



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140
Website: www.kenoshajs.org • Phone: (262) 605-5050

A G E N D A

KENOSHA JOINT SERVICES BOARD MEETING

Kenosha County Safety Building, 1000 55th Street • Kenosha, WI

Kenosha Joint Services Training Room 1216

November 22, 2022 • 4:30 P.M.

- I. Call to Order
- II. Roll Call
- III. Citizen Comments
- IV. Approval of Minutes from Open Session – October 25, 2022
- V. Joint Services Report
 - a. Director's Report
 - b. Administration
 - c. Communications
 - d. Records
 - e. Fleet Maintenance
 - f. Evidence/Identification
 - g. Information Technology
 - h. Overtime Report
 - i. Financial Statements
- VI. Items for Board Review and Action
 - a. ERP (Enterprise Resource Planning) Replacement Project
 - i. Status Update
 - b. Wage Study
 - i. Status Update
 - c. 911 Outage from September 2022
 - i. Status Update
 - d. Kenosha Joint Services Employee Handbook Update
 - i. Discussion and Possible Action
 - e. Kenosha Joint Services Compensation Manual Update
 - i. Discussion and Possible Action
 - f. Possible Motion to Go Into Closed Session Pursuant to the Following:
 - i. Wisconsin State Statute 19.85(1)(f) Considering disciplinary data of a specific person and the investigation of charges against that person which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the person referred to in such data, or involved in such investigation. (The closed session will last approximately 15 minutes)
 - ii. Return to Open Session
- VII. Board Member Comments
- VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

October 25, 2022

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairperson Monica Yuhas in the Joint Services Training Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairperson Monica Yuhas, County Executive Samantha Kerkman, Police Chief Eric Larsen, Alderperson Curt Wilson, County Board Supervisor Mark Nordigian and Youth in Governance Leo Ruffolo and Michael Babu.

The **Members not in Attendance**, Vice-Chairperson John Morrissey was excused and the Member at Large position still remains open.

Under, **Citizen Comments**, Sheila Becker of the Communications department spoke regarding pay increases.

Under, **Approval of Minutes of Open Session Held on August 23, 2022**, Ms. Kerkman made a motion to approve. Mr. Wilson seconded the motion. Motion approved unanimously.

Under, **Approval of Minutes of Open Session Held on September 12, 2022**, Mr. Wilson made a motion to approve. Ms. Kerkman seconded the motion. Motion approved unanimously.

Under, **Director's Report**, Director Nielsen presented the Director's Report.

Director Nielsen spoke regarding the promotion of Maureen Andersen to Records Manager. Secondly, Director Nielsen spoke regarding Baycom taking over for Frontier regarding the 911 system and will be providing the maintenance and upgrades. Director Nielsen also mentioned that they worked with the County of Kenosha and submitted an application for a PSAP grant.

The Board accepted the information as presented.

Under, **ERP Replacement Project**, Director Nielsen reported that the GFOA is currently working with Tyler Technologies.

The Board accepted the information as presented.

Under, **Wage Study**, Director Nielsen reported that they have met with Carlson Dettmann's wage consultant and that the numbers are shifting; they hope to have more information for the November meeting.

The Board accepted the information as presented.

Under, **Vacation Schedule**, Director Nielsen presented the proposed revisions to the 2023 vacation schedule and how employees will earn and use vacation time. There was a brief discussion.

Mr. Nordigian made a motion to approve the October 18, 2022 memo regarding the 2023 vacation schedule. Mr. Wilson seconded the motion. Motion approved unanimously.

Under, **Board Comments**,

Ms. Kerkman mentioned that the 2023 budget was passed with no changes by the County Finance Committee.

Chairperson Yuhas congratulated Chief Larsen on his job title change.

At 5:07 p.m., Ms. Kerkman made a motion to **Adjourn the Meeting**. Mr. Wilson seconded the motion. Motion approved unanimously.



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140
Website: www.kenoshajs.org • Phone: (262) 605-5050

Kenosha Joint Services Departments

Administration
Communications
Evidence/Identification Bureau
Fleet Maintenance
Records/Public Counter

TO: Kenosha Joint Services Board

FROM: Joshua Nielsen

REFERENCE: Kenosha Joint Services – Board Report

DATE: November 17, 2022

ADMINISTRATION DEPARTMENT:

Administration (1 Director, 1 Assistant Director, 1 HR Coordinator, 1 Finance Assistant, 1 Clerk):
All positions filled.

Communications (32 Telecommunicators, 6 Supervisors, 1 Assistant Manager, 1 Manager):
Seven Telecommunicator vacancies.

Applications closed on June 16, 2022 for the 911 Telecommunicator position. There were one-hundred and sixteen applicants. Four candidates started September 29, 2022. Four candidates passed the Final Interview phase conducted on November 2, 2022 and are currently scheduled for a sit-along at the Communication Center.

Starting September 14, 2022 the 911 Telecommunicator hiring process will be ongoing and applications will remain open continuously. Five Candidates passed the CritiCall Testing and will be moving forward to the Panel Interview. We are continuing to review applications as they come in. With this change, we have started a hiring list and anticipate bringing in new hires as the training program allows.

Brittney Burton resigned from her position as a 911 Telecommunicator effective November 09, 2022.

Records (17 Clerks, 3 Supervisors, 1 Manager):
Two Records Clerks and One Supervisor vacancies.

Applications closed on October 21, 2022 for the Records Clerk hiring process. There were Sixty-five total applicants. Nine candidates passed the Panel Interview and six will be advancing to Criminal History Check phase.

Applications for the Internal Records Supervisor position closed on October 31, 2022. Two candidates applied and are both currently in the Panel Interview Phase.

Kenosha Joint Services – Board Report

Fleet Maintenance (5 Technicians, 1 Clerk, 1 Vehicle Cleaning Operator, 1 Manager):

All positions filled.

Evidence/Identification (6 Technicians, 1 Supervisor, 1 Manager):

All positions filled.

The Diversified Benefits Inc. service agreement for the 2023 FSA cafeteria plan includes a no-cost option to allow employees to use credit/debit cards. The HR coordinator and Director are working with the staff at Diversified to implement these cards for 2023.

GFOA continues to work with Tyler Technologies on the master services agreement for the ERP System. As of November 14, 2022 there were additional changes that Mike Mucha of GFOA sent back to Tyler Technologies. Rob Roque of GFOA informed us that some of the delays have been with Tyler Technologies legal department because of items GFOA was requiring.

The A&O CPA Firm, who provided the most cost efficient quote for a full audit to be completed in 2023, has withdrawn their proposal due to internal changes in their company. We have two quotes from other CPA firms; however, they range from \$25,000 to approximately \$50,000.

The Director, Communications Manager, and Communications Assistant Manager met with staff from Racine County Communications for a tour of the backup facility at 45/50 and for an initial discussion on regarding the potential for a combined backup facility. We identified many of the disparate systems that would need to be installed and possible ways of dealing with the differences. We discussed the space requirements and the need for network connectivity from multiple locations within both counties. We are scheduling a follow up meeting in December.

COMMUNICATIONS DEPARTMENT:

Matthew Dobson is training at Police. It is anticipated he will complete all training in early 2023.

Kevin Jorgensen has completed Call Take, Fire and County Fire. He is assisting with staffing needs at this time and is expected to start training Sheriff by the end of year. It is anticipated he will complete all training in early 2023. Jessica Rendon has completed her training at Call Take. She has started training at the Fire consoles on November 15. It is anticipated she will finish training in late Spring of 2023. Alyssa Weisbrod is training at Call Take. It is anticipated she will finish training mid-year 2023. Rebecca Monahan is training at Call Take. It is anticipated she will finish training mid-year 2023. Emanuel Gallegos-Vallarta is training at Call Take. It is anticipated he will finish training mid-year 2023.

Communications management staff and Joint Services Administration continue to meet to determine emergency staffing plans and ensure all needs within the center are met.

Kenosha Joint Services – Board Report

In October, 4,675 9-1-1 calls were received by the communications department with 95% of these calls answered in under 10 seconds, and 98% in under 15 seconds. There were 16,987 non-emergency calls handled and 14 text messages received during this month.

RECORDS DEPARTMENT:

Records trainee Maria Miller started September 29, 2022. Maria is currently training on second shift with trainer Nicole Schaff-Herolt. She is doing well and has recently started counting with her trainer while working in the Records room.

Records clerks processed 224 jail bonds during the month of October, 2022.

Records clerks entered 195 warrants into the TIME system. They recalled 123 per Circuit Court and Municipal Court. They also canceled thirty-four warrants that were served by law enforcement during the month of October.

Record clerks have entered, updated or dismissed thirty-five orders of protection in October.

The Records department reviewed 2,255 incoming case reports and supplements from the Kenosha Police and Kenosha Sheriff's Departments. Case review is an integral part of submitting complete statistical information to the State of Wisconsin Department of Justice for Uniform Crime Reporting.

In October, Records Staff have taken twenty-eight complaints and written reports while serving citizens at the Front Counter. They have entered and written sixty-one repossession reports in October. In addition, Records Staff has booked six juveniles after hours.

There were a total of 124 hours of overtime used in the month of October.

FLEET MAINTENANCE:

Fleet Maintenance staff continues vehicle maintenance and repair as scheduled. There were 413 maintenance and repair lines performed during the month of October. Ford manufacturer recalls continue but the majority of the recall work is completed.

The Sheriff's Department has received two administration vehicles; up-fitting of equipment will begin in November although not all equipment has been received. There has been no receipt of vehicles for patrol and emergency equipment is arriving sporadically.

Fleet mechanics are working on moving antennas on forty-three KPD patrol vehicles to improve reception. To improve the ergonomics in some of the newer KPD patrol vehicles, staff are relocating computer mounts in twenty KPD patrol vehicles.

Kenosha Joint Services – Board Report

There were 476 automatic car washes in the month of October. Routine vehicle disinfection has resumed as well.

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



EVIDENCE/IDENTIFICATION DEPARTMENT:

Department management, along with leadership within the KPD and KSD, is in the process of reviewing the current workflows and methods of storing, disseminating, and disposing digital media.

The Drug Enforcement Administration (DEA) Drug Take Back Day was October 29, 2022. Personnel from KPD and KSD collected prescription drugs from citizens at various points within Kenosha and Kenosha County. These items are kept in the KJS Evidence Property Room until they are to be turned into the DEA for destruction. On October 31, 2022, department personnel released 1,104.4 lbs (93 boxes) of prescription medication and drugs to be destroyed by the DEA.

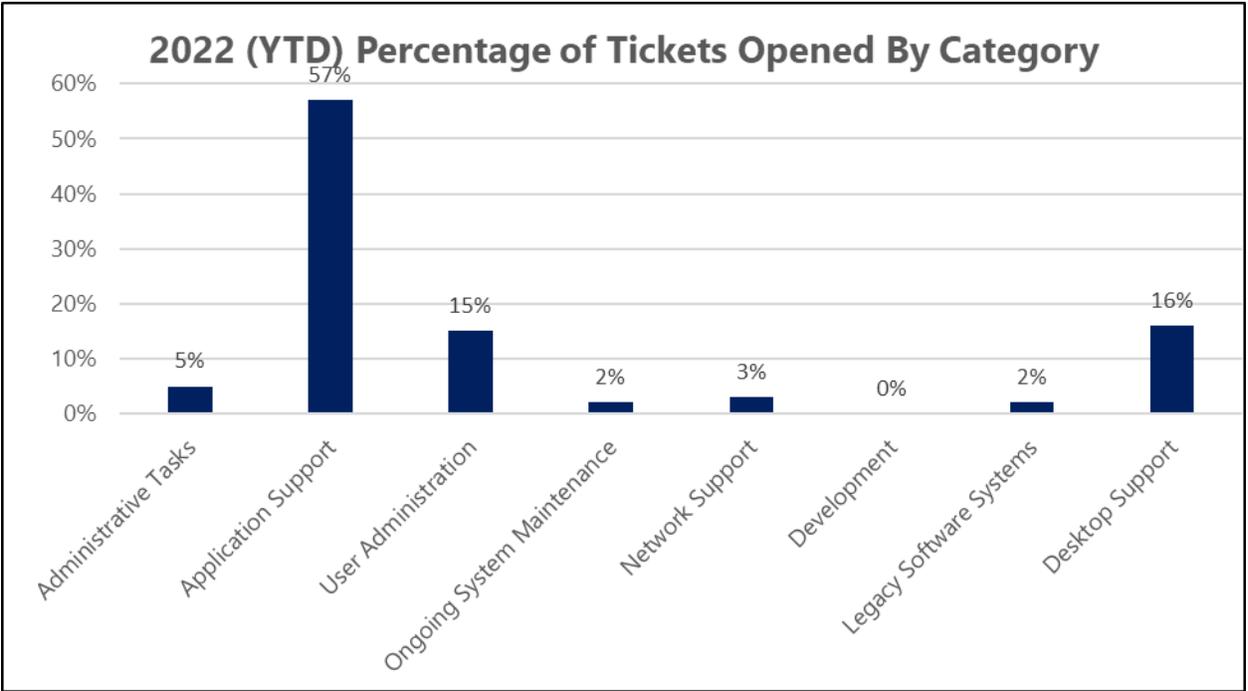
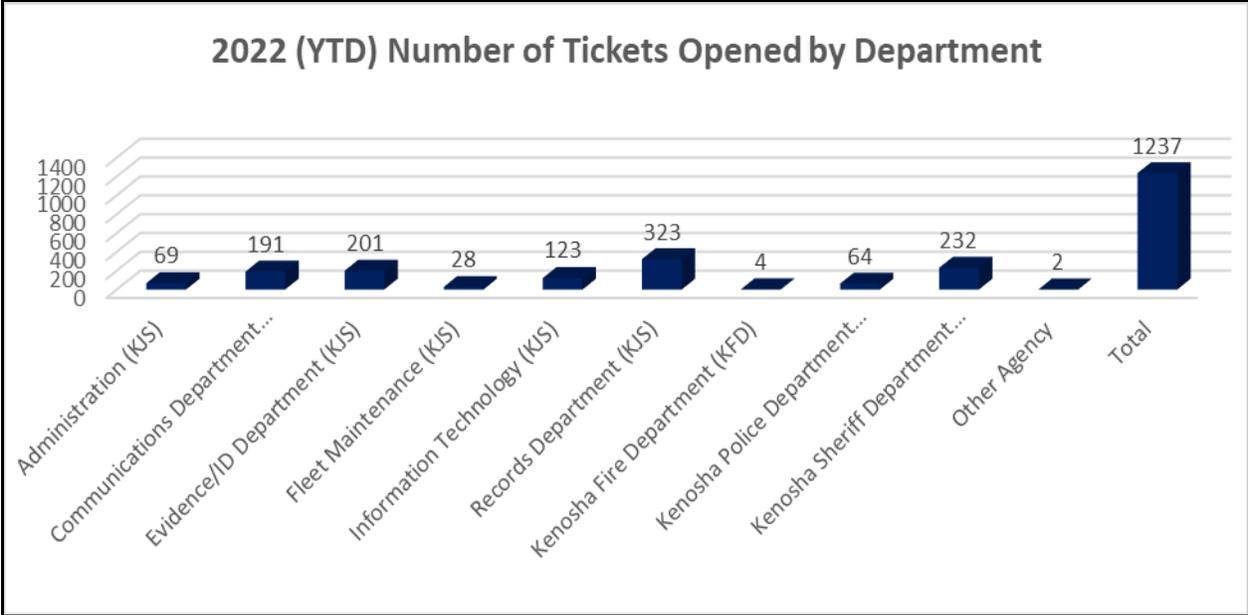
In the month of October, technicians took in 1,544 items, released/destroyed/returned 1,391 items, transported fifty-two items to the Crime Lab, processed fifty pieces of found property, collected forty-six DNA samples, and completed fifty-three bookings.

Kenosha Joint Services – Board Report

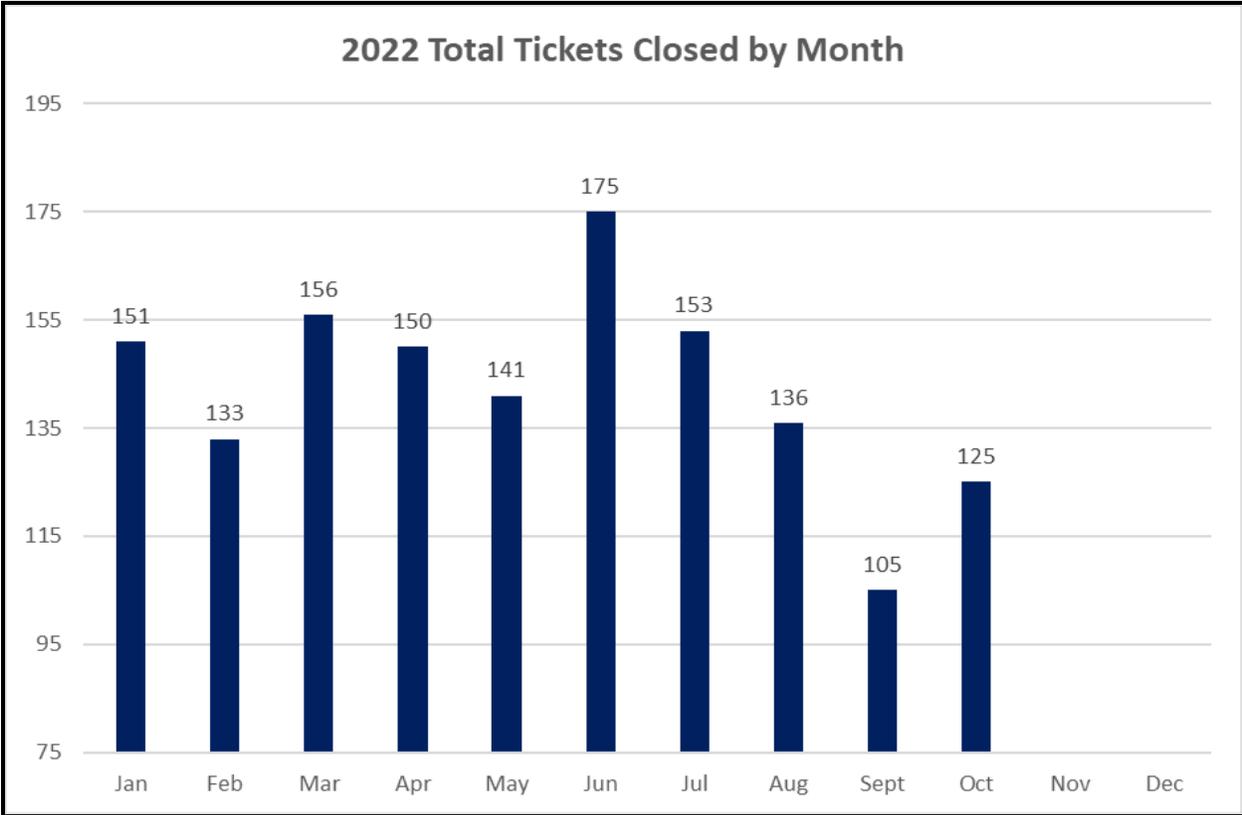
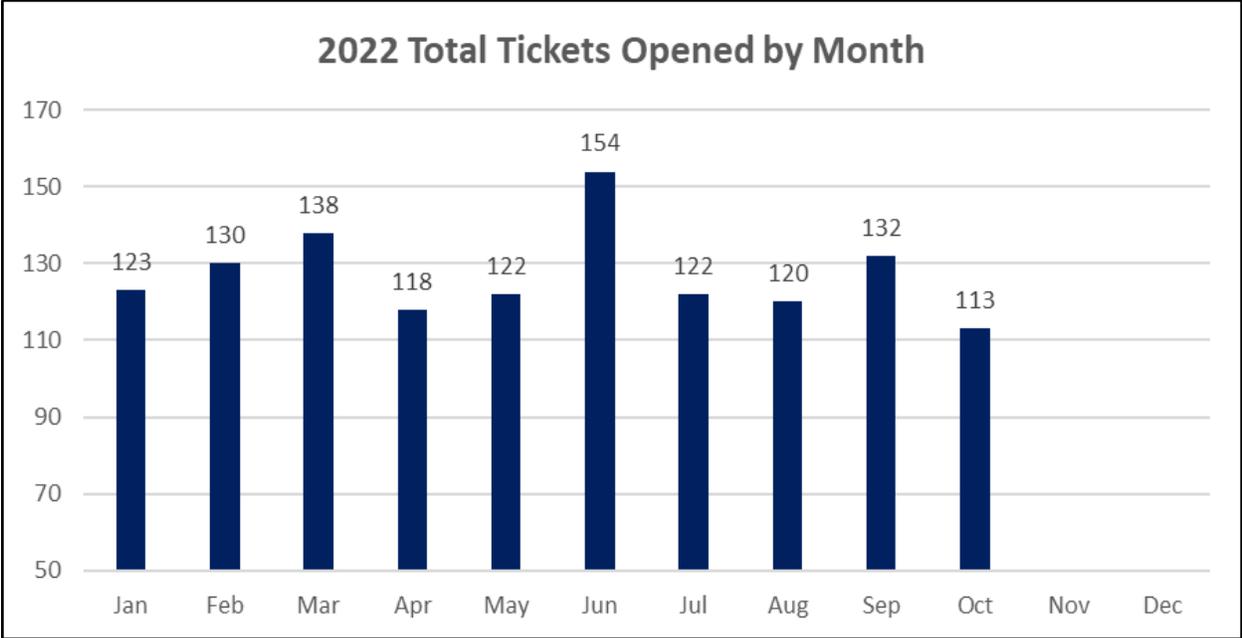
INFORMATION TECHNOLOGY

- Cybersecurity Training
 - Ongoing: Next training scheduled December 2022
- ERP
 - Planning: Deploying server and client applications as needed
- Vulnerability Scans
 - Complete: 4th Quarter Scans
 - Complete: Identification of any potential security vulnerabilities patched
- Softcode Civil Process Software
 - In Progress: Installation scheduled for December 12th
- RTA Fleet Maintenance Drivers Reports
 - In Progress: Working with Fleet Maintenance to configure and utilize automatic work orders from agency submitted Drivers Reports
- New World Upgrade to 2022.1
 - Complete: Reviewing system requirements in preparation for test side upgrade in September
 - Complete: Test servers updated to version 2022.1
 - In Progress: Testing of version 2022.1
 - Planning: Upgrade scheduled for November 30, 2022

Kenosha Joint Services – Board Report



Kenosha Joint Services – Board Report

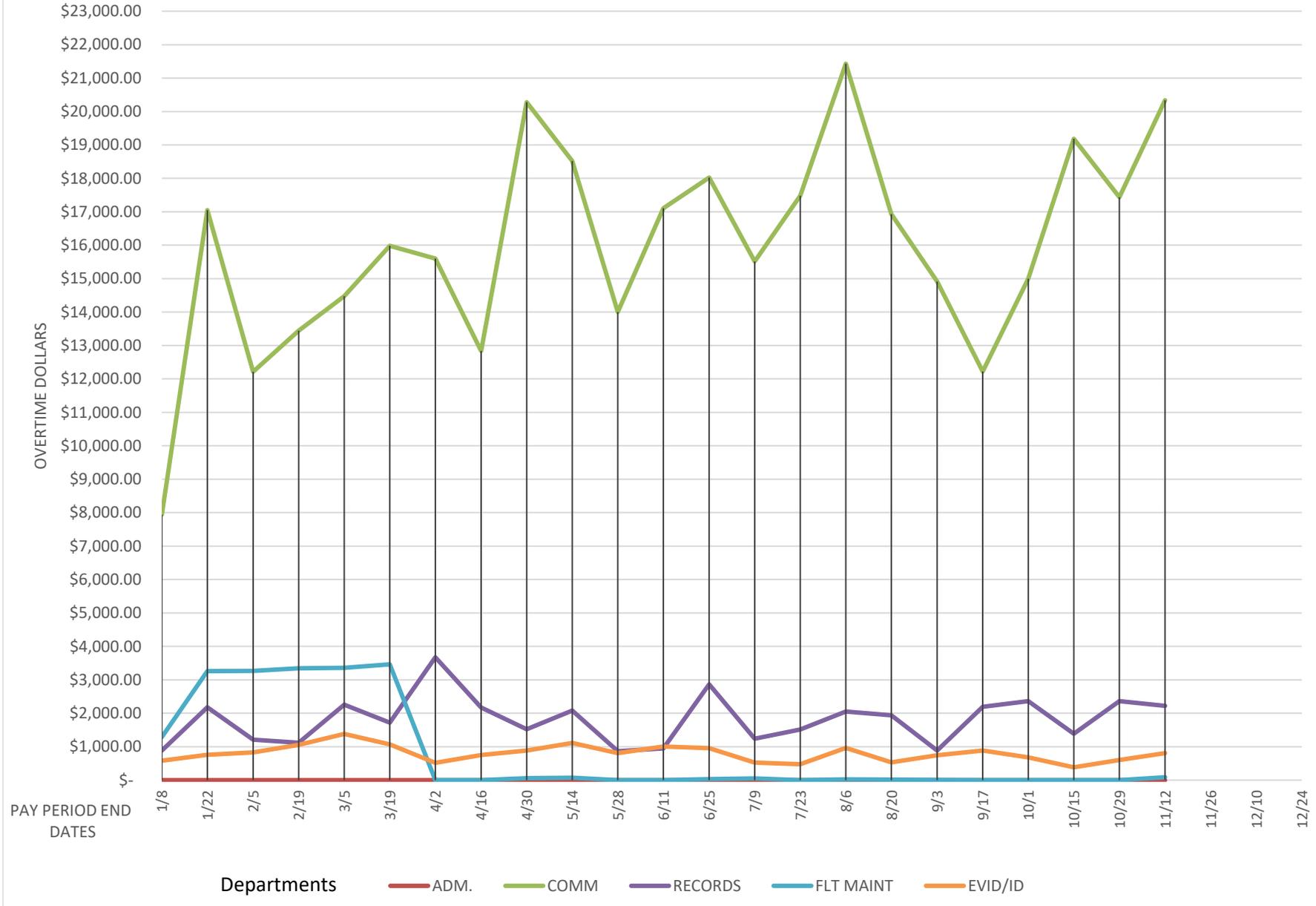


**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
2022 - OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL
	10/16-10/29/22	10/16-10/29/22	10/30-11/12/22	10/30-11/12/22		
Administration	0.00	\$ -	0.00	\$ -		
Communications	414.10	\$ 17,436.08	479.80	\$ 20,338.12		
Records	68.00	\$ 2,363.42	62.20	\$ 2,218.40		
Fleet Maintenance	0.00	\$ -	2.00	\$ 83.18		
Evidence/ID	16.00	\$ 601.98	21.50	\$ 808.90		
	498.10	\$ 20,401.48	565.50	\$ 23,448.60	0.00	\$ -

	Budgeted Funds for 2022	Total Salaries Expensed YTD	Total Hours YTD	Average Hours Per Pay Period	Avg Salaries Per Pay Period	Average Hourly Rate for OT	GL Account Balances	Annual Percent EXPENDED
Administration	\$ -	\$ -	0.00	0.00	\$ -	\$ -	\$ -	0%
Communications	\$ 177,032.00	\$ 367,922.01	9052.80	393.60	\$ 15,996.61	\$ 40.64	\$ (190,890.01)	208%
Records	\$ 28,564.00	\$ 41,644.83	1199.15	52.14	\$ 1,810.64	\$ 34.73	\$ (13,080.83)	146%
Fleet Maintenance	\$ 21,326.00	\$ 18,319.80	426.80	18.56	\$ 796.51	\$ 42.92	\$ 3,006.20	86%
Evidence/ID	\$ 31,281.00	\$ 18,304.36	<u>493.50</u>	<u>21.46</u>	\$ 795.84	\$ 37.08	\$ 12,976.64	59%
Joint Services Total	\$ 258,203.00	\$ 446,191.00	11172.25	97.15	\$ 3,879.92	\$ 31.07	(\$187,988.00)	

KJS
2022 OVERTIME



JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 11/08/22

TIME 10:54:19

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 10/01 END DATE FOR SUMMARY: 10/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46286	10/06	ACCURATE PRINTING CO INC	150-01-50007-309-000	1,300 CD/500 DVD LBL	590.00
			150-01-50004-309-000	2,750 WARN PARK LBLS	550.00
			150-01-50004-309-000	5M 105-20 STATEMENTS	402.00
			150-01-50004-309-000	5M 144-19 CASE NUMBER	202.00
			150-01-50001-309-000	2M INVOICE ENVELOPES	175.00
			 CHECK TOTAL	1,919.00
46287	10/06	APCO INTERNATIONAL INC	150-01-50002-211-000	ECHTENACHER CTO COUR	439.00
46288	10/06	AT&T MOBILITY	150-01-50003-212-000	ATT SPRVRS	28.29
			150-01-50007-212-000	ATT SPRVRS	19.86
			 CHECK TOTAL	48.15
46289	10/06	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 9/30	3,113.64
			150-01-50006-302-000	THRU 9/30	29.19
			150-01-50006-305-000	2%DISC PD W/IN TERMS	62.86CR
			 CHECK TOTAL	3,079.97
46290	10/06	CDW-G	150-01-50007-301-000	10EA ADDRESS LBLS	127.50
46291	10/06	COMPLETE OFC OF WISCONSIN	150-01-50001-301-000	01 THRU 9/30	643.83
			150-01-50003-301-000	03 THRU 9/30	497.90
			150-01-50007-301-000	07 THRU 9/30	125.16
			150-01-50002-301-000	02 THRU 9/30	46.92
			 CHECK TOTAL	1,313.81
46292	10/06	CONNEY SAFETY	150-01-50007-301-000	NITRILE GLOVES-2XL	196.80
			150-01-50007-301-000	NITRILE GLOVES-XLARG	196.80
			 CHECK TOTAL	393.60
46293	10/06	CULLIGAN WATER TREATMENT	150-01-50001-301-000	OCT'22	33.97
46294	10/06	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	SEPT'22	137.75
			150-01-50004-122-000	PLN MLGS	.57
			 CHECK TOTAL	138.32
46295	10/06	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 10/07/22	333.81
46296	10/06	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	19,838.22
			150-00-12531-000-000	UNLEADED FUEL	10,815.01
			 CHECK TOTAL	30,653.23

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 11/08/22

TIME 10:54:19

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 10/01 END DATE FOR SUMMARY: 10/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46297	10/06	FROEDTERT SOUTH	150-00-40026-000-000	FALSE ALARM OVRPYMNT	100.00
46298	10/06	GORDIE BOUCHER FORD	150-00-12530-000-000	THRU 9/30	222.91
46299	10/06	JEFF LOVELL	150-01-50002-301-000	AIR FRESHNER	10.19
46300	10/06	JENSEN TOWING	150-01-50007-202-000	22-00047389 04 CAV	75.00
46301	10/06	KENOSHA AREA CHAMBER OF	150-01-50004-225-000	CIVIC MEMBERSHIP	150.00
46302	10/06	KENOSHA COUNTY DHS	150-01-50004-208-000	POSTAGE	335.71
46303	10/06	LANGUAGE LINE SERVICES INC	150-01-50002-212-000	AUG'22	409.01
			150-01-50002-212-000	SEPT'22	142.50
			 CHECK TOTAL	551.51
46304	10/06	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 10/07/22	286.16
46305	10/06	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 10/07/22	5,078.00
46306	10/06	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	558.72
46307	10/06	RODNEY A BERNETT	150-01-50006-303-000	BOOT REIM-RB	100.00
46308	10/06	STAPLES BUSINESS ADVANTAGE	150-01-50003-301-000	03 THRU 9/30	465.77
			150-01-50002-301-000	02 THRU 9/30	432.94
			150-01-50007-301-000	07 THRU 9/30	359.85
			150-01-50001-301-000	01 THRU 9/30	179.66
			 CHECK TOTAL	1,438.22
46309	10/06	TRI-TECH FORENSICS INC	150-01-50007-301-000	KNIFE TUBES 12/PK	213.00
			150-01-50007-301-000	BACKING CARDS-WHITE	184.90
			150-01-50007-301-000	SCALELIFT - WHITE	167.00
			150-01-50007-301-000	STERILE TWEEZERS	154.00
			150-01-50007-301-000	2IN GREY RULE LABELS	117.00
			150-01-50007-301-000	BLACK LP PRINT POWDE	114.99
			150-01-50007-301-000	PLASTIC EVID JARS	35.10
			150-01-50007-301-000	MIKROSIL - WHITE	26.99
			 CHECK TOTAL	1,012.98

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 11/08/22

TIME 10:54:19

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 10/01 END DATE FOR SUMMARY: 10/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46310	10/12	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 9/30	761.75
			150-00-12530-000-000	THRU 09/30	286.00
			 CHECK TOTAL	1,047.75
46311	10/12	BUELOW VETTER BUIKEMA OLSON	150-01-50004-201-000	LEGAL SVCS	357.00
46312	10/12	CDW-G	150-01-50008-301-000	2EA CYBERPWR UPS	158.12
46313	10/12	COMMSYS INCORPORATED	150-01-50002-201-000	ASAP TO PSAP PRJCT	8,400.00
46314	10/12	COMSYS INC	150-01-50008-201-000	MIS SUPPORT	38,625.00
46315	10/12	CONNEY SAFETY	150-01-50007-301-000	NITRILE GLOVES-MED	104.30
			150-01-50007-301-000	NITRILE GLOVES-SMALL	104.30
			150-01-50007-301-000	COTTON STERILE SWABS	67.26
			 CHECK TOTAL	275.86
46316	10/12	DATAWORKS PLUS LLC	150-01-50007-212-000	LIVESCAN MAINTENANCE	1,773.34
46317	10/12	IAED	150-01-50002-211-000	WADIN EMD-Q RECERTIF	110.00
46318	10/12	JENSEN TOWING	150-01-50007-202-000	CS#17-074657 PT CRSR	75.00
46319	10/12	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	68,614.08
46320	10/12	PORCARO FORD	150-00-12530-000-000	THRU 9/30	4,881.76
46321	10/12	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	NOV'22	887.00
			150-01-50002-124-000	NOV'22	258.82
			150-01-50003-124-000	NOV'22	175.29
			150-01-50006-124-000	NOV'22	104.88
			150-01-50007-124-000	NOV'22	100.16
			150-01-50001-124-000	NOV'22	59.17
			 CHECK TOTAL	1,585.32
46322	10/12	TELELANGUARGE	150-01-50002-212-000	INTR SVCS AUG'22	102.76
46323	10/12	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	SYN 5W30 FULL SYN	1,683.00
			150-00-12531-000-000	MCYCLE FUEL	264.64
			 CHECK TOTAL	1,947.64

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 11/08/22

TIME 10:54:19

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 10/01 END DATE FOR SUMMARY: 10/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46324	10/19	AURORA MEDICAL GROUP	150-01-50004-221-000	PHYS-ABC,AW,EGV	384.00
46325	10/19	CARQUEST AUTO PARTS	150-00-12530-000-000 150-01-50006-305-000	THRU 9/30/22 2%DISC-9/30/22 STMT CHECK TOTAL	1,604.53 32.09CR 1,572.44
46326	10/19	CLEMONS CHEMICALS LLC	150-01-50006-308-000	CLEANING SUPPLIES	1,067.00
46327	10/19	COPY CENTER	150-01-50002-309-000	5STS MANUALS	266.40
46328	10/19	CRAIG D CHILDS PHD SC	150-01-50004-223-000 150-01-50004-223-000	PSY-MA PSY-EGV CHECK TOTAL	1,000.00 495.00 1,495.00
46329	10/19	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 10/21/22	361.13
46330	10/19	ECKHART	150-01-50007-212-000	PREV MAINT	455.00
46331	10/19	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	28,104.19
46332	10/19	GOODWILL OBIENZE	150-01-50001-203-000	NEOGOV CONF-GO	642.89
46333	10/19	GOVERNMENT FINANCE OFFICERS	150-01-50009-540-000	GFOA - JULY'22	750.00
46334	10/19	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 10/21/22	297.73
46335	10/19	PALMEN MOTORS, DODGE CHRY	150-00-12530-000-000	THRU 9/30/22	42.58
46336	10/19	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 10/21/22	5,118.00
46337	10/19	ULINE	150-01-50007-301-000	MISC EVID/ID SUPPLY	734.50
46338	10/19	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000 150-01-50004-322-000 150-01-50004-322-000	QTRLY JS/TIME QTRLY KSD/TIME QTRLY KPD/TIME CHECK TOTAL	3,900.00 3,418.50 2,589.75 9,908.25
GRAND TOTAL FOR PERIOD *****					227,552.50

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.	Confidentiality.....	5
VIII.	Weapons	6
IX.	Search.....	6
X.	Discipline Process and Levels.....	7
XI.	Grievance Procedure	10
XII.	Length of Service.....	13
XIII.	Pre-employment Physical Exam.....	14
XIV.	Residency	14
XV.	Fingerprints and Photographs	14
XVI.	Kenosha Joint Services/Building Identification.....	14
XVII.	Safety Devices	15
XVIII.	Hours of Work.....	15
XIX.	Flexing of Shifts and Hours	17
XX.	Job Posting Department Vacancies	18
XXI.	Shift Vacancies	18
XXII.	Compensation Plan	19
XXIII.	Overtime	20
XXIV.	Vacations.....	21
XXV.	Holidays.....	<u>23-22</u>
XXVI.	Sick Leave	<u>24-22</u>
XXVII.	Jury Duty	<u>26-25</u>
XXVIII.	Military Leave.....	<u>27-25</u>

XXIX. Funeral Leave	<u>2725</u>
XXX. Insurance.....	<u>2826</u>
XXXI. Workers’ Compensation	<u>2827</u>
XXXII. Retirees	<u>2827</u>
XXXIII. Wisconsin Retirement System	<u>2927</u>
XXXIV. Life Insurance.....	<u>2927</u>
XXXV. Notice of Termination.....	<u>2928</u>
XXXVI. Part Time Employee Benefits.....	<u>2928</u>
XXXVII. Temporary Employees	<u>3129</u>
XXXVIII. Acknowledgement	<u>3129</u>
Confidentiality Statement.....	30
Employee Handbook Receipt.....	31

I. Introduction

This employee handbook is intended to provide guidelines, policies and procedures, which employees of Kenosha Joint Services (Joint Services) must follow. This handbook is in addition to and intended to supplement the Joint Services' Policy Manual. 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 violent 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 Services' Ethics policy. (Refer to Ethics policy in Kenosha Joint Services policy manual)

VII. Confidentiality

During the course of employment, staff may have access to Confidential Information. Any Confidential Information, whether oral, heard, seen, written, or electronic should be maintained in a manner that ensures its confidentiality.

A confidentiality statement will be required to be signed by all staff prior to being allowed to work within this agency ([page 30](#)). Upon receipt, each employee will read, acknowledge and sign the confidentiality statement. This confidentiality statement relates to prohibited actions regarding: accessing, disclosing, or permitting the disclosure or use of department files, documents, reports, records, photographs, video or audio recordings or other confidential information. A breach of confidentiality in violation of any policy may result in corrective disciplinary action, termination, as well as potential criminal and civil penalties.

VIII. 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.

IX. Search

Employee access to Joint Services' premises is conditioned upon Joint Services' right to inspect or search the person, or personal effects of any employee when reasonable suspicion of wrongdoing exists.

Joint Services offices, desks, file cabinets, closets, lockers, computer files, or similar places may be inspected with or without reasonable suspicion of wrongdoing with the authorization of the Director. Because even a routine inspection or search might result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property into the workplace that they do not want revealed to Joint Services.

Any prohibited materials (or materials that may be found to be prohibited) that are found in an employee's possession during an inspection or search will be collected by Joint Services and placed in a sealed container or envelope. The employee's name, date, circumstances under which the materials were collected, and by whom they were collected will be recorded and attached to the container or written upon the envelope. If, after further investigation, the collected materials prove not to be prohibited, they will be returned to the employee and the employee will sign a receipt for the contents. If the prohibited materials prove to be illegal and/or dangerous, they will not be returned to the employee, but will be turned over to the appropriate law enforcement agency.

Employees who refuse to cooperate with Joint Services in regard to such searches will be subject to disciplinary action up to and including termination.

X. Discipline Process and Levels

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 or designee 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 as follows: 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, Assistant 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, Assistant 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.

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. It may also be recommended for an employee when other disciplinary steps have failed to correct improper action by an employee.

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

D. Internal Review for Discipline above a Written Warning

Before any of the disciplinary actions listed below may be taken, the following system of internal administrative review will be followed to ensure 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, Assistant Director, Director or the Director's designee 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, Manager, and/or Assistant Director 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 seven (7) calendar 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. Written notice of the employee's right to appeal the decision will also be provided with the written disciplinary decision.

XI. 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 any employee discipline action or alleged violations or misinterpretations of expectations regarding workplace safety issues. This grievance procedure is mandated by Section 66.0509(1m) of the Wisconsin Statutes. Any employee has the right to use this Grievance Procedure without the fear of retaliation.

Actions giving rise to this grievance procedure include disciplinary actions, in which an employee seeks to appeal a disciplinary action he or she received. An employee may also follow this grievance procedure with regard to a workplace safety issue as defined below. An employee seeking to file a grievance or appeal relating to a workplace safety issue must first verbally address any concerns with his or her supervisor within seven (7) calendar days of the incident.

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. Written Grievance Submission

An employee must file a written grievance within seven (7) calendar days of receiving written notice of disciplinary action or receiving a supervisor's verbal response to a workplace safety issue. 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.

B. Administrative Response

The Director will meet with the employee within seven (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 seven (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.

C. Appeal Hearing

The decision of the Director shall be final unless the employee files a written appeal with the Director within (7) calendar days of the receipt of the Administrative Response. The employee shall have the burden of proof. A hearing will be held before an Impartial Hearing Officer (IHO). The IHO will determine whether Joint Services acted in an arbitrary and capricious manner and uphold, dismiss or modify the decision of the

Director. A hearing will be held on the matter within 60 calendar days of receipt of the written appeal.

The IHO shall prepare a written decision within 30 calendar days of the completion of the hearing. The IHO shall provide the employee with a copy of the decision and file the original decision with the Joint Services' Director.

D. Impartial Hearing Officer (IHO)

The Impartial Hearing Officer will be an outside independent person who is not employed by Joint Services. The IHO will be selected by Joint Services. Any costs associated with the appeal to the IHO will be equally shared between the employee and Joint Services. If the IHO provides an initial invoice or estimate, the employee must pay their share prior to scheduling. If the IHO does not provide an initial invoice or estimate, the employee will pay \$250 prior to scheduling. Any amounts paid by the employee prior to the final invoicing will be applied to the employee's share of half of the total cost.

E. Review by the Kenosha Joint Services Board

Within seven (7) calendar days of receipt of the IHO's decision the non-prevailing party may file a written request for review by the Kenosha Joint Services Board. The written request to appeal shall be directed to the Chairman of the Kenosha Joint Services Board and the Director. Within sixty (60) calendar days of receiving the written request for review, the Chairman will schedule a date for the Board to review the written decision of the IHO. The Kenosha Joint Services Board will review the IHO's decision and provide a written decision within ten (10) business day of the meeting. The Kenosha Joint Services Board shall decide the matter by a majority vote of the members present and this decision shall be final and binding.

F. Time Limits

Failure of the employee to comply with the time limits herein shall result in dismissal of the appeal. Joint Services may extend the time limits for response set forth herein. If the time limit has expired, the employee may request, that the appeal be advanced to the next level. If the employee makes such a request, the appeal shall be considered denied at that level.

If it is impossible to comply with the deadlines due to meeting notice requirements for the Kenosha Joint Services Board, the appeal will be reviewed at the next regularly scheduled meeting date. An employee must process his/her appeal outside of normal work hours, unless the employee has been approved to use accrued paid time off e.g.

vacation, compensation time, to be paid for time spent processing his/her appeal through the various steps of this procedure.

XII. 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.

Employees shall be eligible for the following fringe benefits effective the 1st of the month following his/her date of hire; health insurance, dental insurance, vision insurance (employee voluntary enrollment, and flexible spending account (employee voluntary enrollment). 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. Safety Devices

Joint Services will furnish proper safety devices for all work.

XVIII. 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 1st shift Records Supervisor will work a standard workweek of Monday through Friday; and the 2nd and 3rd 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.

F. Nursing Break

Consistent with the Patient Protection and Affordable Care Act, Kenosha Joint Services will provide unpaid breaks for an employee who is a nursing mother to express breast milk during her shift. This includes: (1) reasonable break time(s) for one year after the birth of her child each time she has the need to express milk, and (2) the provision of a location (other than a bathroom – unless this location is acceptable to the employee) that is shielded from view and free from intrusion from co-workers and the public, which may be used to express breast milk.

Currently, the Quiet Room within the Communication Department is also designated for a nursing break room. Employees that require a nursing break should contact their department manager to make arrangements.

XIX. 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.

XX. Job Posting Department Vacancies

A. Procedure

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

1. Department 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 – Department Vacancies during his/her orientation period will return to his/her former job.
 - d) An employee that transfers to another department within Kenosha Joint Services will maintain their length of service for vacation and shift pick. This includes employees that transfer to another department or re-transfers to his/her previous department.

XXI. Shift Vacancies

A. Procedure

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

1. In filling shift vacancies length of service will be taken into consideration and will be the primary determining factor.
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 with the highest length of service within each department will select first, and then continue sequentially through the remaining employees.

3. As shift vacancies arise management will fill them utilizing the yearly shift preference selection.

XXII. Compensation Plan

A. Wages

Wage are determined through analysis of the nature of the work performed by the employee and the occupational market within which the employee works. Wage schedules are reviewed and changed, if necessary, as part of the budget process. Employees will be paid for work actually performed.

Grade Assignments and Pay Scales can be found in the Kenosha Joint Services Compensation Manual. Newly hired employees are placed in the pay Grade Assignment for their position typically starting at Step 1. Newly hired employees starting at a wage beyond Step 1 must include a budget review and be approved by the Director.

All employees who are not at the top step within his/her Grade Assignment may be eligible for an annual step increase until they reach the top. This annual wage increase is generally awarded on the anniversary date of the employee's current job. In addition to regular hourly wages, some employees earn shift differential for working second shift, and third shift.

B. 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. Payment of Raises

Changes to the hourly rate will occur on the effective date of the raise.

XXIII. 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. Overtime shall be calculated based on an employee's regular rate, including the shift premium for their regularly assigned shift.

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.

XXIV. Vacations

A. ~~Vacation Entitlement Eligibility~~

~~All full-time employees will earn paid vacation in accordance with the following schedule. Regular full time employees who have completed the required number of years of continuous service with Kenosha Joint Services shall earn vacation leave for each month in which they work the majority of their scheduled work days in accordance with the following table based on hire date:~~

- ~~▪ 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)~~

	<u>Hours Per Year</u>	<u>Hours per month</u>	<u>Full Vacation Days per Year</u>
<u>Less than 1 Year</u>	<u>80</u>	<u>6.67</u>	<u>10</u>
<u>1 – 4 Years</u>	<u>120</u>	<u>10</u>	<u>15</u>
<u>5 - 9 Years</u>	<u>144</u>	<u>12</u>	<u>18</u>
<u>10 - 14 Years</u>	<u>160</u>	<u>13.33</u>	<u>20</u>
<u>15 - 19 Years</u>	<u>184</u>	<u>15.33</u>	<u>23</u>
<u>20 - 23 Years</u>	<u>200</u>	<u>16.67</u>	<u>25</u>
<u>24 + Years</u>	<u>224</u>	<u>18.67</u>	<u>28</u>

~~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 workdays 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. Vacation Accumulation Procedure

On January 1st of each year, eligible employees shall be credited with their full vacation leave accumulation for that calendar year based on their anniversary date and years of service in accordance with the eligibility table. It is mutually understood and agreed that such accumulation is provided to an employee as an advance credit. An employee who is terminated, resigns or retires from Joint Services employment during the calendar year shall have his or her vacation accumulation prorated, and shall be liable to pay Joint Services (as a deduction from their last paycheck) for any paid vacation leave he or she has used before earning said leave.

An employee must work the majority of their scheduled workdays in a month in order to obtain credit towards a year of service for the purpose of earning vacation hours. (Paid time is considered time worked)

Any record of termination of employment shall be considered a break in continuous service except when the employee is reinstated following a termination or following a suspension without pay for disciplinary reasons. Under these circumstances, the lapse of time during the termination or suspension shall be considered continuous service without accrual of vacation leave.

Eligible employees with less than one (1) year of employment will be eligible for vacation on a prorated basis following their month of hire. He/she will start earning vacation the first of the following month.

C. Additional Bank for Employees Hired prior to January 1, 2023

On January 1, 2023, a separate bank will be established for employees that earned vacation time in 2022 for use in 2023. Employees will have three (3) years to use this earned time. Any time in the individual vacation bank not used by January 1, 2026, will be forfeited. Use of leave from this bank may not exceed 80 hours in any given year for calendar years 2023, 2024, and 2025 except in situations approved by the Director.

D. 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. Payments include the additional bank described in section C above.

E. Vacation Preference

Vacations will be selected on the basis of length of service with selections starting January 15th and completed by April 1st 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.

F. 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). Vacation Leave may be used at such time as approved by the department head and consistent with the operational needs of Kenosha Joint Services.~~

~~Employees are eligible to earn and use vacation leave during their probationary period.~~

~~Use of vacation time resulting in more than fourteen (14) calendar days off must be approved by the department head.~~

~~All employees shall be allowed to carryover a maximum of forty (40) hours of unused vacation leave into the next calendar year. Carryover hours must be used by June 30th of the next year or shall be forfeited without pay.~~

~~All vacation leave used shall be charged in increments of one (1) hour.~~

XXV. Holidays

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

~~There will be twelve (12) paid holidays which are: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Holidays will be paid at the employee's regular hourly rate at the regularly scheduled number of hours. ~~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 1st of each year.~~

~~D.B. 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 workday. If the observed holiday falls on a Sunday, the holiday will be observed on the following scheduled workday.

~~E.C. Paid Holidays for 4/2, 4/2, 5/2~~

~~Employees working a regular scheduled day or overtime on the following holidays will be paid at the rate of 1-1/2 times the employee's applicable base rate: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. 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.~~

XXVI. Sick Leave

Sick leave is a benefit to employees of Kenosha Joint Services that allows for a paid absence from work under certain circumstances. It is intended to provide continuity to the employee in the event of health-related issues that prevent the employee from working his/her regularly paid hours.

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 Sick 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 or designee may require at any time reasonable evidence i.e. a doctor's certification to support a claim for sick leave. The Department Head shall, in case of absence for more than three (3) consecutive working days, require a doctor's certificate to justify the absence.

The Department Head or designee may, at any time require a certification of Health Care Provider form or physician' statement indicating that an employee is medically able to work when there is a reasonable cause to believe that the member's medical condition may affect the safety of themselves or others.

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

C. Leave Without Pay

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 an updated 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. A request for the leave of absence will be submitted to the Director or his/her designee for review.

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.

Failure of the employee to return to work upon the expiration of the leave of absence, or an extension is not requested or granted and the employee has not returned to their position, the employee shall be considered to have voluntarily resigned from their employment with Kenosha Joint Services with no further right of employment.

D. 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.

E. Sick Leave Monitoring

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

F. 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 and with the Director's approval.

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.

G. Organizational Expectations During Sick Leave

It is a reasonable expectation that while an employee is on sick leave they will be attending to their illness, injury, physical therapy or other related activities. Other related activities include but are not limited to being at home, attending a doctor's visit or obtaining medication.

H. 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.

XXVII. 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.

XXVIII. 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.

- 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.

XXIX. 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. In special circumstances the funeral leave may be taken outside of the 7-day period, with the permission of the Director or his/her designee e.g. special circumstances include travel, delays, etc.

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. In special circumstances the funeral leave may be taken outside of the 7-day period, with the permission of the Director or his/her designee, e.g. special circumstances include travel, delays, etc.

- 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.

XXX. 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 equivalent 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.

XXXI. 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.

XXXII. 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.

XXXIII. 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.

XXXIV. 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.

XXXV. 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.

XXXVI. 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 with 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.

XXXVII. Temporary Employees

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

XXXVIII. Acknowledgement

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

Confidentiality Statement

Employees shall not access, disclose or permit the disclosure or use of files, documents, reports, records, photographs, video or audio recordings or other confidential information except in accordance with department policies, statutes, ordinances and regulations related to data practices. If uncertain of the confidentiality status of any of the aforementioned information sources, consult with a supervisor to determine the status of the item(s) in question.

By my signature below, I acknowledge my understanding that any and all information I come across in the course of my employment duties related to Kenosha Joint Services, its contractors, and agencies served including, but not limited to personal, medical, or investigative information about inmates, detainees, witnesses, suspects, victims, patients, employees, agencies served, or Kenosha Joint Services as an agent of Kenosha City and Kenosha County Governments, is strictly confidential.

I will not use or disclose any information received except in the course of my job duties.

I agree to respect the confidential nature of the above-mentioned information.

A breach of confidentiality in violation of Kenosha Joint Services policies may result in corrective disciplinary action, termination as well as potential criminal and civil penalties.

Print Full Name

Employee Number

Employee Signature

Date Signed



KENOSHA JOINT SERVICES

Employee Handbook Receipt

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

Print _____

Signed _____

Date _____



202~~2~~³

Kenosha Joint Services Compensation Manual

KJSB Approved: ~~December 7, 2022~~

JSM ~~22-002~~

A. Wages (see Appendix A–Position Grade Assignment and Appendix B–Pay Scale)

Wages are set as approved in the 2023 budget by the Joint Services Board. The 2023 budget includes wage scale changes that are reflected in Appendix A & B.

~~The Kenosha Joint Services approved 2022 budget includes a 2% general wage adjustment for all employees. Also included in the 2022 budget are changes to the 911 Telecommunicator and the Public Safety Communications Shift Supervisor Position Grade Assignments. These changes are reflected in Appendices A & B. The changes are effective January 1, 2022.~~

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

Shift premiums will be paid to employees for their regularly assigned shifts. 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. An employee not regularly earning a shift premium for their assigned shift will not be entitled to a shift premium for overtime shifts or trade shifts/days.

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

A \$0.50 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.

5. Automotive Fleet Technician

The Lead Automotive Technician shall be paid a \$ ~~0.50~~1.00 per hour premium for all hours worked. All Automotive Technicians shall receive a \$~~225~~250 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 \$~~100~~125 per calendar year for the purchase of such footwear.

Appendix A–Position Grade Assignment

<u>Department</u>	<u>Title</u>	<u>Grade</u>
<u>Fleet</u>	<u>Vehicle Cleaning Operator</u>	<u>3</u>
<u>Records</u>	<u>Records Clerk</u>	<u>8</u>
<u>Evidence</u>	<u>Identification Technician</u>	<u>8</u>
<u>Fleet/Admin</u>	<u>Fleet Maintenance Clerk/PT Admin Clerk</u>	<u>8</u>
<u>Communications</u>	<u>911 Telecommunicators</u>	<u>10</u>
<u>Fleet</u>	<u>Automotive Fleet Technician</u>	<u>10</u>
<u>Records</u>	<u>Records Supervisor</u>	<u>11</u>
<u>Evidence</u>	<u>Evidence/Identification Supervisor</u>	<u>11</u>
<u>Communications</u>	<u>Communications Shift Supervisor</u>	<u>12</u>
<u>Administration</u>	<u>Finance Assistant</u>	<u>12</u>
<u>Administration</u>	<u>Human Resource Coordinator</u>	<u>12</u>
<u>Communications</u>	<u>Communcations Assistant Manager</u>	<u>13</u>
<u>Records</u>	<u>Records Manager</u>	<u>14</u>
<u>Fleet</u>	<u>Fleet Maintenance Manager</u>	<u>14</u>
<u>Communications</u>	<u>Communications Manager</u>	<u>15</u>
<u>Evidence</u>	<u>Evidence/Identification Manager</u>	<u>14</u>
<u>Administration</u>	<u>Assistant Director</u>	<u>16</u>
<u>Administration</u>	<u>Director</u>	<u>19</u>

<u>Department</u>	<u>Title</u>	<u>Grade</u>
Fleet Maintenance	Vehicle Cleaning Operator	NA
Administration	Administrative Clerk	2
Evidence/ID	Evidence/Identification Technician	2
Fleet Maintenance	Fleet Maintenance Clerk	2
Records	Records Clerk	2
Communications	911 Telecommunicator	4
Fleet Maintenance	Automotive Fleet Technician	5
Evidence/ID	Evidence/Identification Supervisor	6
Records	Records Supervisor	6
Communications	Communications Shift Supervisor	7
Administration	Finance Assistant	8
Administration	Human Resource Coordinator	8
Communications	Communications Assistant Manager	8
Communications	Communications Manager	10
Evidence/ID	Evidence/Identification Manager	10
Fleet Maintenance	Fleet Maintenance Manager	10
Records	Records Manager	10
Administration	Assistant Director	13
Administration	Director	17

Appendix B–Pay Scale

Grade	1	2	3	4	5	6	7	8	9
1	18.6792	19.2396	19.8168	20.4113	21.0237	21.6544	22.3040	22.9731	23.6623
2	19.8000	20.3940	21.0058	21.6360	22.2851	22.9536	23.6422	24.3515	25.0821
3	20.9880	21.6176	22.2662	22.9342	23.6222	24.3308	25.0608	25.8126	26.5870
4	22.2473	22.9147	23.6021	24.3102	25.0395	25.7907	26.5644	27.3614	28.1822
5	23.5821	24.2896	25.0183	25.7688	26.5419	27.3381	28.1583	29.0030	29.8731
6	24.9970	25.7476	26.5194	27.3149	28.1344	28.9784	29.8478	30.7432	31.6655
7	26.4969	27.2918	28.1105	28.9538	29.8225	30.7171	31.6386	32.5878	33.5654
8	28.0867	28.9293	29.7972	30.6911	31.6118	32.5602	33.5370	34.5431	35.5794
9	29.7719	30.6650	31.5850	32.5325	33.5085	34.5138	35.5492	36.6157	37.7141
10	31.5582	32.5049	33.4801	34.4845	35.5190	36.5846	37.6821	38.8126	39.9770
11	33.4517	34.4552	35.4889	36.5536	37.6502	38.7797	39.9431	41.1414	42.3756
12	35.4588	36.5226	37.6182	38.7468	39.9092	41.1065	42.3396	43.6098	44.9181
13	37.5863	38.7139	39.8753	41.0716	42.3037	43.5728	44.8800	46.2264	47.6132
14	39.8415	41.0367	42.2678	43.5359	44.8420	46.1872	47.5728	49.0000	50.4700
15	42.2320	43.4989	44.8039	46.1480	47.5325	48.9584	50.4272	51.9400	53.4982
16	44.7659	46.1089	47.4921	48.9169	50.3844	51.8960	53.4528	55.0564	56.7081
17	47.4519	48.8754	50.3417	51.8519	53.4075	55.0097	56.6600	58.3598	60.1106
18	50.2990	51.8079	53.3622	54.9630	56.6119	58.3103	60.0596	61.8614	63.7172
19	53.3169	54.9164	56.5639	58.2608	60.0086	61.8089	63.6632	65.5731	67.5403
20	56.5159	58.2114	59.9577	61.7565	63.6092	65.5174	67.4830	69.5075	71.5927

Grade	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
<u>1</u>	<u>\$11.25</u>	<u>\$11.57</u>	<u>\$11.90</u>	<u>\$12.22</u>	<u>\$12.54</u>	<u>\$12.86</u>	<u>\$13.18</u>	<u>\$13.50</u>	<u>\$13.82</u>	<u>\$14.15</u>	<u>\$14.47</u>
<u>2</u>	<u>\$12.34</u>	<u>\$12.69</u>	<u>\$13.04</u>	<u>\$13.40</u>	<u>\$13.75</u>	<u>\$14.10</u>	<u>\$14.45</u>	<u>\$14.81</u>	<u>\$15.16</u>	<u>\$15.51</u>	<u>\$15.86</u>
<u>3</u>	<u>\$13.50</u>	<u>\$13.89</u>	<u>\$14.27</u>	<u>\$14.66</u>	<u>\$15.04</u>	<u>\$15.43</u>	<u>\$15.82</u>	<u>\$16.20</u>	<u>\$16.59</u>	<u>\$16.97</u>	<u>\$17.36</u>
<u>4</u>	<u>\$14.75</u>	<u>\$15.17</u>	<u>\$15.60</u>	<u>\$16.02</u>	<u>\$16.44</u>	<u>\$16.86</u>	<u>\$17.28</u>	<u>\$17.70</u>	<u>\$18.12</u>	<u>\$18.55</u>	<u>\$18.97</u>
<u>5</u>	<u>\$16.09</u>	<u>\$16.55</u>	<u>\$17.01</u>	<u>\$17.47</u>	<u>\$17.93</u>	<u>\$18.39</u>	<u>\$18.85</u>	<u>\$19.31</u>	<u>\$19.77</u>	<u>\$20.23</u>	<u>\$20.69</u>
<u>6</u>	<u>\$17.54</u>	<u>\$18.04</u>	<u>\$18.54</u>	<u>\$19.04</u>	<u>\$19.54</u>	<u>\$20.04</u>	<u>\$20.54</u>	<u>\$21.04</u>	<u>\$21.54</u>	<u>\$22.04</u>	<u>\$22.55</u>
<u>7</u>	<u>\$19.09</u>	<u>\$19.64</u>	<u>\$20.18</u>	<u>\$20.73</u>	<u>\$21.27</u>	<u>\$21.82</u>	<u>\$22.37</u>	<u>\$22.91</u>	<u>\$23.46</u>	<u>\$24.00</u>	<u>\$24.55</u>
<u>8</u>	<u>\$20.76</u>	<u>\$21.35</u>	<u>\$21.94</u>	<u>\$22.53</u>	<u>\$23.13</u>	<u>\$23.72</u>	<u>\$24.31</u>	<u>\$24.91</u>	<u>\$25.50</u>	<u>\$26.09</u>	<u>\$26.69</u>
<u>9</u>	<u>\$22.53</u>	<u>\$23.18</u>	<u>\$23.82</u>	<u>\$24.46</u>	<u>\$25.11</u>	<u>\$25.75</u>	<u>\$26.39</u>	<u>\$27.04</u>	<u>\$27.68</u>	<u>\$28.33</u>	<u>\$28.97</u>
<u>10</u>	<u>\$24.46</u>	<u>\$25.16</u>	<u>\$25.85</u>	<u>\$26.55</u>	<u>\$27.25</u>	<u>\$27.95</u>	<u>\$28.65</u>	<u>\$29.35</u>	<u>\$30.05</u>	<u>\$30.75</u>	<u>\$31.44</u>
<u>11</u>	<u>\$26.54</u>	<u>\$27.30</u>	<u>\$28.06</u>	<u>\$28.81</u>	<u>\$29.57</u>	<u>\$30.33</u>	<u>\$31.09</u>	<u>\$31.85</u>	<u>\$32.60</u>	<u>\$33.36</u>	<u>\$34.12</u>
<u>12</u>	<u>\$28.79</u>	<u>\$29.61</u>	<u>\$30.43</u>	<u>\$31.26</u>	<u>\$32.08</u>	<u>\$32.90</u>	<u>\$33.72</u>	<u>\$34.55</u>	<u>\$35.37</u>	<u>\$36.19</u>	<u>\$37.01</u>
<u>13</u>	<u>\$31.20</u>	<u>\$32.09</u>	<u>\$32.99</u>	<u>\$33.88</u>	<u>\$34.77</u>	<u>\$35.66</u>	<u>\$36.55</u>	<u>\$37.44</u>	<u>\$38.33</u>	<u>\$39.23</u>	<u>\$40.12</u>
<u>14</u>	<u>\$33.79</u>	<u>\$34.76</u>	<u>\$35.72</u>	<u>\$36.69</u>	<u>\$37.65</u>	<u>\$38.62</u>	<u>\$39.59</u>	<u>\$40.55</u>	<u>\$41.52</u>	<u>\$42.48</u>	<u>\$43.45</u>
<u>15</u>	<u>\$36.57</u>	<u>\$37.61</u>	<u>\$38.66</u>	<u>\$39.70</u>	<u>\$40.75</u>	<u>\$41.79</u>	<u>\$42.83</u>	<u>\$43.88</u>	<u>\$44.92</u>	<u>\$45.97</u>	<u>\$47.01</u>
<u>16</u>	<u>\$39.57</u>	<u>\$40.70</u>	<u>\$41.83</u>	<u>\$42.96</u>	<u>\$44.09</u>	<u>\$45.22</u>	<u>\$46.35</u>	<u>\$47.48</u>	<u>\$48.61</u>	<u>\$49.74</u>	<u>\$50.87</u>
<u>17</u>	<u>\$42.79</u>	<u>\$44.01</u>	<u>\$45.23</u>	<u>\$46.46</u>	<u>\$47.68</u>	<u>\$48.90</u>	<u>\$50.12</u>	<u>\$51.35</u>	<u>\$52.57</u>	<u>\$53.79</u>	<u>\$55.01</u>
<u>18</u>	<u>\$46.24</u>	<u>\$47.56</u>	<u>\$48.88</u>	<u>\$50.20</u>	<u>\$51.52</u>	<u>\$52.84</u>	<u>\$54.16</u>	<u>\$55.48</u>	<u>\$56.80</u>	<u>\$58.12</u>	<u>\$59.45</u>
<u>19</u>	<u>\$49.93</u>	<u>\$51.35</u>	<u>\$52.78</u>	<u>\$54.21</u>	<u>\$55.63</u>	<u>\$57.06</u>	<u>\$58.49</u>	<u>\$59.91</u>	<u>\$61.34</u>	<u>\$62.77</u>	<u>\$64.19</u>
<u>20</u>	<u>\$53.91</u>	<u>\$55.45</u>	<u>\$56.99</u>	<u>\$58.53</u>	<u>\$60.07</u>	<u>\$61.61</u>	<u>\$63.15</u>	<u>\$64.69</u>	<u>\$66.23</u>	<u>\$67.77</u>	<u>\$69.31</u>
<u>21</u>	<u>\$58.19</u>	<u>\$59.85</u>	<u>\$61.51</u>	<u>\$63.18</u>	<u>\$64.84</u>	<u>\$66.50</u>	<u>\$68.16</u>	<u>\$69.83</u>	<u>\$71.49</u>	<u>\$73.15</u>	<u>\$74.81</u>
<u>22</u>	<u>\$62.80</u>	<u>\$64.59</u>	<u>\$66.39</u>	<u>\$68.18</u>	<u>\$69.98</u>	<u>\$71.77</u>	<u>\$73.56</u>	<u>\$75.36</u>	<u>\$77.15</u>	<u>\$78.95</u>	<u>\$80.74</u>
<u>23</u>	<u>\$67.74</u>	<u>\$69.68</u>	<u>\$71.61</u>	<u>\$73.55</u>	<u>\$75.48</u>	<u>\$77.42</u>	<u>\$79.36</u>	<u>\$81.29</u>	<u>\$83.23</u>	<u>\$85.16</u>	<u>\$87.10</u>
<u>24</u>	<u>\$73.05</u>	<u>\$75.13</u>	<u>\$77.22</u>	<u>\$79.31</u>	<u>\$81.39</u>	<u>\$83.48</u>	<u>\$85.57</u>	<u>\$87.65</u>	<u>\$89.74</u>	<u>\$91.83</u>	<u>\$93.92</u>
<u>25</u>	<u>\$78.78</u>	<u>\$81.03</u>	<u>\$83.28</u>	<u>\$85.53</u>	<u>\$87.78</u>	<u>\$90.03</u>	<u>\$92.28</u>	<u>\$94.53</u>	<u>\$96.78</u>	<u>\$99.03</u>	<u>\$101.28</u>