve and Mr. Modory seconded. Motion approved unanimously.

Under **Director's Report**, Director Genthner reported that he would be happy to address any questions regarding the Director's report in their Board packet and wanted to remind everyone that the next Board meeting was moved to April 17, 2018, at 4:30 pm.

The Board accepted the information as presented.

Under **Public Safety Software Project**, Director Genthner reported that the first item is additional licenses. Back in June of 2017, he brought this issue to the Board. At that time, it was deferred as the Board wanted to see any possible savings in the PSSP budget to make a determination. In the memo included in the packet, it states that it is the understanding that KSD will be adding squads to their fleet and will need additional licenses. It delineates the cost for each license per squad. Director Genthner is looking for direction from Board on whether the licenses will be absorbed in the project, through Joint Services' budget, or through the agencies.

Chairman Gentz inquired whether the licenses were included in KSD's budget. Captain Hallisy stated that they are not in their budget and that the County purchased 15 squads last year and they were to be outfitted with existing equipment and have licenses transferred to the new squads. Mid-year Sheriff Beth changed philosophies and informed the County Board that they were moving towards retaining the old squads and expanding the fleet. Mr. Esposito questioned if this was in regards to the take home vehicles and Captain Hallisy stated yes.

Director Genthner reported that all of the licenses are currently being utilized and that if the fleet is expanded they would need additional licenses purchased for those squads.

Chief Miskinis stated that in addition to what KSD is looking for in licenses there is still a need for 9 to 10 more licenses to keep where they are currently. Chief Miskinis supports the additional 9 to 10 licenses being a Joint Services' expense, but the licenses needed for KSD adding more squads would be a KSD expense.

Mr. Pacetti agreed with Chief Miskinis. He stated that when the agencies needed modems in their squads each agency picked up the cost and that the same would hold true if KSD increases their fleet and needs additional hardware and licensing. In the beginning of the project, they went out and inquired what equipment was needed to convert squads over to the new software and they picked up the cost at that time. But since the Sheriff made the decision to add more squads after the fact, it would be up to KSD to pick up the cost; the same would hold true for KPD if they increased squads. He understands Joint Services picking up the expense for the maintenance on the license and the additional 9 to 10 NetMotion licenses needed for when the technicians are performing testing or installing new computers.

Chairman Gentz inquired whether Joint Services picked up the cost of software licenses in the past. Director Genthner stated that licenses have just come up with the New World project. Prior to that, there was no licenses needed. Further discussion ensued.

Chief Miskinis made a motion to allow the Director to pay for 9 - 10 licenses from NetMotion and corresponding maintenance. Ms. Tunkieicz seconded the motion. Motion approved unanimously.

Director Genthner reported that they are planning on upgrading the New World software, but because of some technical difficulties they are delaying it. It was initially planned for April and May of this year, but they are looking at July and August now.

Assistant Director Nielsen reported that Tyler Technologies had found some critical issues with the upgrade version and recommended that they push off the upgrade. They are currently waiting for a schedule.

Chairman Gentz would like to know how the upgrade will fit into what they are doing. Assistant Director Nielsen stated that they would apply the version upgrades to the test system and each department will have personnel that will spend time testing the software and its functionality. This will take approximately three months of testing to make sure that the functionality is present.

The Board accepted the information as presented.

Under **Firing Range**, Director Genthner reported that they are continuing working with FGM Architects and Kenosha County Purchasing to put together the bid package. One item that came up was some suspicious material that they believe may be asbestos; a consultant was in to take several samples and perform asbestos testing.

The Board accepted the information as presented

Under **E911 Telephone Equipment Platform**, Director Genthner reported that there is no change in the project at this time; they are still waiting for the Text-to-911 to be implemented.

The Board accepted the information as presented.

Under **Communication Supervisor**, Director Genthner reported that within their Board packet was a job description update for the position of Communication's Supervisor. He is requesting to make a couple of changes to the description and believes it will help to facilitate some of their hiring processes. If these changes were to be approved, he would then ask for the hiring practice be changed from internal/external advertising to just internal advertising. The last hiring practice for this position was advertised internally and externally. They received nine applications, but only one was qualified. This candidate was offered the position and subsequently turned it down. Director Genthner believes that with these changes they will be able to have internal candidates apply that are better suited for the position.

Ms. Tunkieicz asked that if they are choosing to hire internally to take a look at any hiring steps that may seem to be unnecessary; she seems to recall a prior hiring being held up waiting on the psychological exam. Director Genthner explained that all Communication staff go through a psychological exam before hiring; once they transition on to supervisor they do not receive another psychological exam. On the other hand, entry level Record's Clerks do not receive this work trade assessment, therefore, when they transition to a supervisor they receive this work trade assessment.

Ms. Tunkieicz made a motion to approve the wording changes to the Communication Supervisor job description. Chief Miskinis seconded the motion.

Mr. Pacetti requested clarification on only looking at internal candidates. Director Genthner stated that they would post the position internally first. As they have employees with qualifications come forwards, they would screen them to determine if they have someone qualified, and then offer a promotion. Going internal and external adds a number of steps to the hiring process that takes approximately 6 months instead of a 2 month process.

Mr. Pacetti stated that there could exist the possibility that no internal candidate would come forward and at some point someone may need to come from the outside of the organization. As long as they are being asked that the first preference would be to post internally, he does not want the Board to be called together and be asked permission to go back out externally in the future. Mr. Pacetti wanted to clarify that he is ok with their first preference being to advertise internally. If a qualified internal candidate is not found, they then take the next step and advertise externally and internally, if needed. He stated that Joint Services would not need to come back to the Board and ask permission to go external if the need arouse.

Motion approved unanimously.

Under **2017 Budget**, Director Genthner reported that for many years they have been carrying over an amount of money and that he is hoping to take it off the books this year. Director Genthner requested that \$18,408.11 be carried over from 2017 to 2018's budget.

Chief Miskinis made a motion to approve carrying over the 2017 funds. Mr. Esposito seconded the motion. Motion approved unanimously.

Under **Financial Review**, Director Genthner reported that the contract with the accounting firm Feld and Schumacher has expired. Director Genthner asked the Board for the ability to sole source Feld and Schumacher for another 5 year contract. He stated that they are generally satisfied with Feld and Schumacher and requested a 5 year estimate of services.

Mr. Pacetti inquired how the contract would read and whether there was a cap on annual increases. Director Genthner stated that the estimate increase incrementally over the 5 year life of the contract. Mr. Pacetti reported that the City of Kenosha doesn't get many 3 to 4% increases and asked whether the Director could negotiate the firm down to a 2 to 2.5% increase.

Chief Miskinis made a motion to approve that Director Genthner move forward with the 5 year contract and negotiate the best deal possible. Mr. Modory seconded the motion. Motion approved unanimously.

**Under Board Member Comments,**

- On behalf of the KPD, Chief Miskinis wanted to express sympathies to Fleet Maintenance Manager Pat Sepanski for the passing of his mother.
- Ms. Tunkieicz inquired if there is any more information regarding the concern that Ms. Childers brought up in Citizen's Comments and if the Director can bring it to the next meeting. Director Genthner understands that the implementation has been difficult for many employees, but believes they chose was the most viable option. Ms. Tunkieicz inquired whether there were reports that could be provided that would show employee's years of service and how it compares in each job. Director Genthner stated that they can provide that information and they did look at that option, but given the monetary estimate from the consultant it was not viable.

Chairman Gentz stated that when they did this study it was mentioned that they go out every few years and updating the study. He inquired when they were looking to go out and possibly update the study, would they have the same company perform it and how the County handles there wage studies. Ms. Tunkieicz stated that they redo their wage study as soon as they determine there may be a problem or if an individual department believes their employee is not in the right category. She does believe that in the current market of employers, they are going to have to do a study more frequently to determine if the market is changing.

Director Genthner reported that they recently lost a Record's Clerk because her former employer recruited her back with better benefits and the shift she preferred. He stated that every position in the organization had the opportunity to add their job duties individually or as a group collectively. Previously, the Evidence/ID department was at a little higher grade than the Records department, but after the study they were brought to the same level.

Mr. Pacetti stated that they performed a wage study approximately 3 years ago and that they did not experience some of the problems that Joint Services experienced. Assistant Director Nielsen informed the Board that this issue regarding Ms. Childers arose because her co-worker's anniversary dates are before her anniversary. Mr. Pacetti stated that the way the City worked around that type of issue was that anyone at work with the City as of the date of the study would have their new date for a raise would be January 1<sup>st</sup>; anyone hired afterwards would receive their raise on their anniversary.

At 5:22 p.m., Mr. Pacetti made a motion for **Adjournment**. Mr. Modory seconded the motion. Motion approved unanimously.

## KENOSHA JOINT SERVICES BOARD

April 17, 2018

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairman Jeffrey Gentz in the Joint Services Administration Conference Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairman Jeffrey Gentz, County Chief of Staff Jennie Tunkieicz, City Administrator Frank Pacetti, Chief of Police Daniel Miskinis, Board Member Mark Modory and Youth in Governance Janaki Rawal and Youth in Governance Jamal Hanson.

County Supervisor Daniel Esposito and City Alderman Rocco LaMacchia Sr. were excused.

### Under **Citizen Comments**,

- Sharon May of the Fleet Maintenance department addressed the Board regarding citizen comments from the March 27, 2018, Board meeting. Ms. May stated that as a senior employee the previous month's citizen comments did not reflect her thoughts and feelings and thanked the Board for the wage and compensation study. She recognized that it was a difficult task to implement the study and appreciates the raise she is expected to receive on her employment anniversary.
- Soledad Juarez of the Evidence/ID department addressed the Board regarding citizen comments from the March 27, 2018, Board meeting. Ms. Juarez wanted to thank the Board for the wage and compensation study and the raises approved for the current year. While she recognized the implementation of the raises were flawed, she understands that there is no perfect way to implement the wage increases and satisfy everyone. She stated that she was in agreement with the idea presented by Chairman Gentz and City Administrator Frank Pacetti to bring up all top employees at the same time, however, she understands that due to budgetary constraints it was not feasible. With that said, she appreciates the efforts of the Board in keeping the employee insurance affordable and wages competitive.

Ms. Juarez also addressed the Board on a citizen comment from the March 27, 2018, meeting regarding Ms. Childers stating that she had subordinate employees. She does not believe that this statement was accurate because they are all considered equal employees. Ms. Juarez stated that while Ms. Childers may have more seniority than the other technicians and sometimes performs other duties, they are all classified the same. She stated that some of the technicians perform duties that Ms. Childers does not perform and does not feel that they are her subordinate employees. It is not her intent to take anything away from Ms. Childers' years of service or knowledge, however, Ms. Juarez feels that it was an inaccurate statement.

Under **Approval of Minutes of Open Sessions Held**, there were none.

Under **Director's Report**, Director Genthner reported that within the past several weeks they have had Telecommunicators assist citizens with the delivery of three babies; they have done outstanding work. It is unusual to have one in a year and they have already had three assists in the last couple weeks.

On another note, the Telecommunicators recently had a situation where a citizen was trapped in her bathroom during a fire. Communication Supervisor Jeff Lovell assisted her for 20 minutes giving her directions on how to keep the smoke from coming into the room and kept her calm. They have recognized Mr. Lovell with a letter of recognition for his work.

The Board accepted the information as presented.

Under **Firing Range**, Director Genthner reported that the RFP document will be going out to bid on April 20, 2018. They will be having a mandatory pre-bid conference on May 1, 2018, for any contractor wishing to bid on the project. The completion timeline is still expected to be sometime in September.

Mr. Pacetti inquired if they would be dictating design or looking for design suggestions as well as cost. Director Genthner stated that they have a generalized design with the ability for the contractor to offer suggestions.

The Board accepted the information as presented

Under **E911 Telephone Equipment Platform**, Communication Manager Mike Blodgett reported that the Text-to-911 routers have been installed and they had experienced some issue with networking. Comsys employees worked together West Safety Solution on troubleshooting and determining the issue with the router configuration. He stated that there is a little more work to be completed on the Joint Services' networking. They will then be waiting for the approval from Airbus before Frontier can come in and finish configuring the system; staff will be trained and they will move forward at that time. The timeline to completion will be approximately 6 months.

The Board accepted the information as presented.

Under **Wage and Compensation Study**, Director Genthner reported that he was requested to put this item on the agenda and has provided Ms. Tunkieicz with the information she requested.

Ms. Tunkieicz reported that all of her questions have been answered. She agrees with the employees that spoke during Citizen Comments regarding it being a difficult situation to implement a wage and compensation study and recognizes that everyone will not be satisfied with the results. She considers the matter closed.

The Board accepted the information as presented.

#### Under **Board Member Comments**,

- Chief Miskinis wanted to commend the Communication department. Not only do they deal with trapped citizens they also deal with many situations and provide important information and descriptions to the KPD.

Chief Miskinis also want to commend Comsys. They have been helpful to KPD with the New World system and in setting up needed networking.

Chief Miskinis stated that he recently had a discussion with the Records department regarding transitioning from UCR (Uniform Crime Reporting) crime reporting to NIBRS (National Incident-Based Reporting System) crime reporting. This is federally mandated crime reporting system and will entail a great deal of work from the Joint Services' staff and its member agencies during transition.

- Chairman Gentz reported that this will be the last meeting for Youth in Governance members Janaki Rawal and Jamal Hanson. They shared their experiences with the Board. Ms. Tunkieicz thanked them for what they have contributed and believes they have done a great job. Chairman Gentz added that he thinks they have been two of the most active Youth in Governance members and appreciates the perspective they offered.

At 4:46 p.m., Mr. Pacetti made a motion for **Adjournment**. Ms. Tunkieicz seconded the motion. Motion approved unanimously.



# KENOSHA JOINT SERVICES

## PUBLIC SAFETY SUPPORT SERVICES

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### ADMINISTRATION

Thomas W. Genthner  
Director

Joshua D. Nielsen  
Assistant Director

Francine I. Hooper  
Finance Assistant

Beverly M. Sebetic  
Personnel Assistant

### MANAGEMENT

Michael S. Blodgett  
Dispatch/Communications

Stephanie W. Lorenzo  
Records/Public Counter

Patrick W. Sepanski  
Fleet Maintenance

Mark D. McMullen  
Evidence/Identification

TO: Kenosha Joint Services Board

JSM 18-063

FROM: Tom Genthner

REFERENCE: Kenosha Joint Services - Board Report

DATE: May 18, 2018

### DIRECTOR'S REPORT:

Josh Nielsen and I met with District Attorney Michael Graveley and staff members from the Kenosha District Attorney's Office in reference to the implementation of their eReferral project. The eReferral project will include criminal and non-criminal case referrals, 'police reports' that are sent to a district attorney office by municipal police departments and the sheriff office.

The data transmitted electronically is the same information commonly included on the paper referrals that are manually handed off to the D.A.'s office. This includes: incident date, time, location, defendant demographic, etc.

While it is expected that this will be a county wide project, our involvement will be limited to the transfer data from the Kenosha Police Department and Kenosha Sheriff's Department to the D.A.'s office. This will be accomplished through an interface from the New World System to the DA's office. It is anticipated that the project will be grant funded. We are unsure of the actual time commitment that will be required. Additionally, there are many variables that need to be worked out before the project can be completed.

A site visit to Madison has been scheduled for May 30. Members from all involved agencies will be going. Madison is currently using New World software with an interface to eReferral.

The consultants from Comm Center Solutions were on site April 30 – May 2. They interviewed staff and spent much of their three days in the Communication Center. I have been in contact with them and they are preparing their report and recommendations.

With assistance from Dan Antonneau, of David Insurance, we have been updating our safety manual, the personal protective equipment program and hazardous communication. We are also reviewing training that will need to be conducted.

911 Telecommunicator Debbie Helton will be retiring June 4, 2018. Debbie has been with the agency since 1984. Debbie has done entry level training for new 911 telecommunicators and is a certified training officer. She has received numerous letters of commendation and her knowledge and skills will be missed.

## Kenosha Joint Services – Board Report

### **ADMINISTRATION DEPARTMENT:**

Administration (4 full-time and 1 part-time position): All positions filled.

Communications (40 full-time positions): Four telecommunicator vacancies. 911 Telecommunicator Deborah Helton has submitted her retirement notice, effective June 4.

- For the 911 telecommunicator positions:
  - Candidate Tianna Bates started on May 7.
  - Additional candidates have completed the background investigations step. Final interviews will be conducted soon.
  - Candidates from the last recruiting effort have completed data entry testing. A total of 176 were invited to participate with 134 candidates opting to either not make an appointment, withdraw or not participate in their testing appointment. Thirty-five candidates did pass the test and have been invited to the next step.

The vacant third shift supervisor position has been filled. 911 Telecommunicator Chavela Velasquez has been promoted effective June 3. We wish her much success in her new position.

Records (21 full-time positions): Three clerical vacancies. Final interviews were conducted on April 18 and 20. Two candidates accepted job offers and began on May 17. The last group of final interviews were completed on May 15. Two additional conditional job offers have been accepted. If all goes well at the remaining pre-employment physical, two candidates will start on June 18. One position will remain to be filled.

Fleet Maintenance (7 full-time and 1 part-time position): All positions filled. The vehicle cleaning operator position has been temporarily filled.

Evidence/Identification (8 full-time positions): All positions filled.

### **COMMUNICATION:**

There are currently seven employees in training.

Tanya Sunderland, Staci Schertz and Brittney Smith continue with their training at the Kenosha Police Department console. It is anticipated that they will complete this training in June. This is Tanya and Staci's final phase of training. Following successful completion of this phase, they will be fully trained.

Lacey Ebler continues her training at the fire department consoles. It is anticipated that she will complete this training by the end of May. Following successful completion of this phase, she will be fully trained.

Maggie Harju, Leslie Grill and Jordan Jones continue in their training. They are currently in call-take training.

## **Kenosha Joint Services – Board Report**

Work continues on the implementation of Text-to-911. With significant help from Comsys, West Safety Solutions was able to establish network connectivity to their routers in our data center. Frontier is waiting for final approval from Motorola on the network design and will then be configuring our system to accept text.

April 27 began what was almost a week of daily large scale fires throughout the county. Several of these occurred simultaneously and almost all required large amounts of out of county assets to be brought in not only to assist at the fire scene, but to staff empty fire stations as well. Our 911 telecommunicators were inundated with 911 calls and requests for assistance. All involved performed their jobs with the utmost professionalism.

In April, a total of 4,207 9-1-1 calls were received by the communications department. Of those, 93% were answered in under ten seconds, 98% in under fifteen seconds and 99% in under twenty seconds. Additionally, 17,913 non-emergency calls were handled in the same period.

### **RECORDS:**

Records currently has three vacant positions. Two new clerks started on May 17. Final interviews were completed for the second group and we hope to have an additional two clerks starting mid-to-late June.

While our staffing levels remain low, and trainers are being reassigned to train new staff, we are adjusting schedules to meet demands for service. In May and July, clerks will be assigned to an 11:00 a.m. - 7:00 p.m. time slot to cover our busiest hours. This should help with the amount of overtime needed.

Records clerks cancelled 148 warrants that were recalled from Circuit Court and Municipal Court in the month of April. When these cancellation lists come over from the courts, it is an involved task, and it has to be completed right away.

There were 126.5 overtime hours used in April.

### **FLEET MAINTENANCE:**

The fleet maintenance staff continues vehicle maintenance and repair as scheduled. A total of 458 maintenance and repair requests were performed during the month of April.

Police vehicle up-fitting continues as scheduled. During the month of April, two new Police patrol vehicles were up-fitted and placed into service. Also, two Police patrol vehicles and one Sheriff's vehicle were decommissioned. New technicians continue to train on vehicle up-fitting and installing new emergency equipment.

## Kenosha Joint Services – Board Report

Fleet technicians continue to wash vehicles after maintenance or repair. Fleet technicians also continue to perform biohazard cleaning requirements. On April 16, a new temporary part-time car wash employee began orientation and training. He is progressing well in his training. It is expected the fleet technicians will be relieved of all vehicle cleaning requirements within the next month.

**Car washes:** Indicates a total number of vehicles in all agencies cleaned utilizing the automatic car wash.



### EVIDENCE/IDENTIFICATION DEPARTMENT:

The Evidence/Identification Department continues working on the reduction of evidence within the evidence room. Items under consideration are evidence related to cases where there has been a disposition, outside the statute of limitations or sentences are completed. Each individual piece of evidence must be thoroughly researched. We then seek permissions to dispose of the evidence from the agencies that have submitted it. During the month of April, staff took in 1,349 pieces of evidence and disposed of 729 pieces of evidence.

During the first quarter of 2018, the evidence department received 5,003 pieces of evidence. In that same time 2,767 pieces were disposed of.

During the month of April, eighty hours of overtime was used for evidence disposal.

Manager Mark McMullen has coordinated with the IAPE to sponsor another Evidence Management Class in Kenosha. This is a newly developed class for evidence managers and supervisors.

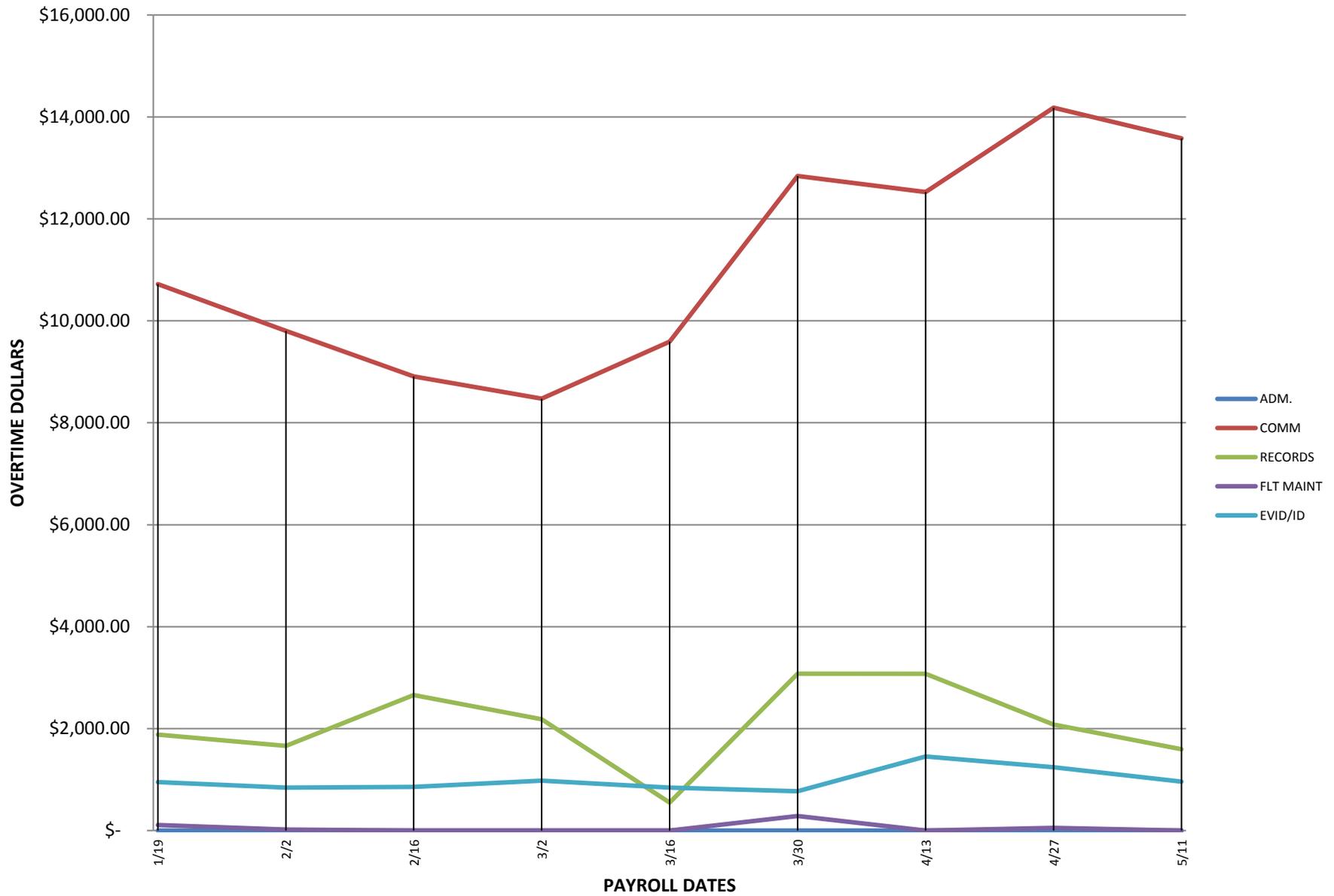
### INFORMATION TECHNOLOGY DEPARTMENT:

- Consolidate switches and networking devices to provide more capacity, efficiencies and allow for better planning
  - Ongoing network documentation as needed
- Additional backup scripts and processes for New World and KJS servers to create efficiencies
  - In development
- Public Safety Software Project
  - Municipal Court to New World Systems interface issues
    - On-going: Identifying, documenting issues for agency to resolve and coordinating efforts to rectify discrepancies
  - Text-to-911 Project
    - Completed: Router received and installed and configured
    - Completed: Validated as working
  - New World Systems upgrade planning and coordination
    - Planning: Upgrade on TEST delayed from March to Q3-2018
  - Working on implementing second factor authentication for remote access to New World Systems
    - Planning: Upgrade the 2FA infrastructure, processes
  - Exploring solutions to increase resources in virtual environment to accommodate hosting additional virtual desktops for testing during the upgrade
- Upgrade backbone virtual server infrastructure for security and feature enhancements
  - Completed: Upgrade SAN firmware, SAN management applications, VMware management server and applications
  - In progress: Upgrade VMware hypervisor operating systems
  - Planned: Upgrade VMware storage adapters, VMware tools on guest operating systems
- Remodel projects
  - Fleet Management Move
    - Planned: Transition to permanent network solution between FMB and PSB

**KENOSHA JOINT SERVICES  
KENOSHA, WISCONSIN  
OVERTIME REPORT**

	HOURS PAYROLL 4/8-4/21	EARNINGS PAYROLL 4/8-4/21	HOURS PAYROLL 4/22-5/7	EARNINGS PAYROLL 4/22-5/7	HOURS PAYROLL	EARNINGS PAYROLL		
<b>Administration</b>	0.00	\$ -	0.00	\$ -				
<b>Communications</b>	403.00	\$ 14,181.79	384.60	\$ 13,581.24				
<b>Records</b>	67.00	\$ 2,079.59	48.00	\$ 1,593.21				
<b>Fleet Maintenance</b>	1.50	\$ 53.99	0.00	\$ -				
<b>Evidence/ID</b>	36.80	\$ 1,239.94	28.00	\$ 960.72				
	508.30	\$ 17,555.31	460.60	\$ 16,135.17	\$ -	\$ -		
	<b>TOTAL HRS. FROM 1/1/2018 THRU 12/31/18</b>	<b>TOTAL PAY FROM 1/1/2018 THRU 12/31/18</b>	<b>AVRG HRS PER PAY PR</b>	<b>AVRG PAY PER PAY PR</b>	<b>AVRG AMT PER HOUR FOR OT</b>	<b>ACCOUNT BALANCES</b>	<b>PERCENT EXPENDED</b>	
<b>Administration</b>	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		
<b>Communications</b>	2865.00	\$100,631.19	110.19	\$3,870.43	\$35.13	\$57,883.81	63%	
<b>Records</b>	565.00	\$18,749.72	21.73	\$721.14	\$33.19	\$27,329.28	41%	
<b>Fleet Maintenance</b>	13.20	\$465.26	0.51	\$17.89	\$35.08	\$18,768.74	2%	
<b>Evidence/ID</b>	<u>264.30</u>	<u>\$8,893.92</u>	<u>10.17</u>	<u>\$342.07</u>	\$33.64	\$25,773.08	26%	
<b>Joint Services Total</b>	3707.50	\$128,740.09	142.60	\$4,951.54	\$34.72	\$220,090.11		

# 2018 OVERTIME



KENOSHA JOINT SERVICES  
INCOME STATEMENT  
MARCH 2018  
KENOSHA, WISCONSIN

**REVENUE**

	<b><u>2018 Projected Revenue</u></b>	<b><u>Actual Current Month</u></b>	<b><u>Actual Year-to-Date</u></b>	<b><u>Percent of Projected</u></b>
City Operating	\$3,594,933.00	\$299,577.75	\$898,733.25	25.00%
County Operating	\$4,401,589.00	\$366,799.08	\$1,100,397.28	25.00%
Bank Interest	\$500.00	\$64.98	\$185.99	37.20%
Fingerprint Revenue	\$0.00	\$1.00	\$1.00	0.00%
Citizen Report Revenue	\$1,000.00	\$0.00	\$0.00	0.00%
Photograph Revenue	\$500.00	\$0.00	\$12.50	2.50%
CD/DVD Revenue	\$16,000.00	\$3,392.50	\$4,477.00	27.98%
KSD/MARS	\$0.00	\$0.00	\$0.00	0.00%
Report Copies	\$28,000.00	\$2,011.40	\$6,614.65	23.62%
False Alarms	\$37,000.00	\$0.00	\$0.00	0.00%
Other	<u>\$300.00</u>	<u>\$2,055.27</u>	<u>\$2,081.02</u>	693.67%
	\$8,079,822.00	\$673,901.98	\$2,012,502.69	24.91%
Fund Balance	\$739,604.00			
FM - Fuel & Parts	<u>\$708,000.00</u>			
<b>2018 ORIGINAL BGT</b>	<b>\$9,527,426.00</b>			

**2017 CARRYOVER & ENCUMBRANCE**

PSSP Project Carryover	\$18,408.11
Eiert and Associates	<u>\$30,000.00</u>
<b>2018 WORKING BGT</b>	<b>\$9,575,834.11</b>

**EXPENDITURES (All Departments)**

	<b><u>Budgeted Amt</u></b>	<b><u>Current Month</u></b>	<b><u>Y-T-D EXP</u></b>	<b><u>Encumbrances</u></b>	<b><u>Balance</u></b>
Personnel Services	\$6,658,457.00	\$616,048.95	\$1,324,861.37	\$0.00	\$5,333,595.63
Contractual Serv	\$1,965,980.11	\$467,604.37	\$705,532.66	\$23,894.61	\$1,236,552.84
Supplies & Mat	\$876,831.00	\$68,819.60	\$186,585.33	\$426.51	\$689,819.16
Capital Outlay	\$74,566.00	\$319.00	\$5,902.61	\$3,741.75	\$64,921.64
Contingency	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	\$9,575,834.11	\$1,152,791.92	\$2,222,881.97	\$28,062.87	\$7,324,889.27
<b>TOTAL EXPENDITURES</b>	<b>\$9,575,834.11</b>				

Percent of budget expended:

23.51%

KENOSHA JOINT SERVICES  
INCOME STATEMENT  
MARCH 2018  
KENOSHA, WISCONSIN

**Fleet Maintenance Inventories**

**REVENUE**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$80,000.00	\$3,151.96	\$12,689.78	\$67,310.22	15.86%
County Parts/Labor	\$83,000.00	\$9,518.04	\$24,483.78	\$58,516.22	29.50%
City Fuel	\$247,500.00	\$18,068.79	\$52,547.86	\$194,952.14	21.23%
County Fuel	\$297,500.00	\$24,420.14	\$70,671.19	\$226,828.81	23.76%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
<b>TOTAL REVENUES</b>	<b>\$708,000.00</b>	<b>\$55,158.93</b>	<b>\$160,392.61</b>	<b>\$547,607.39</b>	<b>22.65%</b>

**EXPENDITURES**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$163,000.00	\$13,338.65	\$21,931.08	\$141,068.92	13.45%
Fuel	<u>\$545,000.00</u>	<u>\$54,954.17</u>	<u>\$128,102.58</u>	<u>\$416,897.42</u>	23.51%
	\$708,000.00	\$68,292.82	\$150,033.66	\$557,966.34	21.19%



KENOSHA JOINT SERVICES  
INCOME STATEMENT  
APRIL 2018  
KENOSHA, WISCONSIN

**Fleet Maintenance Inventories**

**REVENUE**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$80,000.00	\$3,533.49	\$16,223.27	\$63,776.73	20.28%
County Parts/Labor	\$83,000.00	\$10,873.76	\$35,357.54	\$47,642.46	42.60%
City Fuel	\$247,500.00	\$18,227.57	\$70,775.43	\$176,724.57	28.60%
County Fuel	\$297,500.00	\$24,171.84	\$94,843.03	\$202,656.97	31.88%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
<b>TOTAL REVENUES</b>	\$708,000.00	\$56,806.66	\$217,199.27	\$490,800.73	30.68%

**EXPENDITURES**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$163,000.00	\$12,165.65	\$34,096.73	\$128,903.27	20.92%
Fuel	<u>\$545,000.00</u>	<u>\$38,004.61</u>	<u>\$166,107.19</u>	<u>\$378,892.81</u>	30.48%
	\$708,000.00	\$50,170.26	\$200,203.92	\$507,796.08	28.28%

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 5/08/18

TIME 12:10:24

KENOSHA JOINT SERVICES  
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 4/01 END DATE FOR SUMMARY: 4/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43163	4/04	ADP LLC	150-01-50004-216-000	PER END 3/24/18	323.41
43164	4/04	AMG EMPLOYER SERVICES	150-01-50004-201-000	HARASS TRNING-13 PAR	377.00
43165	4/04	ASSOCIATED BAG COMPANY	150-01-50007-301-000	MISC EVID/ID SUPPLY	528.29
43166	4/04	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 3/31/18	226.67
			150-01-50006-305-000	THRU 3/31/18	14.19
			150-01-50006-305-000	2%DISC PD W/IN TERMS	4.82CR
				..... CHECK TOTAL	236.04
43167	4/04	CLASSIC CARE PRODUCTS	150-01-50006-308-000	THRU 03/30/18	609.75
			150-00-12530-000-000	THRU 3/30/18	159.00
				..... CHECK TOTAL	768.75
43168	4/04	DELL MARKETING L.P.	150-01-50001-520-000	DELL LATITUDE 5480 P	1,642.81
			150-01-50001-520-000	DELL BUSINESS DOCK W	149.99
				..... CHECK TOTAL	1,792.80
43169	4/04	HOTEL COMMONWEALTH	150-01-50008-203-000	TYLER CONF-AA	992.28
			150-01-50003-203-000	TYLER CONF-SL	992.28
			150-01-50002-203-000	TYLER CONF-JL	992.28
			150-01-50001-203-000	TYLER CONF-JN	992.28
				..... CHECK TOTAL	3,969.12
43170	4/04	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	56,372.33
43171	4/04	MENARDS INC	150-01-50007-301-000	ORGANIZERS/BATTERIES	208.53
43172	4/04	ULINE	150-01-50007-301-000	MISC EVID/ID SUPPLY	688.20
43173	4/05	COMSYS INC	150-01-50008-201-000	MIS SUPPORT	37,500.00
			150-01-50008-201-000	MIS SUPPORT	37,500.00
				..... CHECK TOTAL	75,000.00
43174	4/12	APCO	150-01-50002-211-000	APCO PUBLIC SAFETY T	445.00
			150-01-50002-211-000	SHIPPING	31.15
				..... CHECK TOTAL	476.15

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 5/08/18

TIME 12:10:24

KENOSHA JOINT SERVICES  
 DISBURSEMENT JOURNAL

PAGE 2

START DATE FOR SUMMARY: 4/01 END DATE FOR SUMMARY: 4/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT	
43175	4/12	BUELOW VETTER BUIKEMA OLSON	150-01-50004-201-000	LEGAL FEES	132.50	
43176	4/12	CARQUEST AUTO PARTS	150-00-12530-000-000 150-01-50007-301-000 150-01-50006-305-000	THRU 3/31/18 THRU 3/31/18 2%DISC PD W/IN TERMS ..... CHECK TOTAL	4,902.18 25.74 98.56CR 4,829.36	
43177	4/12	COMPLETE OFC OF WISCONSIN	150-01-50002-301-000	02 THRU 03/30/18	1,183.14	
43178	4/12	CONNEY SAFETY PRODUCTS	150-01-50007-301-000	COTTON SWABS-2PKS OF	67.50	
43179	4/12	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 04/13/18	1,272.11	
43180	4/12	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	18,156.92	
43181	4/12	IAED	150-01-50002-211-000 150-01-50002-211-000 150-01-50002-211-000 150-01-50002-211-000 150-01-50002-211-000 150-01-50002-211-000 150-01-50002-211-000 150-01-50002-211-000	EMD RECERT EMD RECERT EMD RECERT EMD RECERT EMD RECERT EMD RECERT EMD RECERT EMD RECERT	300.00 200.00 100.00 100.00 100.00 100.00 100.00 50.00 ..... CHECK TOTAL	950.00
43182	4/12	JAMES IMAGING SYSTEMS, INC.	150-01-50003-324-000 150-01-50001-324-000 150-01-50002-324-000 150-01-50007-324-000	REC #803688 ADMIN #955959 COMM #957171 E/I #1012251 ..... CHECK TOTAL	425.47 204.87 188.00 178.17 996.51	
43183	4/12	KALAHARI RESORT	150-01-50002-203-000	HOTEL FOR WIPSCOM BE	738.00	
43184	4/12	KENOSHA COUNTY CORPORATION	150-01-50004-201-000	LEGAL FEE-1ST QTR	280.00	
43185	4/12	KENOSHA COUNTY DHS	150-01-50004-208-000	POSTAGE MAR'18	281.16	
43186	4/12	MELISSA KREWAL	150-01-50002-301-000	PSTC WEEK RECOG	200.00	
43187	4/12	MENARDS INC	150-01-50007-301-000	25' STANLEY TAPE 30-	64.30	

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 5/08/18

KENOSHA JOINT SERVICES  
 DISBURSEMENT JOURNAL

TIME 12:10:24

PAGE 3

START DATE FOR SUMMARY: 4/01 END DATE FOR SUMMARY: 4/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43188	4/12	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 04/13/18	868.45
43189	4/12	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 04/13/18	1,429.30
43190	4/12	NETMOTION WIRELESS INC	150-01-50008-206-000 150-01-50006-206-000	NETMOTION MOBILITY W MOBILITY PREMIUM SOF ..... CHECK TOTAL	2,160.00 442.36 2,602.36
43191	4/12	PATRICK SEPANSKI	150-01-50006-203-000 150-01-50006-203-000	HOTEL ACCOM RTA CONF MEALS 5DAYS-PS/SM ..... CHECK TOTAL	1,641.77 667.00 2,308.77
43192	4/12	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 04/13/18	2,710.00
43193	4/12	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	3,248.22
43194	4/12	PORCARO FORD	150-00-12530-000-000	THRU 3/31/18	1,681.20
43195	4/12	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000 150-01-50002-124-000 150-01-50003-124-000 150-01-50007-124-000 150-01-50006-124-000 150-01-50001-124-000	MAY '18 MAY '18 MAY '18 MAY '18 MAY '18 MAY '18 ..... CHECK TOTAL	837.77 273.80 101.98 81.18 77.05 36.00 1,407.78
43196	4/12	SHRED-IT USA	150-01-50003-212-000 150-01-50002-212-000 150-01-50001-212-000	2EA SHREDDING 2EA SHREDDING 1EA SHREDDING ..... CHECK TOTAL	35.00 35.00 6.48 76.48
43197	4/12	SIGNARAMA KENOSHA WI	150-01-50001-301-000	EQUIPMENT SIGNS	94.60
43198	4/12	SIRCHIE ACQUISITION COMPANY	150-01-50007-301-000	MISC EVID/ID SUPPLY	373.59
43199	4/12	STACI L SCHERTZ	150-01-50002-101-000	JURY DUTY MILEAGE	67.32
43200	4/12	STAPLES BUSINESS ADVANTAGE	150-01-50003-301-000 150-01-50007-301-000 150-01-50001-301-000	03 THRU 03/31/18 07 THRU 03/31/18 01 THRU 03/31/18 ..... CHECK TOTAL	310.67 92.08 87.04 489.79

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 5/08/18

KENOSHA JOINT SERVICES  
 DISBURSEMENT JOURNAL

TIME 12:10:24

PAGE 4

START DATE FOR SUMMARY: 4/01 END DATE FOR SUMMARY: 4/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43201	4/12	UNITED PARCEL SERVICE	150-01-50004-208-000	POSTAGE IPMA	9.93
43202	4/12	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	CAM2 FULL SYNTH	1,770.85
43203	4/25	ADP LLC	150-01-50004-216-000	PER END 3/31	328.97
43204	4/25	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 3/31/18	432.51
			150-00-12530-000-000	THRU 3/31/18	161.24
				..... CHECK TOTAL	593.75
43205	4/25	AURORA MEDICAL GROUP	150-01-50004-221-000	PHYS & HEP B	306.00
43206	4/25	CULLIGAN WATER TREATMENT	150-01-50001-301-000	MAY'18	16.92
43207	4/25	DIVERSIFIED BENEFIT SERVICES	150-01-50004-212-000	APR '18	124.20
			150-01-50004-212-000	4EA PLN PARTICIPANTS	1.88
				..... CHECK TOTAL	126.08
43208	4/25	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 04/27/18	1,220.31
43209	4/25	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	19,847.69
43210	4/25	FASTENAL COMPANY PURCHASING	150-01-50006-305-000	INDUSTRIAL SUPPLIES	288.47
			150-00-12530-000-000	INDUSTRIAL SUPPLIES	16.29
				..... CHECK TOTAL	304.76
43211	4/25	FLOWERS BY JOSEPH	150-01-50001-301-000	PLANT	83.95
43212	4/25	IAI	150-01-50007-211-000	2018 IAI CONFERENCE	500.00
43213	4/25	KENOSHA SHERIFF'S DEPT	150-01-50004-225-000	5EA BKGND INVSTGN	875.46
43214	4/25	LANGUAGE LINE SERVICES INC	150-01-50002-212-000	MAR'18	101.03
43215	4/25	LEITCH PRINTING CORPORATION	150-01-50001-309-000	825 2018-19 PSB DIR.	726.66
			150-01-50001-309-000	3M 151-15 ABSENT/OT	159.00
				..... CHECK TOTAL	885.66
43216	4/25	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 04/27/18	868.45

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 5/08/18

KENOSHA JOINT SERVICES  
 DISBURSEMENT JOURNAL

TIME 12:10:24

START DATE FOR SUMMARY: 4/01 END DATE FOR SUMMARY: 4/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43217	4/25	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 04/27/18	1,338.30
43218	4/25	PETTY CASH	150-01-50007-301-000	S. JUAREZ ANNIV CAKE	42.00
			150-01-50001-301-000	REF-INTERVIEWS	8.75
			150-01-50007-301-000	BOXES FOR ET KITS	5.12
			150-01-50001-301-000	LEVEL FOR OFFICE	3.02
				..... CHECK TOTAL	58.89
43219	4/25	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 04/27/18	2,635.00
43220	4/25	RODES CAMERA SHOP	150-01-50007-280-000	EVID/ID SUPPLIES	107.10
			150-01-50007-280-000	EVID/ID SUPPLIES	26.18
			150-01-50007-280-000	EVID/ID SUPPLIES	1.70
				..... CHECK TOTAL	134.98
43221	4/25	SEBASTIAN KAWKA	150-01-50007-301-000	COFFEE MAKER	105.50
			150-01-50007-301-000	3EA TBL CLOTHS	13.45
			150-01-50007-301-000	CUTTING CHARGE-SJ	6.00
				..... CHECK TOTAL	124.95
43222	4/25	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	2ND JS/TIME	2,010.00
43223	4/25	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	2ND KPD/TIME	2,538.00
43224	4/25	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	2ND KSD/TIME	3,906.00
43225	4/26	COMM CENTER SOLUTIONS	150-01-50002-201-000	CONSULTING	18,500.00
43226	4/26	JOSHUA NIELSEN	150-01-50001-203-000	MEAL REIM-JN	184.62
43227	4/26	THOMAS W. GENTHNER	150-01-50001-203-000	MILEAGE/MEALS/PKNG	280.34
43228	4/27	ALLISON WHITING	150-01-50003-101-000	PR 4/27/18 RETRO	158.46
			150-00-21781-000-000	PR 4/27/18 FEDERAL	.55CR
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.30CR
			150-00-21780-000-000	PR 4/27/18 SS	9.83CR
			150-00-21789-000-000	PR 4/27/18 WRS	10.62CR
				..... CHECK TOTAL	135.16
43229	4/27	AMANDA LOEF	150-01-50003-101-000	PR 4/27/18 RETRO	153.94
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.23CR
			150-00-21780-000-000	PR 4/27/18 SS	9.54CR
			150-00-21789-000-000	PR 4/27/18 WRS	10.31CR
				..... CHECK TOTAL	131.86

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 5/08/18

KENOSHA JOINT SERVICES  
 DISBURSEMENT JOURNAL

TIME 12:10:24

START DATE FOR SUMMARY: 4/01 END DATE FOR SUMMARY: 4/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43230	4/27	BRITTENY SMITH	150-01-50002-101-000	PR 4/27/18 RETRO	327.57
			150-00-21780-000-000	PR 4/27/18 MEDICARE	4.75CR
			150-00-21780-000-000	PR 4/27/18 SS	20.31CR
			150-00-21789-000-000	PR 4/27/18 WRS	21.95CR
				..... CHECK TOTAL	280.56
43231	4/27	CHAVELA VELASQUEZ	150-01-50002-101-000	PR 4/27/18 RETRO	198.79
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.88CR
			150-00-21780-000-000	PR 4/27/18 SS	12.32CR
			150-00-21789-000-000	PR 4/27/18 WRS	13.32CR
				..... CHECK TOTAL	170.27
43232	4/27	CHRISTOPHER HOLTZ	150-01-50002-101-000	PR 4/27/18 RETRO	197.99
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.87CR
			150-00-21780-000-000	PR 4/27/18 SS	12.28CR
			150-00-21789-000-000	PR 4/27/18 WRS	13.27CR
				..... CHECK TOTAL	169.57
43233	4/27	DANIELLE WENBERG	150-01-50002-101-000	PR 4/27/18 RETRO	176.72
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.57CR
			150-00-21780-000-000	PR 4/27/18 SS	10.96CR
			150-00-21789-000-000	PR 4/27/18 WRS	11.84CR
				..... CHECK TOTAL	151.35
43234	4/27	JEFF LOVELL	150-01-50002-101-000	PR 4/27/18 RETRO	468.11
			150-00-21780-000-000	PR 4/27/18 MEDICARE	6.79CR
			150-00-21782-000-000	PR 4/27/18 STATE	8.65CR
			150-00-21780-000-000	PR 4/27/18 SS	29.03CR
			150-00-21781-000-000	PR 4/27/18 FEDERAL	29.45CR
			150-00-21789-000-000	PR 4/27/18 WRS	31.36CR
				..... CHECK TOTAL	362.83
43235	4/27	JOAN ZARLETTI	150-01-50002-101-000	PR 4/27/18 RETRO	198.79
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.88CR
			150-00-21781-000-000	PR 4/27/18 FEDERAL	4.32CR
			150-00-21780-000-000	PR 4/27/18 SS	12.33CR
			150-00-21789-000-000	PR 4/27/18 WRS	13.32CR
				..... CHECK TOTAL	165.94
43236	4/27	JORDAN JONES	150-01-50002-101-000	PR 4/27/18 RETRO	159.79
			150-00-21781-000-000	PR 4/27/18 FEDERAL	.68CR
			150-00-21780-000-000	PR 4/27/18 STATE	2.31CR
			150-00-21782-000-000	PR 4/27/18 MEDICARE	7.38CR
			150-00-21780-000-000	PR 4/27/18 SS	9.91CR
			150-00-21789-000-000	PR 4/27/18 WRS	10.71CR
				..... CHECK TOTAL	128.80

JOB NAME: JVN SUMM  
 PROGRAM ID. FVN078  
 RUN DATE 5/08/18

KENOSHA JOINT SERVICES  
 DISBURSEMENT JOURNAL

TIME 12:10:24

START DATE FOR SUMMARY: 4/01 END DATE FOR SUMMARY: 4/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43237	4/27	LESLIE NISS	150-01-50002-101-000	PR 4/27/18 RETRO	159.79
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.32CR
			150-00-21780-000-000	PR 4/27/18 SS	9.90CR
			150-00-21789-000-000	PR 4/27/18 WRS	10.71CR
				..... CHECK TOTAL	136.86
43238	4/27	MAGGIE HARJU	150-01-50002-101-000	PR 4/27/18 RETRO	159.79
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.31CR
			150-00-21780-000-000	PR 4/27/18 SS	9.91CR
			150-00-21789-000-000	PR 4/27/18 WRS	10.71CR
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43239	4/27	MARK NELSON II	150-01-50002-101-000	PR 4/27/18 RETRO	171.78
			150-00-21780-000-000	PR 4/27/18 MEDICARE	2.49CR
			150-00-21780-000-000	PR 4/27/18 SS	10.65CR
			150-01-50002-120-000	PR 4/27/18 WRS	11.51CR
				..... CHECK TOTAL	147.13
43240	4/27	SHEILA BECKER	150-01-50002-101-000	PR 4/27/18 RETRO	389.59
			150-00-21780-000-000	PR 4/27/18 MEDICARE	5.65CR
			150-00-21782-000-000	PR 4/27/18 STATE	5.72CR
			150-00-21781-000-000	PR 4/27/18 FEDERAL	22.12CR
			150-00-21780-000-000	PR 4/27/18 SS	24.15CR
			150-00-21789-000-000	PR 4/27/18 WRS	26.10CR
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43241	4/27	URSULA SWIFT	150-01-50002-101-000	PR 4/27/18 RETRO	401.03
			150-00-21782-000-000	PR 4/27/18 STATE	1.63CR
			150-00-21780-000-000	PR 4/27/18 MEDICARE	5.81CR
			150-00-21780-000-000	PR 4/27/18 SS	24.86CR
			150-00-21789-000-000	PR 4/27/18 WRS	26.87CR
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43242	4/27	VICTORIA ENTERS	150-01-50003-101-000	PR 4/27/18 RETRO	318.53
			150-00-21782-000-000	PR 4/27/18 STATE	3.07CR
			150-00-21780-000-000	PR 4/27/18 MEDICARE	4.61CR
			150-00-21781-000-000	PR 4/27/18 FEDERAL	15.49CR
			150-00-21780-000-000	PR 4/27/18 SS	19.75CR
			150-00-21789-000-000	PR 4/27/18 WRS	21.34CR
	..... CHECK TOTAL	254.27			

GRAND TOTAL FOR PERIOD \*\*\*\*\* 249,820.04

# Kenosha Joint Services

## Policy and Procedure

**Subject: Light Duty**

Effective Date Upon Approval

Last Revised:

Policy Number

Distribution All Personnel

Re-evaluation Date Annually

Number of Pages 3

### I. PURPOSE

- A. The purpose of this policy to set forth the policy for temporary light-duty assignments and procedures for granting temporary light duty to eligible employees.

### II. POLICY:

- A. Temporary light-duty assignments, when available, are for eligible employees within Kenosha Joint Services who, because of injury, illness or pregnancy are temporarily unable to perform their regular assignments. Use of temporary light duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment.

The employer may offer a light duty assignment, when available, to an employee who is able to perform the assignment without an undue risk of harm.

This policy shall be administered consistent with any legal requirements under state or federal disability laws.

### III. DEFINITIONS:

- A. **ELIGIBLE PERSONNEL:** For purposes of this policy, any employee with a medically certified illness or injury requiring treatment of a licensed health-care provider and who, because of injury or illness is temporarily unable to perform the regular assignment but is capable of performing alternative assignments.
- B. **WORK RELATED INJURY/ILLNESS:** Any injury or illness that occurs in the course of and arise out of employment with Kenosha Joint Services.
- C. **NON-WORK RELATED INJURY/ILLNESS:** Any injury or illness that does not occur in the course of or arise out of employment with Kenosha Joint Services.

D. EXTENDED INJURY/ILLNESS: Any injury or illness in excess of three consecutive working days.

#### **IV. PROCEDURE:**

##### **A. GENERAL PROVISIONS**

1. Temporary light-duty positions are limited in number and variety.
2. Personnel injured on the job shall be given preference in initial assignment to light duty.
3. Assignments may be changed at any time, if deemed in the best interest of the employee or the agency.
4. No specific position shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light duty.
5. Light-duty assignments are strictly temporary and normally should not exceed three months in duration. After three months, personnel on temporary light duty who are not capable of returning to their original duty assignment shall:
  - a. Present a request for extension of temporary light duty, with supporting documentation, to the director or his/her designate; or
  - b. pursue other options as provided by employment provisions of the employer or federal or state law.
6. Normally, employees on temporary light duty are prohibited from engaging in outside employment.
7. Assignment to temporary light duty shall not normally affect an employee's pay classification, pay increases, promotions, retirement benefits or other employee benefits.
8. Depending upon the nature and extent of the illness or injury, an employee on temporary light duty must comply with any directive which limits activities on the job.
9. Light duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health-care provider may be mandatory for personnel with a work related injury/illness but will be voluntary for personnel with a non-work related injury/illness.

##### **B. TEMPORARY LIGHT-DUTY ASSIGNMENTS**

1. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:
  - a. administrative functions (e.g. special projects),
  - b. modified forms of regular duties (e.g. removal of lifting from job)
  - c. clerical functions (e.g. filing)

2. Temporary light duty assignments will originate from the office of the Department Manager with approval from the Director.
3. Temporary light-duty assignments shall be made based upon the availability of an appropriate assignment given the employee's knowledge, skills and abilities; availability of light-duty assignments; and the physical limitations imposed on the employee.
4. An employee may be assigned to positions designated for personnel of lower pay classification.

#### C. REQUESTS FOR AND ASSIGNMENT TO TEMPORARY LIGHT DUTY

1. An employee may request a temporary light-duty assignment. An employee request shall be submitted to the employee's immediate supervisor. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed either by the treating physician or other licensed health-care provider. The certificate must include an assessment of the nature and probable duration of the illness or injury, prognosis for recovery, nature of work restrictions and an acknowledgement by the health-care provider of familiarity with the light-duty assignment and the fact that the employee can physically assume the duties involved.
2. The request for temporary light duty and the physician's statement shall be forwarded to the Department Manager, who shall make a determination regarding the temporary light duty assignment.
3. The employer may make a temporary light duty assignment without an employee request.
4. The employer may require the employee to submit to an independent medical examination by a health provider of the employer's choosing. In the event the opinion of this second health provider differs from the employee's health provider, the employee may request a third opinion at the employer's expense. The employee and employer shall cooperate and act in good faith in selecting any third health-care provider.



# **KENOSHA JOINT SERVICES**

## **PUBLIC SAFETY SUPPORT SERVICES**

**Sheriff • Police • Fire • EMS**

1000 55<sup>th</sup> Street • Kenosha, WI 53140  
Website: [www.kenoshajs.org](http://www.kenoshajs.org) • Phone: (262) 605-5050

### ADMINISTRATION

Thomas W. Genthner  
Director

Joshua D. Nielsen  
Assistant Director

Francine I. Hooper  
Finance Assistant

Beverly M. Sebetic  
Personnel Assistant

### MANAGEMENT

Michael S. Blodgett  
Dispatch/Communications

Rhonda M. Maney  
Records/Public Counter

Patrick W. Sepanski  
Fleet Maintenance

Mark D. McMullen  
Evidence/Identification

**TO:** Kenosha Joint Services Board

**FROM:** Tom Genthner

**REFERENCE:** Suggested Changes to Employee Handbook

**DATE:** May 17, 2018

With this memo I am requesting some minor changes to the Kenosha Joint Services Employee Handbook. The following are the changes for which I am requesting approval:

- The Table of Contents has been renumbered to address added and/or renumbered sections within the document.
- Updated Kenosha Joint Services memo reference number.
- Kenosha Joint Services Board date of approval.
- Section IV Workplace Violence.
  - Created Workplace Violence section to be added to handbook. Best practices recommendation.
- XIX Wages:
  - Sub-section A - Includes reference to Appendix A & B. Appendix A & B reference Position Grade and 2018 Pay Scale data from Wage and Compensation study.
  - Sub-section B (1-5) Premiums and Shift Differentials. This information was previously in Appendix A but with the change in format brought about from the Wage and Compensation study the premiums and shift differentials are more clearly delineated as standalone data. There is no fiscal change to this request. It is a relocation of information within the handbook.
- Appendix A – Position Grade Assignment
- Appendix B – Pay Scale 2018

I request your approval.

# Kenosha Joint Services Employee Handbook



## Table of Contents

I.	Introduction .....	4
II.	Management Rights.....	4
III.	Equal Employment Opportunity .....	4
IV.	Workplace Violence .....	4
V.	Harassment .....	5
VI.	Ethics .....	5
VII.	Weapons .....	5
VIII.	Workplace Safety and Grievance Procedure .....	6
IX.	Length of Service.....	7
X.	Pre-employment Physical Exam.....	8
XI.	Residency .....	8
XII.	Fingerprints and Photographs .....	9
XIII.	Kenosha Joint Services/Building Identification.....	9
XIV.	Safety Devices .....	9
XV.	Hours of Work.....	9
XVI.	Flexing of Shifts and Hours .....	11
XVII.	Job Posting - Vacancies .....	12
XVIII.	Shift Vacancies .....	12
XIX.	Wages.....	13
XX.	Overtime .....	15
XXI.	Vacations.....	15
XXII.	Holidays.....	17
XXIII.	Sick Leave .....	17
XXIV.	Discipline and Discipline Appeal .....	19
XXV.	Jury Duty .....	23
XXVI.	Military Leave.....	23
XXVII.	Funeral Leave .....	24

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XXVIII. Insurance.....	24
XXIX. Workers’ Compensation .....	25
XXX. Retirees .....	25
XXXI. Wisconsin Retirement System .....	26
XXXII. Life Insurance .....	26
XXXIII. Notice of Termination.....	26
XXXIV. Part Time Employee Benefits.....	26
XXXV. Temporary Employees .....	27
XXXVI. Acknowledgement .....	28
Appendix A: Position Grade Assignment .....	29
Appendix B: Pay Scale 2018 .....	29

## **I. Introduction**

This employee handbook is intended to provide guidelines, policies and procedures, which employees of Kenosha Joint Services (Joint Services) must follow. Additionally, it is intended to let employees know what is expected of them from Joint Services. This handbook is neither a contract nor does it change the at-will nature of employment with Joint Services. Further, this employee handbook does not establish any continuing entitlement to any perceived benefit discussed herein.

Employment with Joint Services is voluntarily entered into and employees are free to resign at any time with or without cause. Similarly, Joint Services may terminate the employment relationship with any at-will employee at any time for any reason or no reason, provided the termination is not a violation of applicable federal, state or local law.

Joint Services reserves the right to change the handbook with or without notice, at its discretion.

## **II. Management Rights**

Joint Services retains all the normal rights and functions of management and those that it has by law. Without limiting the generality of the foregoing, this includes the right to hire, promote, transfer, demote or suspend or otherwise discharge or discipline for cause; the right to decide the work to be done and location of work; to contract for work; the services or materials; to schedule overtime work; to establish or abolish a job classification; to establish qualifications for various job classifications and to change or eliminate any provision of this employee handbook.

## **III. Equal Employment Opportunity**

Joint Services is committed to a policy of equal opportunity for all employees. It is the Joint Services policy to seek and employ the best qualified personnel in all positions in a manner which will not discriminate against or give preference to any person because of race, color, political affiliation, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest record or any other discriminatory basis prohibited by State or Federal Law.

## **IV. Workplace Violence**

Joint Services has a “zero tolerance” policy regarding workplace violence. This includes physical attacks, threats, menacing and harassing behavior in the workplace. Employees

found violating this policy will be subject to disciplinary action up to and including termination.

This zero tolerance policy includes domestic abuse and violence incidents that impact the workplace. Victims or potential victims of domestic or dating violence are encouraged to:

- Contact EAP for confidential counseling and referrals
- Inform a supervisor or a Human Resources Coordinator
- Contract Law Enforcement

(Refer to Workplace Violence policy in Kenosha Joint Services policy manual)

#### **IV.V. Harassment**

Joint Services is committed to providing a work environment in which employees are treated with courtesy, respect and dignity. It is the policy of Joint Services that harassment including sexual harassment and/or retaliation is strictly prohibited. (Refer to Harassment policy in Kenosha Joint Services policy manual)

#### **V.VI. Ethics**

All employees of Joint Services must observe in their official acts the highest standard of ethics and discharge faithfully the duties of their office regardless of personal consideration. All who are employed with Joint Services must comply with the Joint Service's Ethics policy. (Refer to Ethics policy in Kenosha Joint Services policy manual)

#### **VI.VII. Weapons**

In action taken October 18, 2011, the Kenosha County Board of Supervisors in concurrence with 2011 Wisconsin Act 35, passed a policy resolution banning firearms, explosives, dangerous weapons in all buildings owned, leased or controlled by the county, except by a sworn government law enforcement officer. This action prohibits Joint Services employees from possessing or carrying weapons of any kind in County buildings, including the Kenosha County Public Safety Building.

This includes:

- Any form of weapon or explosive;
- All firearms;
- All other objects capable of inflicting death, bodily injury or property damage.

Wisconsin Act 35 does permit employees to keep firearms in their personal automobiles, which are parked on county property while the employee is working.

## **VII.VIII. Workplace Safety and Grievance Procedure**

Joint Services declares that it is the policy of the organization to provide employees with a fair means through which to seek local administrative redress for alleged violations or misinterpretations of expectations regarding workplace safety issues.

Workplace safety means the conditions of employment related to physical health and safety matters as long as such conditions are not unenforceable under federal or state law: safety of the physical work environment, the safe operation of workplace equipment and tools, safety of the physical work environment, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

### **A. Grievance Procedure and Dispute Resolution**

Any difference or misunderstanding involving workplace safety shall be handled and settled in accordance with the following procedure:

### **B. Verbal Grievance**

Within 7 calendar days of the actual or reasonable knowledge of a workplace safety issue and prior to filing a written grievance, the employee must discuss the dispute with his/her supervisor. The supervisor and employee must informally attempt to resolve the dispute. The supervisor shall notify the manager of this meeting and the results of the meeting. The manager shall notify the director of the situation.

### **C. Written Grievance Submission**

An employee must file a written grievance within 7 calendar days if informal resolution of the grievance was not reached with the supervisor. The grievance must be in writing and must be filed with the director. The grievance shall contain a clear and concise statement of the pertinent facts, identify the workplace rules allegedly violated, the dates the incidents occurred, the identities of persons involved, documentation related to the grievance in possession of the grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the actions of the supervisor should be overturned, if applicable, and the remedy that should be issued.

### **D. Administrative Response**

The director will meet with the employee within 7 calendar days of receipt of the written grievance to discuss voluntary resolution of the grievance. This meeting will take

place between the hours of 8:00 AM through 4:00 PM, Monday through Friday or at some other mutually agreed upon time. If those discussions do not resolve the grievance, then administration will provide a written response to the grievance within 7 calendar days of the meeting. The written response will contain a statement of the date the meeting between the director and the grievant occurred, the decision to sustain or deny the grievance and the deadline for the grievant to appeal the grievance through the appeal process.

If at any time Joint Services fails to give their answer within the time limit set forth in this policy, the grievance is automatically advanced to the next step at the expiration of the time limits. Any grievance which is not appealed to the next step within the time limits provided shall be considered settled on the basis of Joint Service's last answer.

### **E. Appeal - Impartial Hearing**

The decision of the director shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer\*. The written appeal shall be filed with director and within 10 calendar days of the director's response. A hearing will be held on the matter within 30 calendar days of the written appeal. The Impartial Hearing Officer will file a written response within 15 calendar days of the close of the hearing.

\* The Impartial Hearing Officer will be an outside independent person who is not employed by Joint Services. Any costs associated with the appeal to an Impartial Hearing Officer will be equally shared between the employee and Joint Services.

### **F. Appeal for Review**

The non-prevailing party may file a written request for review by the Joint Services Board (Board) within 10 calendar days of receipt of the Impartial Hearing Officer's written response.

### **G. Decision of the Joint Services Board**

The Board will make a decision regarding whether or not a meeting will be held within 30 calendar days of the appeal. A decision by the Board will be made within 60 calendar days of the filing of the appeal unless the Board extends this timeframe. (Workplace Safety and Grievance Procedure replaces the Grievance Procedure in Kenosha Joint Services policy manual)

## **VIII.IX. Length of Service**

Length of service is duration of employment beginning with full time date of hire.

## A. Orientation Period

Newly hired employees, to include the following; finance assistant, personnel assistant, part-time administrative clerk, records clerk, fleet maintenance clerk, automotive technician, part-time car washer and identification technician will be on an orientation period of six (6) months from date of hire. Newly hired or promoted director, assistant director, managers, communication department assistant manager, and supervisors will be on orientation period of 1 year from date of hire/promotion. 911 Telecommunicators will have an orientation period of 18 months from date of hire.

During the first sixty (60) days of such orientation period, employees shall not be entitled to any fringe benefits except for the appropriate wage rate to be paid for work actually performed. Sick leave and vacation accumulation will be effective after six months of employment.

Newly hired employees can be terminated during their orientation period with or without cause and they have no rights to the grievance procedures until they complete their orientation period.

Length of service for employees hired on the same day will be determined by his/her placement on the applicable hiring list.

## B. Length of Service - Personnel Actions

Generally the practice of following length of service in promotions, transfers, vacations and shift preference to fill vacancies will be continued. Ability and efficiency will be taken into consideration when they substantially outweigh considerations of length of service or in cases where the employee who otherwise might be retained or promoted on the basis of such continuous service is unable to do the work required. A transfer is the filling of a new or vacated position and will be governed by job posting.

### **IX.X. Pre-employment Physical Exam**

All new employees shall be required to pass a pre-employment physical exam and drug screening, the cost of said exam being fully paid by Joint Services. Other exams may be required, depending upon the position for which he/she was hired.

### **X.XI. Residency**

As of July 2, 2013, the State of Wisconsin prohibits local government, except as required under state law, from instituting or enforcing residency requirements on current or prospective employees.

## **XI.XII. Fingerprints and Photographs**

All employees of Kenosha Joint Services will be fingerprinted and photographed. Copies of their fingerprints will be forwarded to state and federal agencies to allow for a fingerprint based background check. Photographs will be used as Kenosha Joint Services identification and building access cards.

## **XII.XIII. Kenosha Joint Services/Building Identification**

All members of Kenosha Joint Services shall have in their possession and display in a conspicuous manner the Kenosha County Safety Building identification card issued to them whenever they are in an area restricted to the public. The Kenosha Joint Services/Building identification card will be issued to all new employees upon starting their employment with Kenosha Joint Services and shall be returned upon retirement or terminating employment.

The Kenosha Joint Services/Building identification card will serve as employee identification and building access card.

## **XIII.XIV. Safety Devices**

Joint Services will furnish proper safety devices for all work.

## **XIV.XV. Hours of Work**

The schedules and working hours listed below are illustrative and are subject to change at any time at the discretion of the director or of the manager of said department.

### **A. Joint Services Clerks**

Joint Services Clerks will work a “four-two, four-two, five-two” (4/2, 4/2, 5/2) workweek cycle of four (4) consecutive days of worked followed by two (2) days off, four (4) consecutive days of work followed by two (2) days off, and five (5) consecutive days of work followed by two (2) days off, then repeat the cycle continuously.

One clerk on first shift and one clerk on second shift will work a standard workweek of Monday through Friday consisting of (40) hours per week, eight (8) hours per day.

Records Supervisors will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment, the 1<sup>st</sup> shift Records Supervisor will work a standard workweek of Monday through Friday; and the 2<sup>nd</sup> and 3<sup>rd</sup> shifts Records Supervisors will work a “four-two, four-two, five-two” workweek.

Shifts:

First Shift: 7:00 a.m. to 3:00 p.m.  
Second Shift: 3:00 p.m. to 11:00 p.m.  
Third Shift: 11:00 p.m. to 7:00 a.m.

All the above daily work shifts include a paid twenty (20) minute lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

**B. Fleet Maintenance**

Fleet Maintenance Clerk, Lead Auto Technician, and Auto Technicians will work a standard “five-two” (5/2) workweek of Monday through Friday consisting of forty (40) hours per week, eight (8) hours per day.

Part-time Car Washer will work Monday through Friday consisting of no more fifty-six (56) hours per pay period with a maximum of twenty eight (28) hours per week.

The Fleet Maintenance Clerk , Auto Technicians and, Part-time Car Washer will start their shift daily at 6:00 am and end their shift at 2:30 pm.

All these positions are entitled to a thirty (30) minute unpaid lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

**C. Telecommunicators**

911 Telecommunicators will work a “four-two, four-two, five-two” (“4/2, 4/2, 5/2”) workweek cycle of four (4) consecutive days of work followed by two (2) days off, four (4) consecutive days of work followed by two (2) days off, and five consecutive days of work followed by two (2) days off, then repeat the cycle continuously.

Communication Supervisors will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment, the telecommunicator supervisor will work a “four-two, four-two, five-two” workweek.

Shifts:

First Shift: 0600-1400  
Second Shift: 1400-2200  
Third Shift: 2200-0600

All the above daily work shifts include a paid twenty (20) minute lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

**D. Identification Technicians**

Identification Technicians will work a "five-two" ("5/2") workweek, consisting of five (5) consecutive days of work followed by two (2) days off consisting of forty (40) hours per week, eight (8) hours per day according to the following schedule:

Shifts:

- First Shift: (a) 7:00 a.m. to 3:00 p.m., Monday through Friday
- First Shift: (b) 7:30 a.m. to 3:30 p.m., Monday through Friday
- Second Shift 2:30 p.m. to 10:30 p.m., Monday through Friday
- Second Shift: 3:00 p.m. to 11:00 p.m., Sunday through Thursday

The Evidence/Identification Supervisor will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment, the Evidence/Identification Supervisor will work a standard workweek of Monday through Friday.

Depending upon organizational needs the Identification Technicians may be assigned to daily work shifts that include a twenty minute paid lunch break or daily work shifts that include a thirty (30) minute unpaid lunch break. Work shifts include two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

Evidence Identification Technicians may be assigned to carry a cell phone during hours when the Evidence Identification department is not staffed. Employees will be required to answer the call and/or return it within 15 minutes and report when necessary within one hour. Employees so assigned will be rotated and will furthermore be able to trade the assignment where possible.

**E. Administrative Clerk**

Administrative Clerk will work a standard workweek of Monday through Friday, with maximum of (40) hours per week. Work hours will be determined by the director.

**XV.XVI. Flexing of Shifts and Hours**

Supervisors can flex an employee’s starting and/or working shift, moving that employee from the shift or their regularly scheduled days off to another day off or shift as needed

to reduce overtime costs or facilitate training or achieve the goals of Joint Services. Employees may request to flex their shift contingent upon management approval.

## **XVI.XVII. Job Posting - Vacancies**

### **A. Procedure**

Notice of vacancies within Kenosha Joint Services may be posted for review prior to listing and hiring externally. Consideration in filling the vacancy will first be given to current employees based upon skill, ability, efficiency and length of service. Additionally, the internal candidate must meet the minimum job requirements for the position for which he/she is interested.

1. Job Transfer
  - a) Employees transferring will receive pay at the equivalent step of their new position.
  - b) Employees transferring departments will have an orientation period for ninety (90) days. Orientation period may be extended as needed.
  - c) An employee who fails to demonstrate the ability to perform a job obtained through job posting during his/her orientation period will return to his/her former job.

## **XVII.XVIII. Shift Vacancies**

### **A. Procedure**

Consideration in filling a shift vacancy will first be given to employees within the department.

1. In filling shift vacancies the needs of Kenosha Joint Services will be taken into consideration as well as skill, ability, efficiency and length of service.
2. At a minimum of once a year or additional times if needed, a shift preference selection form will be completed. Employees within each department will be requested to indicate his/her first and second shift preference. The shift preference selection will be completed by length of services. The employee within each department will select first, and then continuing sequentially through the remaining employees.

3. As vacancies arise management will fill them in a manner that is in the best interest of Kenosha Joint Services and/or utilizing the yearly shift preference.

## ~~XVIII.~~XIX. Wages

### A. Wages, See Appendix A and B

### B. Premiums and Shift Differential ~~for employees will be as outlined in Appendix A.~~

#### 1. Certified Training Officer

Certified Training Officers will be paid at the rate of \$2.75 per hour for 911 telecommunicators, \$2.50 per hour for records clerks and \$2.62 per hour for other employees for all regular hours in a day for which a Certified Training Officer completes a daily observation report. The training premium will be taken into consideration for all overtime hours performed in the pay period that the training has taken place. Dollar amounts will not be rolled into the base pay.

#### ~~1.~~2. Shift Premiums

Employees assigned to the second shift will receive a premium of 40 cents per hour. Employees assigned to the third shift will receive a premium of 50 cents per hour. Employees assigned to the fourth shift will receive a premium of 45 cents per hour.

Shift premiums will be include for all paid leaves, such as vacations and holidays and paid sick leave.

#### 3. Telephone Premium

While assigned a cell phone, Identification Technicians employees shall receive 10% of their hourly rate of pay for each hour so assigned. Call-in pay shall be in addition to the 10% cell phone premium, except that no 10% cell phone premium shall be paid during hours for which the employee is receiving call-in pay.

#### 4. Emergency Medical Dispatch

911 Telecommunicator: A \$.50 per hour premium shall be paid to employees, in addition to their base pay, classified as 911 telecommunicator, who possess EMD certification, and have successfully completed training in call taking. . Employees will maintain the EMD certification as a condition of their employment. Step A is attained after successfully meeting the training criteria for one console, Step B is attained after successfully meeting the training criteria for two consoles, and Step C is attained after successfully meeting the training criteria for three consoles

#### 5. Automotive Fleet Technician

Automotive Fleet Technician: The Lead Automotive Technician shall be paid a \$.50 per hour premium for all hours worked. All Automotive Technicians shall receive a \$150 per calendar year for the purchase of hand tools used in the performance of their duties as approved by the Manager. Each Technician is required to wear shoes or boots with protective toe boxes and will be reimbursed \$80 per calendar year for the purchase of such footwear.

### **B.C. Pay Period**

Pay periods are bi-weekly with the payday being Friday, one week following the actual time worked. For pay purposes only, each pay period shall consist of 80 hours plus any applicable overtime and/or premium. However, any unpaid time off or tardiness shall be deducted from said 80 hours. The pay system is an automatic deposit to the employee's bank account.

### **C.D. Payment of Raises**

All changes to the hourly rate will be effective the first day of the pay period following the effective date of the pay change.

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**~~XIX~~.XX. Overtime**

**A. Overtime Rate of Pay and Hours Worked**

Employees will be paid at one and a half times (1 ½) their normal pay rate for all hours that exceeds eight (8) hours of work in a day or any scheduled day off.

**B. Work on a Paid Holiday**

Employees who work on a designated paid holiday will receive one and one-half (1 1/2) times their regular rate of pay.

**C. Overtime Distribution**

Overtime shall be awarded in the best interest of the organization.

**D. Call-in Pay**

An employee called to work outside of his/her regular work schedule will receive a minimum of two (2) hours work or pay at the required overtime rate. The guarantee of two (2) hours will not apply when such work is continuous with the regular day's work.

**E. Requirements for Overtime to be Mandatory**

If overtime becomes mandatory because of staffing issues or an emergency, it will be assigned in the best interest of the organization.

**F. Training**

Employees will receive all wages and benefits for time spent at training or schooling. If the training is outside of Kenosha County, the employee will be reimbursed for mileage (at the current IRS rate) and meals.

**G. Overtime Approval**

Overtime must be approved by management.

**~~XX~~.XXI. Vacations**

**A. Vacation Entitlement**

All full-time employees will earn paid vacation in accordance with the following schedule:

- Start through 6 years 8.00 hours per month (96 hours)
- 7 through 14 years 11.33 hours per month (136 hours)
- 15 thru 20 years 14.67 hours per month (176 hours)
- 21 years 15.33 hours per month (184 hours)
- 22 years 16.00 hours per month (192 hours)
- 23 years 16.67 hours per month (200 hours)
- 24 years 17.33 hours per month (208 hours)
- 25 and more years 18.00 hours per month (216 hours)

The above accruals shall be based upon hours paid in the previous year so as to allow employees to receive the above schedule of vacation accruals and hours effective January 1 of the following year.

Vacation hours will be accrued on the second pay period of a month. An employee must work the majority of their scheduled work days in a month to be credited with vacation hours. For interpretation of this section, time paid will be considered time worked. An employee will not accrue vacation during the orientation period. However, upon completion of the orientation period, employees will receive vacation credit back to their original date of hire.

### **B. Payment Upon Termination**

Any employee with more than one year of service will be paid for their accrued vacation at the time of terminating their service with Joint Services. This section shall not apply if the employee fails to give two (2) weeks notice, in writing, of his/her intention to sever his/her employment with Joint Services.

### **C. Vacation Preference**

Vacations will be selected on the basis of length of service with selections starting January 15<sup>th</sup> and completed by April 1<sup>st</sup> of the year vacation is to be taken. Vacation preferences will be selected in separate blocks. Supervisory personnel (who count as part of staffing) will select from the 1st block followed by employees in order of length of service. The remaining blocks will be selected in the same manner.

### **D. Vacation Usage**

One five (5) day block for employees on a 5/2 schedule and one four (4) day block or five (5) day block for employees on a 4/2, 4/2, 5/2 schedule must be taken as the employee's first selection.

Remaining vacation time may be taken in increments of one hour (1).

## **XXI.XXII. Holidays**

### **A. Number of Holidays for 5/2 Schedule and Pay Rate**

There will be ten (10) paid holidays which are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, December 24th, Christmas Day and December 31st. Holidays will be paid at the employee's regular hourly rate at the regularly scheduled number of hours.

### **B. Floating Holidays for 5/2 Schedule.**

There will, in addition to the Holidays, be one (1) additional floating holiday granted with pay, to be taken after July 1<sup>st</sup> of each year.

### **C. Holiday on Saturday or Sunday for 5/2**

If an observed holiday falls on a Saturday, the holiday will be observed on the previous scheduled work day. If the observed holiday falls on a Sunday, the holiday will be observed on the following scheduled work day.

### **D. Paid Holidays for 4/2, 4/2, 5/2**

Employees working a regular scheduled day or overtime on the Christmas Eve holiday, Christmas Day holiday, New Year's Eve holiday, Labor Day holiday, Good Friday holiday, Thanksgiving holiday, New Year's Day holiday, the Day After Thanksgiving holiday, Memorial Day holiday and Independence Day holiday will be paid at the rate of 1-1/2 times the employee's applicable base rate.

## **XXII.XXIII. Sick Leave**

### **A. Earning of Sick Time**

Employees with regular full-time status will earn paid sick leave at the rate of eight (8) hours for each month of employment during which they work the majority of their scheduled workdays. For purposes of this section, time paid for shall be considered time worked.

### **B. Use of Leave**

Any employee may use sick leave (1) in case of his own illness, injury, or exposure to contagious disease; or (2) for attendance upon members of his household whose illness or injury requires the care of the employee except that no more than three (3) days of sick leave may be used in each instance of this type. As used in this section, the term

"household" shall mean husband, wife, child, parent, mother-in-law or father-in-law of the employee residing together in a single dwelling unit. All leave used shall be charged in one hour (1) increments. The department head may require reasonable evidence to support a claim for sick leave and shall, in case of absence for more than three (3) consecutive working days, require a doctor's certificate to justify the absence.

Sick leave will not be used for periods of absence resulting from injury incurred in supplemental employment.

An employee who exhausts his sick leave and annual leave credits and is still unable to return to work due to illness or injury may be granted a leave of absence without pay provided that a doctor's certificate is submitted indicating the extent of the employee's illness or injury and the length of time the employee will be unable to work. Such leave will be reviewed at six months to determine the employee's ability to return to work. Upon return to work from an extended leave due to illness or injury, an employee will submit a doctor's certificate indicating he/she can resume normal work duties.

### **C. Call-in Procedures**

Employees who are unable to report to duty shall notify management in a timely and efficient manner of his/her absence. Notification is imperative to allow management to achieve organization goals and find replacement staffing. Notification shall be done as prescribed by the Kenosha Joint Services Call-in policy.

### **D. Sick Leave Monitoring**

Sick leave usage shall be monitored as prescribed in the Kenosha Joint Services Sick Leave Monitoring policy.

### **E. Accumulation**

Joint Services agrees that any employee may accumulate nine hundred and sixty (960) hours of sick leave and in addition may accumulate another ninety-six (96) hours within a calendar year. None of said ninety-six (96) hours can be carried over into the next year except in the case of a continuing illness.

In the case of a continuing illness, said ninety-six (96) can be carried over into the next year. If there is no continuing illness one-half (1/2) of any of these additional hours which have not been used during the year will be recorded in a separate sick leave bank. Sick leave hours recorded in the sick leave bank are exempt from payout.

## **F. Payment Upon Termination**

Employees with more than one year of service who terminates employment, except for discharge, or the estate of a current employee who dies, will receive a severance pay equal to 50% of his/her accumulated sick leave to a maximum of four hundred and eighty ( 480) hours at his/her final rate of pay.

## **~~XXIII~~.~~XXIV~~. Discipline and Discipline Appeal**

The purpose of this policy is to provide guidance for the employees and supervisors of Joint Services concerning discipline of employees of Joint Services and to implement the grievance procedures mandated by Section 66.0509(1m) of the Wisconsin Statutes.

Nothing in this policy is intended to create a legally binding contract or change the at-will nature of employment with Joint Services.

### **A. Discipline**

When it becomes necessary to address an employee's actions in the workplace, general guidelines of acceptable business conduct will govern. Depending upon the nature and seriousness of the employee's actions, disciplinary action may begin at any step of the disciplinary process. The process should ensure that employees are informed of exactly what behavior needs to be corrected, inform employees of the measures they must take to correct unacceptable behavior, and give employees adequate opportunity to correct the behavior.

### **B. Procedure**

All disciplinary action must be authorized by the Director of Joint Services prior to being issued. All documents relating to disciplinary actions will remain in the employee's personnel file and will become a permanent part of the employee's entire work record.

A log of all disciplinary actions taken and the infraction that caused the action will be maintained. This log then forms the basis of the uniform application of discipline.

The various levels of discipline are: verbal reprimand, written reprimand, suspension, disciplinary probation, and discharge.

## C. Levels of Disciplinary Action

### 1. Verbal Reprimand

A verbal reprimand is issued for a first offense of a minor infraction or the first incident of sub-standard work performance. The immediate supervisor of the employee will meet with the employee and inform the employee of the specific behavior that is unacceptable. The employee must be told clearly what the infraction is, how to correct the problem and explicitly inform the employee what further disciplinary action may result for failure to comply with recommended corrective action. The verbal reprimand may be issued to the employee by the director, department manager, or immediate supervisor. Verbal reprimands must be documented for the personnel file in order to substantiate the start of the discipline.

### 2. Written Reprimand

A written reprimand follows an active verbal reprimand issued to an employee for a repeated offense, or a new offense of a more serious nature. A verbal reprimand therefore need not precede a written reprimand. The written reprimand may be issued to the employee by the director, department manager, or immediate supervisor.

The reasons for the issuance of the written reprimand shall be explained as well as suggestions for correcting the behavior. Additionally there will be a warning of what discipline, up to and including dismissal, may be taken in the future if behavior or performance does not improve.

### 3. Disciplinary Suspension

A suspension is a temporary removal of the employee from the payroll. A suspension may be recommended when lesser forms of disciplinary action have not corrected an employee's behavior or for first offenses of a very serious nature.

Disciplinary suspension(s) remains active for an employee's entire length of employment.

The number of days recommended for suspension will depend on the severity of the act.

### 4. Disciplinary Probationary Period

An employee may be placed on disciplinary probation for a designated period of time for significant performance deficiencies that are determined to be within the employee's ability and intent to correct. The employee's immediate supervisor will

counsel the employee regarding performance issues, job performance standards, implement an improvement plan, and specifically state what action will be taken if the employee fails to complete improvement goals.

#### 5. Discharge/Termination

Discharge may be recommended for an employee for rule violations, poor performance and other acts of misconduct. Such action may be justified because the offense is so severe that any employee normally would know that the behavior is completely unacceptable.

In these cases, the employee should be suspended with pay pending a complete investigation of the situation before recommending termination.

### D. Internal Review

Before any of the disciplinary actions listed below may be taken, the following system of internal administrative review will be followed to insure that the discipline system is utilized in a uniform and equitable manner:

- ❖ Suspension of one or more working days
- ❖ Discharge.

The following procedure will be adhered to:

#### 1. Employee infraction of rules, including continued failure to meet performance standards:

- Supervisor, manager or director conducts investigation
- Employee is provided with notice of investigation and his/her rights including the right to a hearing if charges are brought forward.

#### 2. Meeting to show cause:

- Department supervisor and/or manager review results of investigation and recommend level of discipline to the director
- A maximum level of discipline will be authorized by the director based on equitable and uniform discipline agency-wide.

3. Written notice to employee:

The employee will be informed in writing of the discipline charges brought, his/her rights (which include: the right to representation, right to see/hear evidence produced to show misconduct and question witnesses, the right to present evidence and witnesses on his/her behalf and to rebut recommendations for discipline and certain basic “rudimentary rights” as guaranteed by Loudermill), and informed of the date, time and place of the pre-disciplinary hearing to discuss the charges.

4. Pre-disciplinary hearing:

- Conducted by the director
- Supervisor and/or manager involved attends
- Employee must attend and a representative of his/her choosing may attend
- Witnesses may be called by Joint Services or by the employee. Such witnesses will be provided sufficient time off from work to appear at the pre-disciplinary hearing
- Charges will be discussed, with ample time provided for a complete presentation of charges and for rebuttal and defense by the employee.

5. Results of pre-disciplinary hearing:

As a result of the discussion, facts and material presented in the pre-disciplinary meeting, the director may:

- Take disciplinary action as determined in them meeting to show cause;
- Reduce the level of disciplinary action as determined in the meeting to show cause;
- Take the matter under advisement for no longer than five (5) working days and issue a decision.

6. Written Notice to Employee:

Written notice of disciplinary action to be taken, if any, shall be given to the employee stating effective dates and time of action. The decision of the director shall be final unless the employee files a written appeal requesting a hearing before an Impartial Hearing Officer.\* Written notice of the employee’s right to appeal the decision will also be provided with the written disciplinary decision.

\* The Impartial Hearing Officer will be an outside independent person who is not employed by Joint Services. Any costs associated with the appeal to the Impartial Hearing Officer will be equally shared between the employee and Joint Services.

#### 7. Appeal/Grievance Procedure for Suspensions and Terminations

The decision of the director, shall be final unless the employee/grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal will be filed with the director, within 10 calendar days of the director's response. A hearing in front of an Impartial Hearing Officer will be held on the matter within 30 calendar days of the written appeal. The Impartial Hearing Officer will file a written response within 15 calendar days of the close of the hearing.

#### 8. Appeal for Review

The non-prevailing party may file a written request for review by the Joint Service Board (Board) within 10 calendar days of receipt of the Impartial Hearing Officer's written response.

#### 9. Decision of the Joint Services Board

The Board will make a decision regarding whether or not a meeting will be held within 30 calendar days of the written request for review. A decision by the Board will be made within 60 calendar days of the filing of the written request for review unless the Board extends this timeframe.

### **XXIV-XXV. Jury Duty**

Employees while on-duty summoned to jury duty shall be paid his/her regular salary for the time they are actually required to be absent from their Kenosha Joint Services' related duties provided he/she shall deposit any compensation he/she received for jury duty with the Director of Joint Services. Employees called for jury duty but not assigned to serve or released from jury duty, will return to their assigned jobs as soon as dismissed.

### **XXV-XXVI. Military Leave**

#### **A. Armed Forces**

Employees called upon to serve in the Armed Forces of the United States shall be granted leaves of absence and their length of service shall accumulate providing they report for work within ninety (90) days of discharge, unless unable to do so because of illness or injury in which case leave shall be extended.

1. Reinstatement

Upon return from military leave, the employee shall be returned to a position and pay in keeping with federal regulations.

- B. Reserve Training**

An employee who is a member of a military reserve and who may be called upon for reserve training or emergency service will receive his/her regular pay for such training or service (not to exceed two (2) weeks for any one (1) call up), provided he/she shall deposit his/her military base pay with the Director of Joint Services and receive his/her regular pay in turn.

## ~~XXVI.~~XXVII. **Funeral Leave**

- A. Funeral Leave for Immediate Family**

In the event of a death of an employee's father, mother, stepfather, stepmother, husband, wife, brother, sister, stepbrother, stepsister, son, daughter, stepson, stepdaughter, father-in-law, mother-in-law, son-in-law or daughter-in-law, such employee will be paid for straight time lost from scheduled work not to exceed three (3) scheduled work days to attend the funeral within a seven (7) day period following the date of death.

- B. Funeral Leave for Other Relatives**

In the event of a death of an employee's brother-in-law, sister-in-law, or employee's or employee's spouse's aunt, uncle, niece, nephew, grandparent, or grandchild, such employee will be paid for straight time lost from scheduled work not to exceed one (1) scheduled work day to attend the funeral within a seven (7) day period following the date of death.

1. Rate of Pay

Pay will be at the employee's straight time hourly earned rate for the payroll period in which the death occurred. The employee may be required to furnish verification of the date of death, date of funeral and relationship to the deceased.

## ~~XXVII.~~XXVIII. **Insurance**

Joint Services makes available to its employees a comprehensive employee health benefit which includes dental and prescription plans. Any employee that is currently eligible or becomes eligible, as well as any eligible retiree or COBRA participant, along

with their eligible dependents will only be allowed to participate in the current program negotiated by Kenosha Joint Services for the current plan year. Carrier and vendor partners for all lines of coverage herein mentioned may change and all eligible plan participants will be notified as soon as practical. Contract terms and items of coverage may change from time to time.

Single and family coverage is available to full-time employees.

The term Spouse shall be defined in accordance with State and Federal law.

Plan benefits, claim procedures, limitations and other details are available in the summary plan description.

Kenosha Joint Services reserves the right to change benefits provided and will make every attempt to stay in compliance with State and Federal laws.

## ~~XXVIII~~XXIX. **Workers' Compensation**

Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a job-related work injury or illness. An employee who is absent due to injury or illness caused during the course of his/her duties will receive statutory benefits as required by the Wisconsin Worker's Compensation Act.

## ~~XXIX~~XXX. **Retirees**

### **A. Full-time employees**

Full-time employees who are at least 60 years of age and have had fifteen (15) or more years of employment with Joint Services immediately preceding retirement may retain hospital-surgical-major medical and dental coverage at no cost to the employee. If the employee was covered by a family policy at the time of retirement, he/she may be eligible to retain such family coverage. Joint Services' premium obligation shall terminate when the employee becomes eligible for Medicare. Retirees get the same insurance as active employees.

Full-time employees who retire who are fifty-seven (57), fifty-eight (58) or fifty-nine (59) years of age and have had thirty (30) or more years of employment with Joint Services immediately preceding retirement may retain hospital-surgical-major medical and dental coverage with fifty percent (50%) of the COBRA cost of said coverage to be paid by the employee. Upon attaining the age of sixty (60), the employee will be covered by the provisions of the above paragraph. Retirees get the same insurance as active employees.

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## **XXX-XXXI. Wisconsin Retirement System**

Most Joint Services employees are enrolled in the Wisconsin Retirement System (WRS) pension benefit. Employees that are eligible for WRS enrollment pay the employee share of the contribution through wage deduction on a pre-tax basis.

## **XXXI-XXXII. Life Insurance**

The Wisconsin Group Life Insurance Plan will be continued. Joint Services will pay the full premium required by the plan. The eligibility of part-time employees for participation in the life insurance program for employees will be controlled by the regulations set up by the state agency administering the fund from which such benefits are paid.

## **XXXII-XXXIII. Notice of Termination**

All employees will give fourteen (14) days notice of their intention to sever their employment with Joint Services. Such notice will begin the following day it is received by the Manager of the Department or Administration Office. The notice will be in writing, and signed by the employee indicating their intention to sever their employment with Joint Services. If an employee fails to give such notice, any earned vacation pay shall be forfeited.

## **XXXIII-XXXIV. Part Time Employee Benefits**

### **A. Part Time Employees**

All regular part-time employees shall not receive fringe benefits, except for those provided by state statute with the exception of the part-time Administrative Clerk. This employee will receive benefits as follows:

### **B. Vacations**

Part-time employees who have worked a total of 520 hours, but less than 1040 hours in the period between January 1 of the previous year and December 31 of the previous year, and who are otherwise qualified to receive vacation pay, will receive vacation with pay at the rate of one-fourth (1/4) the vacation allowance he/she would have received if he/she had been employed on a full-time basis.

Part-time employees who have worked a total of 1040 hours but less than 1560 hours in the period between January 1 of the previous year and December 31 of the previous year, and who are otherwise qualified to receive vacation with pay, will receive vacation

with pay at the rate of one-half (1/2) of the amount he/she would have received if he/she were employed as a full-time employee.

Part-time employees who have worked 1560 hours or more in the period between January 1st of the previous year and December 31st of the previous year who are otherwise qualified to receive a vacation with pay, will receive vacation with pay at the rate of three-quarters (3/4) of the amount he/she would have received if he/she were employed as a full-time employee.

### **C. Paid Holidays and Floating Holidays**

Part-time employees whose average weekly schedule of hours of work in the four week period preceding any of the paid holidays is less than ten (10) per week shall not be eligible for holiday pay.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is ten (10) or more hours, but less than twenty (20) hours per week, will, if otherwise eligible to receive holiday pay, receive holiday pay at the rate of one-fourth (1/4) of the amount he/she would have received if he/she had been employed as a full-time employee.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is twenty (20) or more, but less than thirty (30) hours per week, will, if otherwise eligible for holiday pay, receive holiday pay at the rate of one-half (1/2) of the amount he/she would have received if he/she had been employed as a full-time employee.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is thirty (30) hours per week or more will, if otherwise eligible for holiday pay, receive holiday pay at the rate of three-fourths (3/4) of the amount he/she would have received if he/she had been employed as a full-time employee.

### **D. Sick Leave**

The levels of said sick leave for part-time employees are to be prorated on the same basis as part-time vacations.

## **~~XXXIV~~. ~~XXXV~~. Temporary Employees**

Employees who are employed on a temporary basis shall not receive fringe benefits.

~~XXXV.XXXVI.~~ **Acknowledgement**

Every employee is required to read and acknowledge they received and understand the contents of this handbook.

**Appendix A: Position Grade Assignment**

Department	Title	Grade
Records	Records Clerk	2
Evidence	Identification Technician	2
Fleet/Admin	Fleet Maintenance Clerk/PT Admin Clerk	2
Communications	911 Telecommunicators	3
Fleet	Automotive Fleet Technician	5
Records	Records Supervisor	6
Evidence	Evidence/Identification Supervisor	6
Communications	Communications Shift Supervisor	6
Administration	Finance Assistant	8
Administration	Human Resource Coordinator	8
Communications	Communications Assistant Manager	8
Records	Records Manager	10
Fleet	Fleet Maintenance Manager	10
Communications	Communications Manager	10
Evidence	Evidence/Identification Manager	10
Administration	Assistant Director	13
Administration	Director	17

**Appendix B: Pay Scale 2018**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1	17.7761	18.3094	18.8587	19.4245	20.0072	20.6074	21.2257	21.8624	22.5183
2	18.8427	19.4080	19.9902	20.5899	21.2076	21.8439	22.4992	23.1742	23.8694
3	19.9733	20.5725	21.1897	21.8253	22.4801	23.1545	23.8491	24.5646	25.3016
4	21.1717	21.8068	22.4610	23.1349	23.8289	24.5438	25.2801	26.0385	26.8196
5	22.4420	23.1152	23.8087	24.5230	25.2586	26.0164	26.7969	27.6008	28.4288
6	23.7885	24.5022	25.2372	25.9943	26.7742	27.5774	28.4047	29.2568	30.1346
7	25.2158	25.9723	26.7514	27.5540	28.3806	29.2320	30.1090	31.0123	31.9426
8	26.7288	27.5306	28.3565	29.2072	30.0834	30.9860	31.9155	32.8730	33.8592
9	28.3325	29.1825	30.0579	30.9597	31.8885	32.8451	33.8305	34.8454	35.8907
10	30.0324	30.9334	31.8614	32.8172	33.8018	34.8158	35.8603	36.9361	38.0442
11	31.8344	32.7894	33.7731	34.7863	35.8299	36.9048	38.0119	39.1523	40.3268
12	33.7444	34.7568	35.7995	36.8735	37.9797	39.1191	40.2926	41.5014	42.7464
13	35.7691	36.8422	37.9474	39.0859	40.2584	41.4662	42.7102	43.9915	45.3112
14	37.9152	39.0527	40.2243	41.4310	42.6739	43.9542	45.2728	46.6310	48.0299
15	40.1902	41.3959	42.6377	43.9169	45.2344	46.5914	47.9892	49.4288	50.9117
16	42.6016	43.8796	45.1960	46.5519	47.9484	49.3869	50.8685	52.3946	53.9664
17	45.1577	46.5124	47.9078	49.3450	50.8254	52.3501	53.9206	55.5382	57.2044
18	47.8671	49.3031	50.7822	52.3057	53.8749	55.4911	57.1559	58.8705	60.6366
19	50.7392	52.2613	53.8292	55.4440	57.1074	58.8206	60.5852	62.4028	64.2748
20	53.7835	55.3970	57.0589	58.7707	60.5338	62.3498	64.2203	66.1469	68.1313

	<del>START</del>	<del>6 MONTHS</del>	<del>18 MONTHS</del>	<del>30 MONTHS</del>	<del>42 MONTHS</del>	<del>54 MONTHS</del>
<del>Joint Services Records Clerks</del>	<del>\$17.0117</del>	<del>\$17.5663</del>	<del>\$18.0996</del>	<del>\$19.1235</del>	<del>\$21.2993</del>	<del>\$21.9393</del>

<del>Fleet Maintenance Clerk, Identification Technicians and Administrative Clerks</del>	<del>\$17.5023</del>	<del>\$18.0783</del>	<del>\$18.5582</del>	<del>\$19.6995</del>	<del>\$21.8646</del>	<del>\$22.5152</del>
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	<del>START</del>	<del>STEP A</del>	<del>STEP B</del>	<del>STEP C</del>	<del>30 MONTHS</del>	<del>42 MONTHS</del>	<del>54 MONTHS</del>
<del>911 Telecommunicator</del>	<del>\$18.5156</del>	<del>\$19.0169</del>	<del>\$19.2942</del>	<del>\$19.5822</del>	<del>\$20.2968</del>	<del>\$22.5259</del>	<del>\$23.229</del>

	<del>START</del>	<del>6Month</del>	<del>12Month</del>	<del>24Month</del>	<del>36Month</del>	<del>48Month</del>
<del>Automotive Fleet Technician</del>	<del>\$20.9066</del>	<del>\$21.8472</del>	<del>\$22.9958</del>	<del>\$23.7280</del>	<del>\$24.6694</del>	<del>\$25.4093</del>

<del>Vehicle Cleaning Operator</del>	<del>\$11.3359</del>	<del>\$11.6730</del>	<del>\$12.0101</del>	<del>\$12.3471</del>	<del>\$12.6842</del>	<del>\$13.0588</del>
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	<del>START</del>	<del>6Month</del>	<del>12Month</del>	<del>24Month</del>	<del>36Month</del>	<del>48Month</del>
<del>Supervisors</del>	<del>\$22.8191</del>	<del>\$23.8522</del>	<del>\$24.8725</del>	<del>\$25.8993</del>	<del>\$26.9260</del>	<del>\$27.7340</del>

### **Certified Training Officer**

~~Certified Training Officers will be paid at the rate of \$2.75 per hour for 911 telecommunicators, \$2.50 per hour for records clerks and \$2.62 per hour for other employees for all regular hours in a day for which a Certified Training Officer completes a daily observation report. The training premium will be taken into consideration for all overtime hours performed in the pay period that the training has taken place. Dollar amounts will not be rolled into the base pay.~~

~~Identification Technicians: While assigned a cell phone, Identification Technicians employees shall receive 10% of their hourly rate of pay for each hour so assigned. Call-in pay shall be in addition to the 10% cell phone premium, except that no 10% cell phone premium shall be paid during hours for which the employee is receiving call-in pay.~~

~~911 Telecommunicator: A \$.50 per hour premium shall be paid to employees, in addition to their base pay, classified as 911 telecommunicator, who possess EMD certification, and have successfully completed training in call taking. Employees will maintain the EMD certification as a condition of their employment. Step A is attained after successfully meeting the training criteria for one console, Step B is attained after successfully meeting the training criteria for two consoles, and Step C is attained after successfully meeting the training criteria for three consoles~~

~~Automotive Fleet Technician: The Lead Automotive Technician shall be paid a \$ .50 per hour premium for all hours worked. All Automotive Technicians shall receive a \$150 per calendar year for the purchase of hand tools used in the performance of their duties as approved by the Manager. Each Technician is required to wear shoes or boots with protective toe boxes and will be reimbursed \$80 per calendar year for the purchase of such footwear.~~



## KENOSHA JOINT SERVICES

### Employee Handbook Receipt

I have received a copy of the 201~~7~~8 employee handbook and my signature indicates I understand the information contained within.

Print \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Kenosha Joint Services Employee Handbook



## Table of Contents

I.	Introduction .....	4
II.	Management Rights.....	4
III.	Equal Employment Opportunity .....	4
IV.	Workplace Violence .....	4
V.	Harassment .....	5
VI.	Ethics .....	5
VII.	Weapons .....	5
VIII.	Workplace Safety and Grievance Procedure .....	6
IX.	Length of Service.....	7
X.	Pre-employment Physical Exam.....	8
XI.	Residency .....	8
XII.	Fingerprints and Photographs .....	9
XIII.	Kenosha Joint Services/Building Identification.....	9
XIV.	Safety Devices .....	9
XV.	Hours of Work.....	9
XVI.	Flexing of Shifts and Hours .....	11
XVII.	Job Posting - Vacancies .....	12
XVIII.	Shift Vacancies .....	12
XIX.	Wages.....	13
XX.	Overtime .....	14
XXI.	Vacations.....	15
XXII.	Holidays.....	16
XXIII.	Sick Leave .....	17
XXIV.	Discipline and Discipline Appeal .....	19
XXV.	Jury Duty .....	23
XXVI.	Military Leave.....	23
XXVII.	Funeral Leave .....	24

XXVIII. Insurance..... 24

XXIX. Workers’ Compensation ..... 25

XXX. Retirees ..... 25

XXXI. Wisconsin Retirement System ..... 25

XXXII. Life Insurance ..... 25

XXXIII. Notice of Termination..... 26

XXXIV. Part Time Employee Benefits..... 26

XXXV. Temporary Employees ..... 27

XXXVI. Acknowledgement ..... 27

Appendix A: Position Grade Assignment ..... 28

Appendix B: Pay Scale 2018 ..... 28

## **I. Introduction**

This employee handbook is intended to provide guidelines, policies and procedures, which employees of Kenosha Joint Services (Joint Services) must follow. Additionally, it is intended to let employees know what is expected of them from Joint Services. This handbook is neither a contract nor does it change the at-will nature of employment with Joint Services. Further, this employee handbook does not establish any continuing entitlement to any perceived benefit discussed herein.

Employment with Joint Services is voluntarily entered into and employees are free to resign at any time with or without cause. Similarly, Joint Services may terminate the employment relationship with any at-will employee at any time for any reason or no reason, provided the termination is not a violation of applicable federal, state or local law.

Joint Services reserves the right to change the handbook with or without notice, at its discretion.

## **II. Management Rights**

Joint Services retains all the normal rights and functions of management and those that it has by law. Without limiting the generality of the foregoing, this includes the right to hire, promote, transfer, demote or suspend or otherwise discharge or discipline for cause; the right to decide the work to be done and location of work; to contract for work; the services or materials; to schedule overtime work; to establish or abolish a job classification; to establish qualifications for various job classifications and to change or eliminate any provision of this employee handbook.

## **III. Equal Employment Opportunity**

Joint Services is committed to a policy of equal opportunity for all employees. It is the Joint Services policy to seek and employ the best qualified personnel in all positions in a manner which will not discriminate against or give preference to any person because of race, color, political affiliation, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest record or any other discriminatory basis prohibited by State or Federal Law.

## **IV. Workplace Violence**

Joint Services has a “zero tolerance” policy regarding workplace violence. This includes physical attacks, threats, menacing and harassing behavior in the workplace. Employees

found violating this policy will be subject to disciplinary action up to and including termination.

This zero tolerance policy includes domestic abuse and violence incidents that impact the workplace. Victims or potential victims of domestic or dating violence are encouraged to:

- Contact EAP for confidential counseling and referrals
- Inform a supervisor or a Human Resources Coordinator
- Contact Law Enforcement

(Refer to Workplace Violence policy in Kenosha Joint Services policy manual)

## **V. Harassment**

Joint Services is committed to providing a work environment in which employees are treated with courtesy, respect and dignity. It is the policy of Joint Services that harassment including sexual harassment and/or retaliation is strictly prohibited. (Refer to Harassment policy in Kenosha Joint Services policy manual)

## **VI. Ethics**

All employees of Joint Services must observe in their official acts the highest standard of ethics and discharge faithfully the duties of their office regardless of personal consideration. All who are employed with Joint Services must comply with the Joint Service's Ethics policy. (Refer to Ethics policy in Kenosha Joint Services policy manual)

## **VII. Weapons**

In action taken October 18, 2011, the Kenosha County Board of Supervisors in concurrence with 2011 Wisconsin Act 35, passed a policy resolution banning firearms, explosives, dangerous weapons in all buildings owned, leased or controlled by the county, except by a sworn government law enforcement officer. This action prohibits Joint Services employees from possessing or carrying weapons of any kind in County buildings, including the Kenosha County Public Safety Building.

This includes:

- Any form of weapon or explosive;
- All firearms;
- All other objects capable of inflicting death, bodily injury or property damage.

Wisconsin Act 35 does permit employees to keep firearms in their personal automobiles, which are parked on county property while the employee is working.

## **VIII. Workplace Safety and Grievance Procedure**

Joint Services declares that it is the policy of the organization to provide employees with a fair means through which to seek local administrative redress for alleged violations or misinterpretations of expectations regarding workplace safety issues.

Workplace safety means the conditions of employment related to physical health and safety matters as long as such conditions are not unenforceable under federal or state law: safety of the physical work environment, the safe operation of workplace equipment and tools, safety of the physical work environment, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

### **A. Grievance Procedure and Dispute Resolution**

Any difference or misunderstanding involving workplace safety shall be handled and settled in accordance with the following procedure:

### **B. Verbal Grievance**

Within 7 calendar days of the actual or reasonable knowledge of a workplace safety issue and prior to filing a written grievance, the employee must discuss the dispute with his/her supervisor. The supervisor and employee must informally attempt to resolve the dispute. The supervisor shall notify the manager of this meeting and the results of the meeting. The manager shall notify the director of the situation.

### **C. Written Grievance Submission**

An employee must file a written grievance within 7 calendar days if informal resolution of the grievance was not reached with the supervisor. The grievance must be in writing and must be filed with the director. The grievance shall contain a clear and concise statement of the pertinent facts, identify the workplace rules allegedly violated, the dates the incidents occurred, the identities of persons involved, documentation related to the grievance in possession of the grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the actions of the supervisor should be overturned, if applicable, and the remedy that should be issued.

### **D. Administrative Response**

The director will meet with the employee within 7 calendar days of receipt of the written grievance to discuss voluntary resolution of the grievance. This meeting will take

place between the hours of 8:00 AM through 4:00 PM, Monday through Friday or at some other mutually agreed upon time. If those discussions do not resolve the grievance, then administration will provide a written response to the grievance within 7 calendar days of the meeting. The written response will contain a statement of the date the meeting between the director and the grievant occurred, the decision to sustain or deny the grievance and the deadline for the grievant to appeal the grievance through the appeal process.

If at any time Joint Services fails to give their answer within the time limit set forth in this policy, the grievance is automatically advanced to the next step at the expiration of the time limits. Any grievance which is not appealed to the next step within the time limits provided shall be considered settled on the basis of Joint Service's last answer.

### **E. Appeal - Impartial Hearing**

The decision of the director shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer\*. The written appeal shall be filed with director and within 10 calendar days of the director's response. A hearing will be held on the matter within 30 calendar days of the written appeal. The Impartial Hearing Officer will file a written response within 15 calendar days of the close of the hearing.

\* The Impartial Hearing Officer will be an outside independent person who is not employed by Joint Services. Any costs associated with the appeal to an Impartial Hearing Officer will be equally shared between the employee and Joint Services.

### **F. Appeal for Review**

The non-prevailing party may file a written request for review by the Joint Services Board (Board) within 10 calendar days of receipt of the Impartial Hearing Officer's written response.

### **G. Decision of the Joint Services Board**

The Board will make a decision regarding whether or not a meeting will be held within 30 calendar days of the appeal. A decision by the Board will be made within 60 calendar days of the filing of the appeal unless the Board extends this timeframe. (Workplace Safety and Grievance Procedure replaces the Grievance Procedure in Kenosha Joint Services policy manual)

## **IX. Length of Service**

Length of service is duration of employment beginning with full time date of hire.

## **A. Orientation Period**

Newly hired employees, to include the following; finance assistant, personnel assistant, part-time administrative clerk, records clerk, fleet maintenance clerk, automotive technician, part-time car washer and identification technician will be on an orientation period of six (6) months from date of hire. Newly hired or promoted director, assistant director, managers, communication department assistant manager, and supervisors will be on orientation period of 1 year from date of hire/promotion. 911 Telecommunicators will have an orientation period of 18 months from date of hire.

During the first sixty (60) days of such orientation period, employees shall not be entitled to any fringe benefits except for the appropriate wage rate to be paid for work actually performed. Sick leave and vacation accumulation will be effective after six months of employment.

Newly hired employees can be terminated during their orientation period with or without cause and they have no rights to the grievance procedures until they complete their orientation period.

Length of service for employees hired on the same day will be determined by his/her placement on the applicable hiring list.

## **B. Length of Service - Personnel Actions**

Generally the practice of following length of service in promotions, transfers, vacations and shift preference to fill vacancies will be continued. Ability and efficiency will be taken into consideration when they substantially outweigh considerations of length of service or in cases where the employee who otherwise might be retained or promoted on the basis of such continuous service is unable to do the work required. A transfer is the filling of a new or vacated position and will be governed by job posting.

## **X. Pre-employment Physical Exam**

All new employees shall be required to pass a pre-employment physical exam and drug screening, the cost of said exam being fully paid by Joint Services. Other exams may be required, depending upon the position for which he/she was hired.

## **XI. Residency**

As of July 2, 2013, the State of Wisconsin prohibits local government, except as required under state law, from instituting or enforcing residency requirements on current or prospective employees.

## **XII. Fingerprints and Photographs**

All employees of Kenosha Joint Services will be fingerprinted and photographed. Copies of their fingerprints will be forwarded to state and federal agencies to allow for a fingerprint based background check. Photographs will be used as Kenosha Joint Services identification and building access cards.

## **XIII. Kenosha Joint Services/Building Identification**

All members of Kenosha Joint Services shall have in their possession and display in a conspicuous manner the Kenosha County Safety Building identification card issued to them whenever they are in an area restricted to the public. The Kenosha Joint Services/Building identification card will be issued to all new employees upon starting their employment with Kenosha Joint Services and shall be returned upon retirement or terminating employment.

The Kenosha Joint Services/Building identification card will serve as employee identification and building access card.

## **XIV. Safety Devices**

Joint Services will furnish proper safety devices for all work.

## **XV. Hours of Work**

The schedules and working hours listed below are illustrative and are subject to change at any time at the discretion of the director or of the manager of said department.

### **A. Joint Services Clerks**

Joint Services Clerks will work a “four-two, four-two, five-two” (4/2, 4/2, 5/2) workweek cycle of four (4) consecutive days of worked followed by two (2) days off, four (4) consecutive days of work followed by two (2) days off, and five (5) consecutive days of work followed by two (2) days off, then repeat the cycle continuously.

One clerk on first shift and one clerk on second shift will work a standard workweek of Monday through Friday consisting of (40) hours per week, eight (8) hours per day.

Records Supervisors will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment, the 1<sup>st</sup> shift Records Supervisor will work a standard workweek of Monday through Friday; and the 2<sup>nd</sup> and 3<sup>rd</sup> shifts Records Supervisors will work a “four-two, four-two, five-two” workweek.

Shifts:

First Shift: 7:00 a.m. to 3:00 p.m.  
Second Shift: 3:00 p.m. to 11:00 p.m.  
Third Shift: 11:00 p.m. to 7:00 a.m.

All the above daily work shifts include a paid twenty (20) minute lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

**B. Fleet Maintenance**

Fleet Maintenance Clerk, Lead Auto Technician, and Auto Technicians will work a standard “five-two” (5/2) workweek of Monday through Friday consisting of forty (40) hours per week, eight (8) hours per day.

Part-time Car Washer will work Monday through Friday consisting of no more fifty-six (56) hours per pay period with a maximum of twenty eight (28) hours per week.

The Fleet Maintenance Clerk , Auto Technicians and, Part-time Car Washer will start their shift daily at 6:00 am and end their shift at 2:30 pm.

All these positions are entitled to a thirty (30) minute unpaid lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

**C. Telecommunicators**

911 Telecommunicators will work a “four-two, four-two, five-two” (“4/2, 4/2, 5/2”) workweek cycle of four (4) consecutive days of work followed by two (2) days off, four (4) consecutive days of work followed by two (2) days off, and five consecutive days of work followed by two (2) days off, then repeat the cycle continuously.

Communication Supervisors will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment, the telecommunicator supervisor will work a “four-two, four-two, five-two” workweek.

Shifts:

First Shift: 0600-1400  
Second Shift: 1400-2200  
Third Shift: 2200-0600

All the above daily work shifts include a paid twenty (20) minute lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

#### **D. Identification Technicians**

Identification Technicians will work a "five-two" ("5/2") workweek, consisting of five (5) consecutive days of work followed by two (2) days off consisting of forty (40) hours per week, eight (8) hours per day according to the following schedule:

Shifts:

- First Shift: (a)           7:00 a.m. to 3:00 p.m., Monday through Friday
- First Shift: (b)           7:30 a.m. to 3:30 p.m., Monday through Friday
- Second Shift            2:30 p.m. to 10:30 p.m., Monday through Friday
- Second Shift:           3:00 p.m. to 11:00 p.m., Sunday through Thursday

The Evidence/Identification Supervisor will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment, the Evidence/Identification Supervisor will work a standard workweek of Monday through Friday.

Depending upon organizational needs the Identification Technicians may be assigned to daily work shifts that include a twenty minute paid lunch break or daily work shifts that include a thirty (30) minute unpaid lunch break. Work shifts include two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

Evidence Identification Technicians may be assigned to carry a cell phone during hours when the Evidence Identification department is not staffed. Employees will be required to answer the call and/or return it within 15 minutes and report when necessary within one hour. Employees so assigned will be rotated and will furthermore be able to trade the assignment where possible.

#### **E. Administrative Clerk**

Administrative Clerk will work a standard workweek of Monday through Friday, with maximum of (40) hours per week. Work hours will be determined by the director.

### **XVI. Flexing of Shifts and Hours**

Supervisors can flex an employee's starting and/or working shift, moving that employee from the shift or their regularly scheduled days off to another day off or shift as needed

to reduce overtime costs or facilitate training or achieve the goals of Joint Services. Employees may request to flex their shift contingent upon management approval.

## **XVII. Job Posting - Vacancies**

### **A. Procedure**

Notice of vacancies within Kenosha Joint Services may be posted for review prior to listing and hiring externally. Consideration in filling the vacancy will first be given to current employees based upon skill, ability, efficiency and length of service. Additionally, the internal candidate must meet the minimum job requirements for the position for which he/she is interested.

1. Job Transfer
  - a) Employees transferring will receive pay at the equivalent step of their new position.
  - b) Employees transferring departments will have an orientation period for ninety (90) days. Orientation period may be extended as needed.
  - c) An employee who fails to demonstrate the ability to perform a job obtained through job posting during his/her orientation period will return to his/her former job.

## **XVIII. Shift Vacancies**

### **A. Procedure**

Consideration in filling a shift vacancy will first be given to employees within the department.

1. In filling shift vacancies the needs of Kenosha Joint Services will be taken into consideration as well as skill, ability, efficiency and length of service.
2. At a minimum of once a year or additional times if needed, a shift preference selection form will be completed. Employees within each department will be requested to indicate his/her first and second shift preference. The shift preference selection will be completed by length of services. The employee within each department will select first, and then continuing sequentially through the remaining employees.

3. As vacancies arise management will fill them in a manner that is in the best interest of Kenosha Joint Services and/or utilizing the yearly shift preference.

## **XIX. Wages**

### **A. Wages, See Appendix A and B**

### **B. Premiums and Shift Differential**

1. Certified Training Officer

Certified Training Officers will be paid at the rate of \$2.75 per hour for 911 telecommunicators, \$2.50 per hour for records clerks and \$2.62 per hour for other employees for all regular hours in a day for which a Certified Training Officer completes a daily observation report. The training premium will be taken into consideration for all overtime hours performed in the pay period that the training has taken place. Dollar amounts will not be rolled into the base pay.

2. Shift Premiums

Employees assigned to the second shift will receive a premium of 40 cents per hour. Employees assigned to the third shift will receive a premium of 50 cents per hour. Employees assigned to the fourth shift will receive a premium of 45 cents per hour.

Shift premiums will be include for all paid leaves, such as vacations and holidays and paid sick leave.

3. Telephone Premium

While assigned a cell phone, Identification Technicians employees shall receive 10% of their hourly rate of pay for each hour so assigned. Call-in pay shall be in addition to the 10% cell phone premium, except that no 10% cell phone premium shall be paid during hours for which the employee is receiving call-in pay.

4. Emergency Medical Dispatch

911 Telecommunicator: A \$.50 per hour premium shall be paid to employees, in addition to their base pay, classified as 911 telecommunicator, who possess EMD certification, and have successfully completed training in call taking. . Employees will maintain the EMD certification as a condition of their employment. Step A is attained after successfully meeting the training criteria for one console, Step B is attained after successfully meeting the training criteria for two consoles, and Step C is attained after successfully meeting the training criteria for three consoles

5. Automotive Fleet Technician

Automotive Fleet Technician: The Lead Automotive Technician shall be paid a \$.50 per hour premium for all hours worked. All Automotive Technicians shall receive a \$150 per calendar year for the purchase of hand tools used in the performance of their duties as approved by the Manager. Each Technician is required to wear shoes or boots with protective toe boxes and will be reimbursed \$80 per calendar year for the purchase of such footwear.

**C. Pay Period**

Pay periods are bi-weekly with the payday being Friday, one week following the actual time worked. For pay purposes only, each pay period shall consist of 80 hours plus any applicable overtime and/or premium. However, any unpaid time off or tardiness shall be deducted from said 80 hours. The pay system is an automatic deposit to the employee's bank account.

**D. Payment of Raises**

All changes to the hourly rate will be effective the first day of the pay period following the effective date of the pay change.

**XX. Overtime**

**A. Overtime Rate of Pay and Hours Worked**

Employees will be paid at one and a half times (1 ½) their normal pay rate for all hours that exceeds eight (8) hours of work in a day or any scheduled day off.

**B. Work on a Paid Holiday**

Employees who work on a designated paid holiday will receive one and one-half (1 1/2) times their regular rate of pay.

**C. Overtime Distribution**

Overtime shall be awarded in the best interest of the organization.

**D. Call-in Pay**

An employee called to work outside of his/her regular work schedule will receive a minimum of two (2) hours work or pay at the required overtime rate. The guarantee of two (2) hours will not apply when such work is continuous with the regular day's work.

**E. Requirements for Overtime to be Mandatory**

If overtime becomes mandatory because of staffing issues or an emergency, it will be assigned in the best interest of the organization.

**F. Training**

Employees will receive all wages and benefits for time spent at training or schooling. If the training is outside of Kenosha County, the employee will be reimbursed for mileage (at the current IRS rate) and meals.

**G. Overtime Approval**

Overtime must be approved by management.

**XXI. Vacations**

**A. Vacation Entitlement**

All full-time employees will earn paid vacation in accordance with the following schedule:

- Start through 6 years 8.00 hours per month (96 hours)
- 7 through 14 years 11.33 hours per month (136 hours)
- 15 thru 20 years 14.67 hours per month (176 hours)
- 21 years 15.33 hours per month (184 hours)
- 22 years 16.00 hours per month (192 hours)
- 23 years 16.67 hours per month (200 hours)

- 24 years 17.33 hours per month (208 hours)
- 25 and more years 18.00 hours per month (216 hours)

The above accruals shall be based upon hours paid in the previous year so as to allow employees to receive the above schedule of vacation accruals and hours effective January 1 of the following year.

Vacation hours will be accrued on the second pay period of a month. An employee must work the majority of their scheduled work days in a month to be credited with vacation hours. For interpretation of this section, time paid will be considered time worked. An employee will not accrue vacation during the orientation period. However, upon completion of the orientation period, employees will receive vacation credit back to their original date of hire.

### **B. Payment Upon Termination**

Any employee with more than one year of service will be paid for their accrued vacation at the time of terminating their service with Joint Services. This section shall not apply if the employee fails to give two (2) weeks notice, in writing, of his/her intention to sever his/her employment with Joint Services.

### **C. Vacation Preference**

Vacations will be selected on the basis of length of service with selections starting January 15<sup>th</sup> and completed by April 1<sup>st</sup> of the year vacation is to be taken. Vacation preferences will be selected in separate blocks. Supervisory personnel (who count as part of staffing) will select from the 1st block followed by employees in order of length of service. The remaining blocks will be selected in the same manner.

### **D. Vacation Usage**

One five (5) day block for employees on a 5/2 schedule and one four (4) day block or five (5) day block for employees on a 4/2, 4/2, 5/2 schedule must be taken as the employee's first selection.

Remaining vacation time may be taken in increments of one hour (1).

## **XXII. Holidays**

### **A. Number of Holidays for 5/2 Schedule and Pay Rate**

There will be ten (10) paid holidays which are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving,

December 24th, Christmas Day and December 31st. Holidays will be paid at the employee's regular hourly rate at the regularly scheduled number of hours.

#### **B. Floating Holidays for 5/2 Schedule.**

There will, in addition to the Holidays, be one (1) additional floating holiday granted with pay, to be taken after July 1<sup>st</sup> of each year.

#### **C. Holiday on Saturday or Sunday for 5/2**

If an observed holiday falls on a Saturday, the holiday will be observed on the previous scheduled work day. If the observed holiday falls on a Sunday, the holiday will be observed on the following scheduled work day.

#### **D. Paid Holidays for 4/2, 4/2, 5/2**

Employees working a regular scheduled day or overtime on the Christmas Eve holiday, Christmas Day holiday, New Year's Eve holiday, Labor Day holiday, Good Friday holiday, Thanksgiving holiday, New Year's Day holiday, the Day After Thanksgiving holiday, Memorial Day holiday and Independence Day holiday will be paid at the rate of 1-1/2 times the employee's applicable base rate.

### **XXIII. Sick Leave**

#### **A. Earning of Sick Time**

Employees with regular full-time status will earn paid sick leave at the rate of eight (8) hours for each month of employment during which they work the majority of their scheduled workdays. For purposes of this section, time paid for shall be considered time worked.

#### **B. Use of Leave**

Any employee may use sick leave (1) in case of his own illness, injury, or exposure to contagious disease; or (2) for attendance upon members of his household whose illness or injury requires the care of the employee except that no more than three (3) days of sick leave may be used in each instance of this type. As used in this section, the term "household" shall mean husband, wife, child, parent, mother-in-law or father-in-law of the employee residing together in a single dwelling unit. All leave used shall be charged in one hour (1) increments. The department head may require reasonable evidence to support a claim for sick leave and shall, in case of absence for more than three (3) consecutive working days, require a doctor's certificate to justify the absence.

Sick leave will not be used for periods of absence resulting from injury incurred in supplemental employment.

An employee who exhausts his sick leave and annual leave credits and is still unable to return to work due to illness or injury may be granted a leave of absence without pay provided that a doctor's certificate is submitted indicating the extent of the employee's illness or injury and the length of time the employee will be unable to work. Such leave will be reviewed at six months to determine the employee's ability to return to work. Upon return to work from an extended leave due to illness or injury, an employee will submit a doctor's certificate indicating he/she can resume normal work duties.

### **C. Call-in Procedures**

Employees who are unable to report to duty shall notify management in a timely and efficient manner of his/her absence. Notification is imperative to allow management to achieve organization goals and find replacement staffing. Notification shall be done as prescribed by the Kenosha Joint Services Call-in policy.

### **D. Sick Leave Monitoring**

Sick leave usage shall be monitored as prescribed in the Kenosha Joint Services Sick Leave Monitoring policy.

### **E. Accumulation**

Joint Services agrees that any employee may accumulate nine hundred and sixty (960) hours of sick leave and in addition may accumulate another ninety-six (96) hours within a calendar year. None of said ninety-six (96) hours can be carried over into the next year except in the case of a continuing illness.

In the case of a continuing illness, said ninety-six (96) can be carried over into the next year. If there is no continuing illness one-half (1/2) of any of these additional hours which have not been used during the year will be recorded in a separate sick leave bank. Sick leave hours recorded in the sick leave bank are exempt from payout.

### **F. Payment Upon Termination**

Employees with more than one year of service who terminates employment, except for discharge, or the estate of a current employee who dies, will receive a severance pay equal to 50% of his/her accumulated sick leave to a maximum of four hundred and eighty (480) hours at his/her final rate of pay.

## **XXIV. Discipline and Discipline Appeal**

The purpose of this policy is to provide guidance for the employees and supervisors of Joint Services concerning discipline of employees of Joint Services and to implement the grievance procedures mandated by Section 66.0509(1m) of the Wisconsin Statutes.

Nothing in this policy is intended to create a legally binding contract or change the at-will nature of employment with Joint Services.

### **A. Discipline**

When it becomes necessary to address an employee's actions in the workplace, general guidelines of acceptable business conduct will govern. Depending upon the nature and seriousness of the employee's actions, disciplinary action may begin at any step of the disciplinary process. The process should ensure that employees are informed of exactly what behavior needs to be corrected, inform employees of the measures they must take to correct unacceptable behavior, and give employees adequate opportunity to correct the behavior.

### **B. Procedure**

All disciplinary action must be authorized by the Director of Joint Services prior to being issued. All documents relating to disciplinary actions will remain in the employee's personnel file and will become a permanent part of the employee's entire work record.

A log of all disciplinary actions taken and the infraction that caused the action will be maintained. This log then forms the basis of the uniform application of discipline.

The various levels of discipline are: verbal reprimand, written reprimand, suspension, disciplinary probation, and discharge.

### **C. Levels of Disciplinary Action**

#### **1. Verbal Reprimand**

A verbal reprimand is issued for a first offense of a minor infraction or the first incident of sub-standard work performance. The immediate supervisor of the employee will meet with the employee and inform the employee of the specific behavior that is unacceptable. The employee must be told clearly what the infraction is, how to correct the problem and explicitly inform the employee what further disciplinary action may result for failure to comply with recommended corrective action. The verbal reprimand may be issued to the employee by the director, department manager, or immediate

supervisor. Verbal reprimands must be documented for the personnel file in order to substantiate the start of the discipline.

## 2. Written Reprimand

A written reprimand follows an active verbal reprimand issued to an employee for a repeated offense, or a new offense of a more serious nature. A verbal reprimand therefore need not precede a written reprimand. The written reprimand may be issued to the employee by the director, department manager, or immediate supervisor.

The reasons for the issuance of the written reprimand shall be explained as well as suggestions for correcting the behavior. Additionally there will be a warning of what discipline, up to and including dismissal, may be taken in the future if behavior or performance does not improve.

## 3. Disciplinary Suspension

A suspension is a temporary removal of the employee from the payroll. A suspension may be recommended when lesser forms of disciplinary action have not corrected an employee's behavior or for first offenses of a very serious nature.

Disciplinary suspension(s) remains active for an employee's entire length of employment.

The number of days recommended for suspension will depend on the severity of the act.

## 4. Disciplinary Probationary Period

An employee may be placed on disciplinary probation for a designated period of time for significant performance deficiencies that are determined to be within the employee's ability and intent to correct. The employee's immediate supervisor will counsel the employee regarding performance issues, job performance standards, implement an improvement plan, and specifically state what action will be taken if the employee fails to complete improvement goals.

## 5. Discharge/Termination

Discharge may be recommended for an employee for rule violations, poor performance and other acts of misconduct. Such action may be justified because the offense is so severe that any employee normally would know that the behavior is completely unacceptable.

In these cases, the employee should be suspended with pay pending a complete investigation of the situation before recommending termination.

#### **D. Internal Review**

Before any of the disciplinary actions listed below may be taken, the following system of internal administrative review will be followed to insure that the discipline system is utilized in a uniform and equitable manner:

- ❖ Suspension of one or more working days
- ❖ Discharge.

The following procedure will be adhered to:

1. Employee infraction of rules, including continued failure to meet performance standards:

- Supervisor, manager or director conducts investigation
- Employee is provided with notice of investigation and his/her rights including the right to a hearing if charges are brought forward.

2. Meeting to show cause:

- Department supervisor and/or manager review results of investigation and recommend level of discipline to the director
- A maximum level of discipline will be authorized by the director based on equitable and uniform discipline agency-wide.

3. Written notice to employee:

The employee will be informed in writing of the discipline charges brought, his/her rights (which include: the right to representation, right to see/hear evidence produced to show misconduct and question witnesses, the right to present evidence and witnesses on his/her behalf and to rebut recommendations for discipline and certain basic “rudimentary rights” as guaranteed by Loudermill), and informed of the date, time and place of the pre-disciplinary hearing to discuss the charges.

4. Pre-disciplinary hearing:

- Conducted by the director
- Supervisor and/or manager involved attends

- Employee must attend and a representative of his/her choosing may attend
- Witnesses may be called by Joint Services or by the employee. Such witnesses will be provided sufficient time off from work to appear at the pre-disciplinary hearing
- Charges will be discussed, with ample time provided for a complete presentation of charges and for rebuttal and defense by the employee.

5. Results of pre-disciplinary hearing:

As a result of the discussion, facts and material presented in the pre-disciplinary meeting, the director may:

- Take disciplinary action as determined in them meeting to show cause;
- Reduce the level of disciplinary action as determined in the meeting to show cause;
- Take the matter under advisement for no longer than five (5) working days and issue a decision.

6. Written Notice to Employee:

Written notice of disciplinary action to be taken, if any, shall be given to the employee stating effective dates and time of action. The decision of the director shall be final unless the employee files a written appeal requesting a hearing before an Impartial Hearing Officer.\* Written notice of the employee's right to appeal the decision will also be provided with the written disciplinary decision.

\* The Impartial Hearing Officer will be an outside independent person who is not employed by Joint Services. Any costs associated with the appeal to the Impartial Hearing Officer will be equally shared between the employee and Joint Services.

7. Appeal/Grievance Procedure for Suspensions and Terminations

The decision of the director, shall be final unless the employee/grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal will be filed with the director, within 10 calendar days of the director's response. A hearing in front of an Impartial Hearing Officer will be held on the matter within 30 calendar days of the written appeal. The Impartial Hearing Officer will file a written response within 15 calendar days of the close of the hearing.

8. Appeal for Review

The non-prevailing party may file a written request for review by the Joint Service Board (Board) within 10 calendar days of receipt of the Impartial Hearing Officer's written response.

9. Decision of the Joint Services Board

The Board will make a decision regarding whether or not a meeting will be held within 30 calendar days of the written request for review. A decision by the Board will be made within 60 calendar days of the filing of the written request for review unless the Board extends this timeframe.

**XXV. Jury Duty**

Employees while on-duty summoned to jury duty shall be paid his/her regular salary for the time they are actually required to be absent from their Kenosha Joint Services' related duties provided he/she shall deposit any compensation he/she received for jury duty with the Director of Joint Services. Employees called for jury duty but not assigned to serve or released from jury duty, will return to their assigned jobs as soon as dismissed.

**XXVI. Military Leave**

**A. Armed Forces**

Employees called upon to serve in the Armed Forces of the United States shall be granted leaves of absence and their length of service shall accumulate providing they report for work within ninety (90) days of discharge, unless unable to do so because of illness or injury in which case leave shall be extended.

1. Reinstatement

Upon return from military leave, the employee shall be returned to a position and pay in keeping with federal regulations.

**B. Reserve Training**

An employee who is a member of a military reserve and who may be called upon for reserve training or emergency service will receive his/her regular pay for such training or service (not to exceed two (2) weeks for any one (1) call up), provided he/she shall deposit his/her military base pay with the Director of Joint Services and receive his/her regular pay in turn.

## **XXVII. Funeral Leave**

### **A. Funeral Leave for Immediate Family**

In the event of a death of an employee's father, mother, stepfather, stepmother, husband, wife, brother, sister, stepbrother, stepsister, son, daughter, stepson, stepdaughter, father-in-law, mother-in-law, son-in-law or daughter-in-law, such employee will be paid for straight time lost from scheduled work not to exceed three (3) scheduled work days to attend the funeral within a seven (7) day period following the date of death.

### **B. Funeral Leave for Other Relatives**

In the event of a death of an employee's brother-in-law, sister-in-law, or employee's or employee's spouse's aunt, uncle, niece, nephew, grandparent, or grandchild, such employee will be paid for straight time lost from scheduled work not to exceed one (1) scheduled work day to attend the funeral within a seven (7) day period following the date of death.

#### **1. Rate of Pay**

Pay will be at the employee's straight time hourly earned rate for the payroll period in which the death occurred. The employee may be required to furnish verification of the date of death, date of funeral and relationship to the deceased.

## **XXVIII. Insurance**

Joint Services makes available to its employees a comprehensive employee health benefit which includes dental and prescription plans. Any employee that is currently eligible or becomes eligible, as well as any eligible retiree or COBRA participant, along with their eligible dependents will only be allowed to participate in the current program negotiated by Kenosha Joint Services for the current plan year. Carrier and vendor partners for all lines of coverage herein mentioned may change and all eligible plan participants will be notified as soon as practical. Contract terms and items of coverage may change from time to time.

Single and family coverage is available to full-time employees.

The term Spouse shall be defined in accordance with State and Federal law.

Plan benefits, claim procedures, limitations and other details are available in the summary plan description.

Kenosha Joint Services reserves the right to change benefits provided and will make every attempt to stay in compliance with State and Federal laws.

## **XXIX. Workers' Compensation**

Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a job-related work injury or illness. An employee who is absent due to injury or illness caused during the course of his/her duties will receive statutory benefits as required by the Wisconsin Worker's Compensation Act.

## **XXX. Retirees**

### **A. Full-time employees**

Full-time employees who are at least 60 years of age and have had fifteen (15) or more years of employment with Joint Services immediately preceding retirement may retain hospital-surgical-major medical and dental coverage at no cost to the employee. If the employee was covered by a family policy at the time of retirement, he/she may be eligible to retain such family coverage. Joint Services' premium obligation shall terminate when the employee becomes eligible for Medicare. Retirees get the same insurance as active employees.

Full-time employees who retire who are fifty-seven (57), fifty-eight (58) or fifty-nine (59) years of age and have had thirty (30) or more years of employment with Joint Services immediately preceding retirement may retain hospital-surgical-major medical and dental coverage with fifty percent (50%) of the COBRA cost of said coverage to be paid by the employee. Upon attaining the age of sixty (60), the employee will be covered by the provisions of the above paragraph. Retirees get the same insurance as active employees.

## **XXXI. Wisconsin Retirement System**

Most Joint Services employees are enrolled in the Wisconsin Retirement System (WRS) pension benefit. Employees that are eligible for WRS enrollment pay the employee share of the contribution through wage deduction on a pre-tax basis.

## **XXXII. Life Insurance**

The Wisconsin Group Life Insurance Plan will be continued. Joint Services will pay the full premium required by the plan. The eligibility of part-time employees for participation in the life insurance program for employees will be controlled by the regulations set up by the state agency administering the fund from which such benefits are paid.

### **XXXIII. Notice of Termination**

All employees will give fourteen (14) days notice of their intention to sever their employment with Joint Services. Such notice will begin the following day it is received by the Manager of the Department or Administration Office. The notice will be in writing, and signed by the employee indicating their intention to sever their employment with Joint Services. If an employee fails to give such notice, any earned vacation pay shall be forfeited.

### **XXXIV. Part Time Employee Benefits**

#### **A. Part Time Employees**

All regular part-time employees shall not receive fringe benefits, except for those provided by state statute with the exception of the part-time Administrative Clerk. This employee will receive benefits as follows:

#### **B. Vacations**

Part-time employees who have worked a total of 520 hours, but less than 1040 hours in the period between January 1 of the previous year and December 31 of the previous year, and who are otherwise qualified to receive vacation pay, will receive vacation with pay at the rate of one-fourth (1/4) the vacation allowance he/she would have received if he/she had been employed on a full-time basis.

Part-time employees who have worked a total of 1040 hours but less than 1560 hours in the period between January 1 of the previous year and December 31 of the previous year, and who are otherwise qualified to receive vacation with pay, will receive vacation with pay at the rate of one-half (1/2) of the amount he/she would have received if he/she were employed as a full-time employee.

Part-time employees who have worked 1560 hours or more in the period between January 1st of the previous year and December 31st of the previous year who are otherwise qualified to receive a vacation with pay, will receive vacation with pay at the rate of three-quarters (3/4) of the amount he/she would have received if he/she were employed as a full-time employee.

#### **C. Paid Holidays and Floating Holidays**

Part-time employees whose average weekly schedule of hours of work in the four week period preceding any of the paid holidays is less than ten (10) per week shall not be eligible for holiday pay.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is ten (10) or more hours, but less than twenty (20) hours per week, will, if otherwise eligible to receive holiday pay, receive holiday pay at the rate of one-fourth (1/4) of the amount he/she would have received if he/she had been employed as a full-time employee.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is twenty (20) or more, but less than thirty (30) hours per week, will, if otherwise eligible for holiday pay, receive holiday pay at the rate of one-half (1/2) of the amount he/she would have received if he/she had been employed as a full-time employee.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is thirty (30) hours per week or more will, if otherwise eligible for holiday pay, receive holiday pay at the rate of three-fourths (3/4) of the amount he/she would have received if he/she had been employed as a full-time employee.

#### **D. Sick Leave**

The levels of said sick leave for part-time employees are to be prorated on the same basis as part-time vacations.

### **XXXV. Temporary Employees**

Employees who are employed on a temporary basis shall not receive fringe benefits.

### **XXXVI. Acknowledgement**

Every employee is required to read and acknowledge they received and understand the contents of this handbook.

**Appendix A: Position Grade Assignment**

Department	Title	Grade
Records	Records Clerk	2
Evidence	Identification Technician	2
Fleet/Admin	Fleet Maintenance Clerk/PT Admin Clerk	2
Communications	911 Telecommunicators	3
Fleet	Automotive Fleet Technician	5
Records	Records Supervisor	6
Evidence	Evidence/Identification Supervisor	6
Communications	Communications Shift Supervisor	6
Administration	Finance Assistant	8
Administration	Human Resource Coordinator	8
Communications	Communications Assistant Manager	8
Records	Records Manager	10
Fleet	Fleet Maintenance Manager	10
Communications	Communications Manager	10
Evidence	Evidence/Identification Manager	10
Administration	Assistant Director	13
Administration	Director	17

**Appendix B: Pay Scale 2018**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1	17.7761	18.3094	18.8587	19.4245	20.0072	20.6074	21.2257	21.8624	22.5183
2	18.8427	19.4080	19.9902	20.5899	21.2076	21.8439	22.4992	23.1742	23.8694
3	19.9733	20.5725	21.1897	21.8253	22.4801	23.1545	23.8491	24.5646	25.3016
4	21.1717	21.8068	22.4610	23.1349	23.8289	24.5438	25.2801	26.0385	26.8196
5	22.4420	23.1152	23.8087	24.5230	25.2586	26.0164	26.7969	27.6008	28.4288
6	23.7885	24.5022	25.2372	25.9943	26.7742	27.5774	28.4047	29.2568	30.1346
7	25.2158	25.9723	26.7514	27.5540	28.3806	29.2320	30.1090	31.0123	31.9426
8	26.7288	27.5306	28.3565	29.2072	30.0834	30.9860	31.9155	32.8730	33.8592
9	28.3325	29.1825	30.0579	30.9597	31.8885	32.8451	33.8305	34.8454	35.8907
10	30.0324	30.9334	31.8614	32.8172	33.8018	34.8158	35.8603	36.9361	38.0442
11	31.8344	32.7894	33.7731	34.7863	35.8299	36.9048	38.0119	39.1523	40.3268
12	33.7444	34.7568	35.7995	36.8735	37.9797	39.1191	40.2926	41.5014	42.7464
13	35.7691	36.8422	37.9474	39.0859	40.2584	41.4662	42.7102	43.9915	45.3112
14	37.9152	39.0527	40.2243	41.4310	42.6739	43.9542	45.2728	46.6310	48.0299
15	40.1902	41.3959	42.6377	43.9169	45.2344	46.5914	47.9892	49.4288	50.9117
16	42.6016	43.8796	45.1960	46.5519	47.9484	49.3869	50.8685	52.3946	53.9664
17	45.1577	46.5124	47.9078	49.3450	50.8254	52.3501	53.9206	55.5382	57.2044
18	47.8671	49.3031	50.7822	52.3057	53.8749	55.4911	57.1559	58.8705	60.6366
19	50.7392	52.2613	53.8292	55.4440	57.1074	58.8206	60.5852	62.4028	64.2748
20	53.7835	55.3970	57.0589	58.7707	60.5338	62.3498	64.2203	66.1469	68.1313



## **KENOSHA JOINT SERVICES**

### **Employee Handbook Receipt**

I have received a copy of the 2018 employee handbook and my signature indicates I understand the information contained within.

Print \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_