



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 Administrative Services Conference Room 1214
December 7, 2023 • 4:30 P.M.

- I. Call to Order
- II. Roll Call
- III. Citizen Comments
 - a. Documents: [Guidelines for Citizen Comments at Kenosha Joint Services Board Meetings](#)
- IV. Approval of Minutes from Open Session – October 24, 2023
- 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. Budget Amendment Transfer
 - b. Fleet Maintenance Clerk Vacancy
 - c. ERP (Enterprise Resource Planning) Replacement Project
 - d. 2024 Employee Handbook Modification
 - e. 2024 Compensation Manual Modification
- VII. Board Member Comments
- VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

October 24, 2023

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, Vice Chairperson John Morrissey, County Executive Samantha Kerkman, Police Chief Patrick Patton, County Board Supervisor Brian Bashaw, Alderperson Curt Wilson, Member at Large Colin Hennessey and Youth in Governance Rylee Chamberlin and JJ Castro.

The ***Members not in Attendance***, there were none.

Under, ***Citizen Comments***, there were none.

Under, ***Approval of Minutes of Open Sessions August 22, 2023***, Ms. Kerkman made a motion to approve. Mr. Morrissey seconded the motion. Motion approved unanimously.

Under, ***Director's Report***, Director Nielsen presented the Director's Report, reported on current vacancies, spoke regarding the Lexis Nexis project in the Records department and that Maureen Andersen, Records Manager, has submitted her retirement for the end of this year.

The Board accepted the information as presented.

Under, ***Budget Amendment Transfer***, Director Nielsen presented budget amendment transfer in regards to the 2022 final financial reports and audit that was performed.

Mr. Morrissey made a motion to approve. Ms. Kerkman seconded the motion. Motion approved unanimously.

Under, ***ERP Replacement Project***, Director Nielsen reported on the status of the ERP replacement project.

The Board accepted the information as presented.

Under, ***Policy Manual Update***, Director Nielsen presented a draft of the proposed Dress and Personal Appearance policy.

Mr. Bashaw made a motion to approve. Mr. Wilson seconded the motion. Motion carried with Mr. Morrissey voting nay.

Under, ***Board Comments***, there were none

At 4:41 p.m., Mr. Morrissey made a motion to ***Adjourn the Meeting***. Mr. Wilson seconded the motion. Motion approved unanimously.



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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 30, 2023

MERRY CHRISTMAS AND HAPPY HOLIDAYS FROM THE STAFF AT KENOSHA JOINT SERVICES!

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):

Four Telecommunicator vacancies. Two Telecommunicators began Monday, October 23, 2023. One Telecommunicator began November 30, 2023. Panel interviews will be taking place on December 13, 2023, to establish a new hiring list.

Records (17 Clerks, 3 Supervisors, 1 Manager): 1 Clerk vacancy, 1 Manager vacancy (as of 12/29/2023)

Conditional offer out to one clerk pending background investigation. One Records Clerk began November 16, 2023. There are two applicants on the hiring list in anticipation of additional movement.

Third Shift Clerk Brian Martinez is transferring to Evidence/ID in early 2024.

Manager Maureen Andersen will be retiring December 29, 2023. Panel interviews for new manager are scheduled for December 4.

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

A Conditional offer has been extended to fill the Vehicle Cleaning Operator vacancy pending a background investigation.

Sharon May has submitted her retirement notice with her last day on January 5, 2024. A hiring process is in progress.

Kenosha Joint Services – Board Report

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

Records Clerk Brian Martinez will transfer to the Evidence/Identification Department to fill the vacant technician position in January 2024.

A conditional offer has been extended to prospective Manager, pending final conditions.

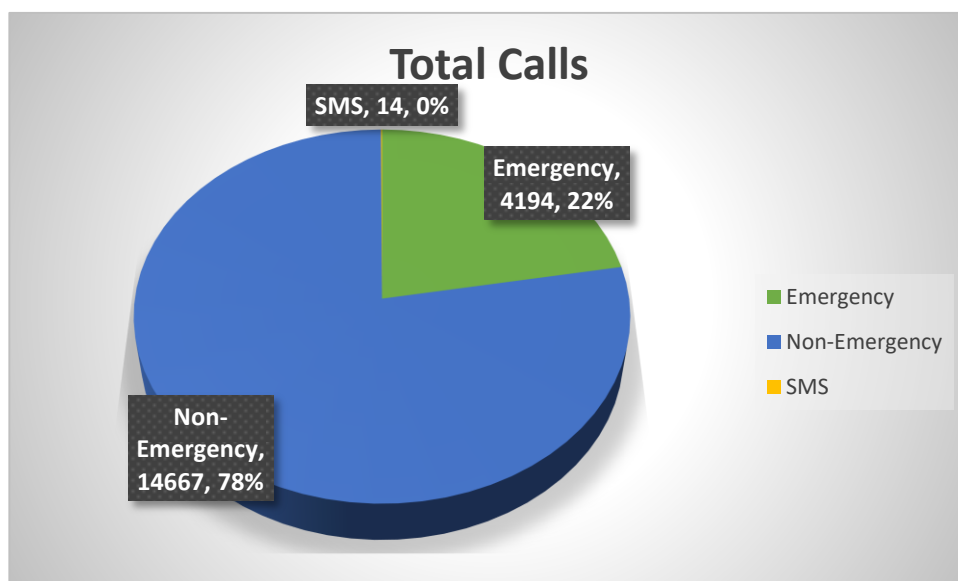
COMMUNICATIONS DEPARTMENT:

Ashley Durand has completed her training at the Sheriff Console. She will begin her last phase of training, the Police console, on December 26, 2023. She is anticipated to be fully trained early spring 2024. Grace Moote continues Police Training. It is anticipated that she will finish all training in spring of 2024. Cassie McDannel has completed call take training and has begun Sheriff training. It is anticipated she will complete all training late spring 2024. Joyce Morgan continues training at call take. It is anticipated she will complete all training late spring 2024. Stefanie Street and Maxwell Rebman have completed their orientation phase, and have begun call take training. They are anticipated to complete training mid-summer 2024. Anne Boie will start November 30, 2023.

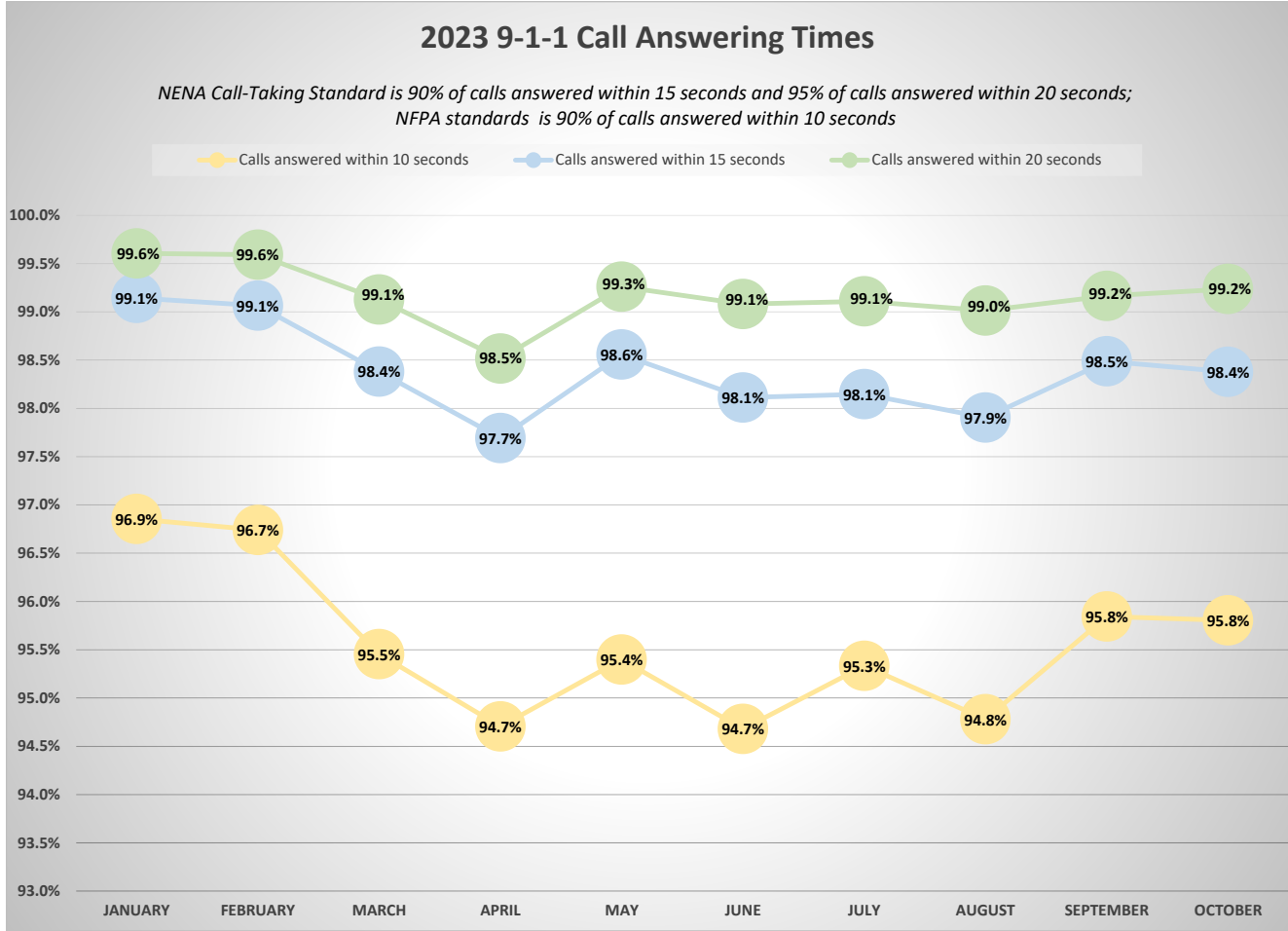
Communications management staff and Joint Services Administration continue to meet to determine emergency staffing plans and ensure all needs within the center are met.

Work has begun on ordering the equipment under the NG 911 Project and coordinating with Kenosha County Land Information for this project. We would like to point out the work done by Assistant Manager Mike Blodgett in securing the grant. Mike was instrumental in working with the vendors and putting together the required information for securing the grant.

In October, 4,194 9-1-1 calls were received by the communications department with 96% answered in under ten seconds and 98% in under fifteen seconds. There were 14,667 non-emergency calls handled and fourteen text messages received during the month.



Kenosha Joint Services – Board Report



RECORDS DEPARTMENT:

Amanda Harvey began training as a Records Clerk on November 16, 2023. She will begin training with Certified Training Officer Cassidy Wills.

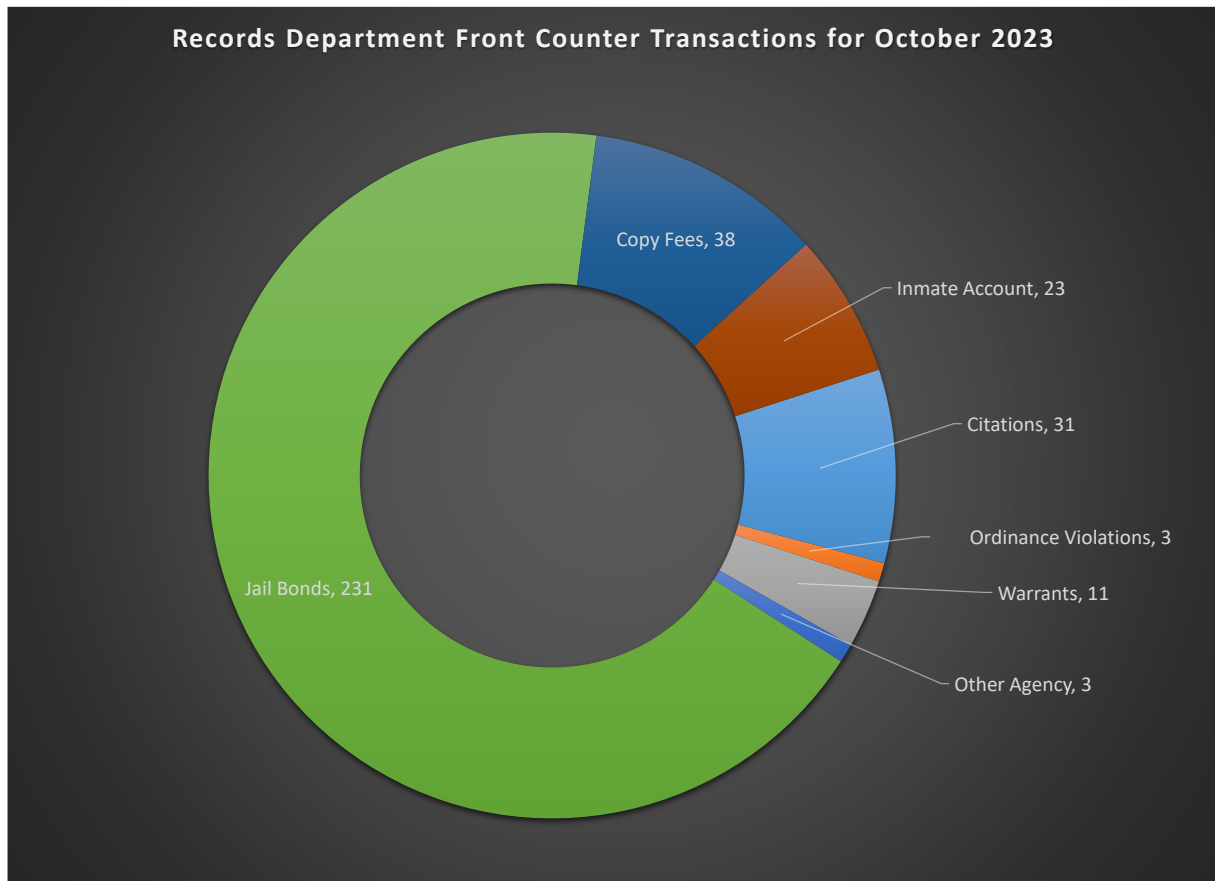
Records clerks processed 231 jail bonds in the month of October, 2023. Records clerks entered 407 warrants into the TIME system. They recalled 106 per Circuit Court and Municipal Court. They also canceled 169 warrants that were served by law enforcement during the month of October. Records clerks have entered, updated or dismissed twenty-two orders of protection in October.

The Records department reviewed 1,814 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 seventy-five repossession reports in October. In addition, Records Staff have booked seven juveniles after hours.

Kenosha Joint Services – Board Report

There were a total of fifty-three hours of overtime used in the month of October.



The Records department is working with Lexis Nexis Coplogic Solutions to implement two programs used for the release of records. The first program is called BuyCrash. This allows citizens to access and download copies of accidents reports written by the Kenosha Police and the Kenosha Sheriff's departments. The Lexis Nexis implementation team is currently working with Comsys on this process. Accidents from September 1st, 2023 will be available for download from the BuyCrash web site once the process is complete, which is estimated to be within the next several weeks.

The second program is called Request a Report. The Records Manager and Supervisor Aurora Turek are working with Lexis Nexis setting up forms for the public to use to request copies of law enforcement reports electronically. These requests will then be reviewed and responded to by the Records staff. The citizen then would be able to download the requested material from the Lexis Nexis web site. This process is also estimated to be completed by the end of the year.

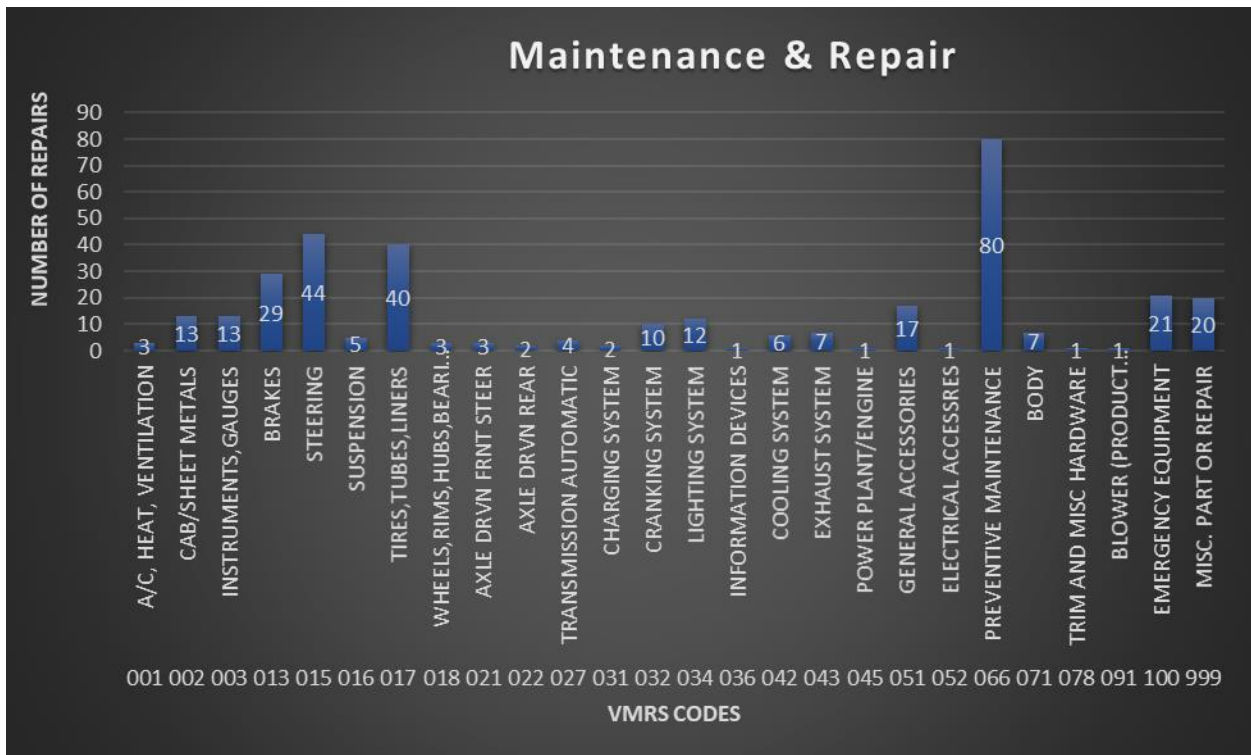
Both of these programs will allow the public to request and receive records in a more efficient manner without having to contact the Records department or the Law Enforcement agencies.

Kenosha Joint Services – Board Report

FLEET MAINTENANCE:

Fleet Maintenance staff continues vehicle maintenance and repair as scheduled. There were 131 work orders generated with a total of 346 maintenance and repair lines completed during the month of October.

During the month of October, a total of fifty brake rotors required replacement or resurfacing. Thirty-eight of the rotors were within tolerances and were machined instead of replaced. The cost of new rotors purchased for replacement during this period was \$773.64. The ability to machine rotors during this period saved \$3446.05. Since the brake lathe was put into service on March 15, 2023, there has been an approximate cost savings of \$10,992.68.



New vehicle up-fitting for Police and Sheriff continues. All components have been received to complete the remaining Police patrol vehicles and the Sheriff Suburban.

There were 240 automatic car washes in the month of October.

Kenosha Joint Services – Board Report

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



EVIDENCE/IDENTIFICATION DEPARTMENT:

Evidence/Identification Supervisor, Tiffany Hardy is working with Assistant Director Lorenzo to make sure all needs of the Evidence/Identification Department are met while the Evidence/Identification Manager position is being filled.

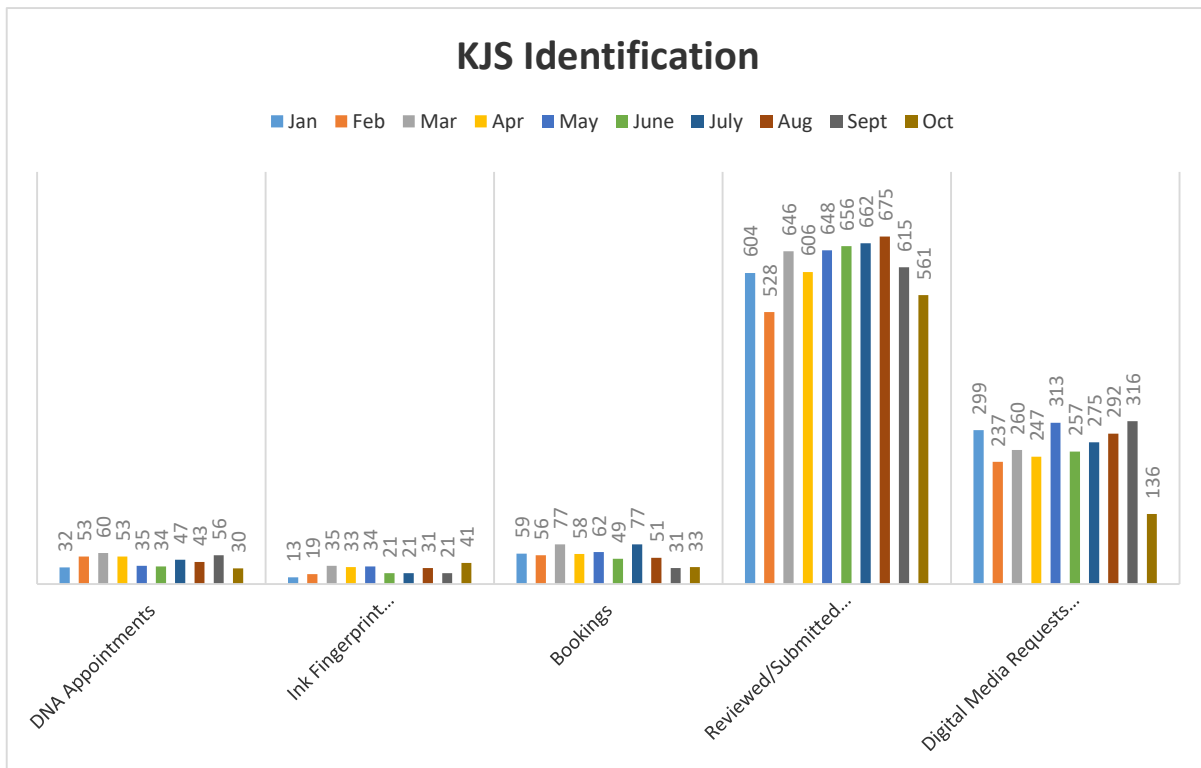
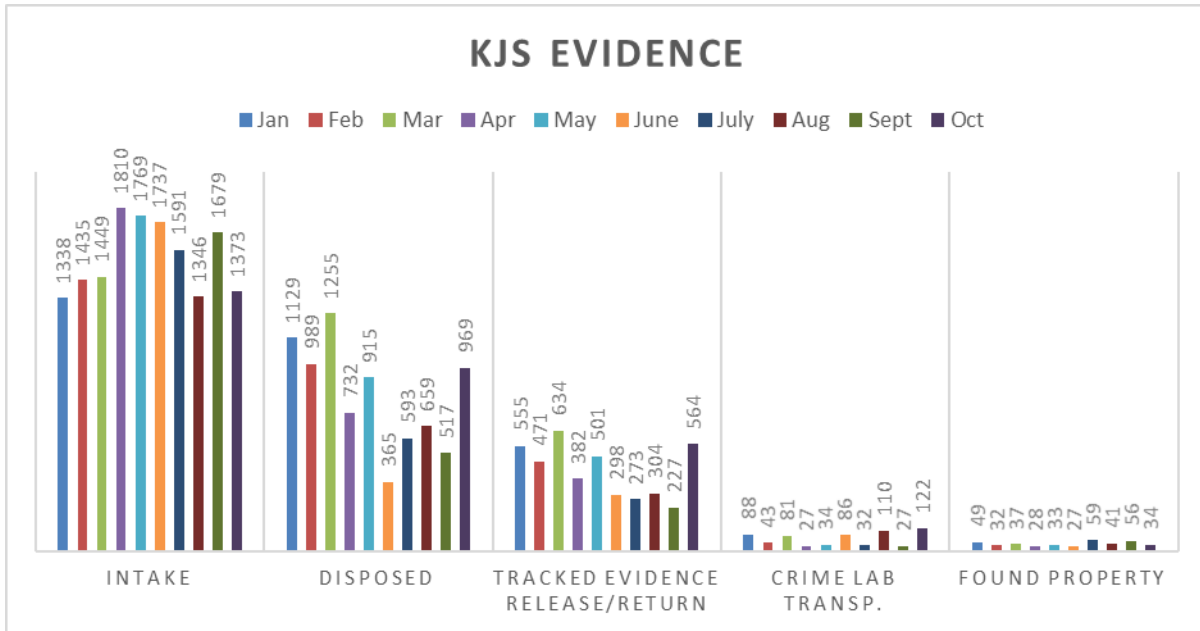
Department management, along with leadership within the KPD and KSD, is in the process of reviewing the current workflows and methods of storing, disseminating, and disposing digital media.

ID Technicians continue to receive, process, disseminate, and fulfill digital media requests. The fulfillment of one request may include multiple instances of research, dissemination, and follow-up until the request is fulfilled. The ID Technicians work diligently to make sure each request is fulfilled appropriately. Throughout the course of the day, ID Technicians can spend anywhere between one to five hours simply receiving, reviewing, disseminating, and following-up on, duplicating media for, and completing requests.

Department staff members are continuously reviewing the utilization of space within the property rooms in order to accommodate the spatial needs of the items being submitted. This on-going process assists with property dispositions and disposals.

Kenosha Joint Services – Board Report

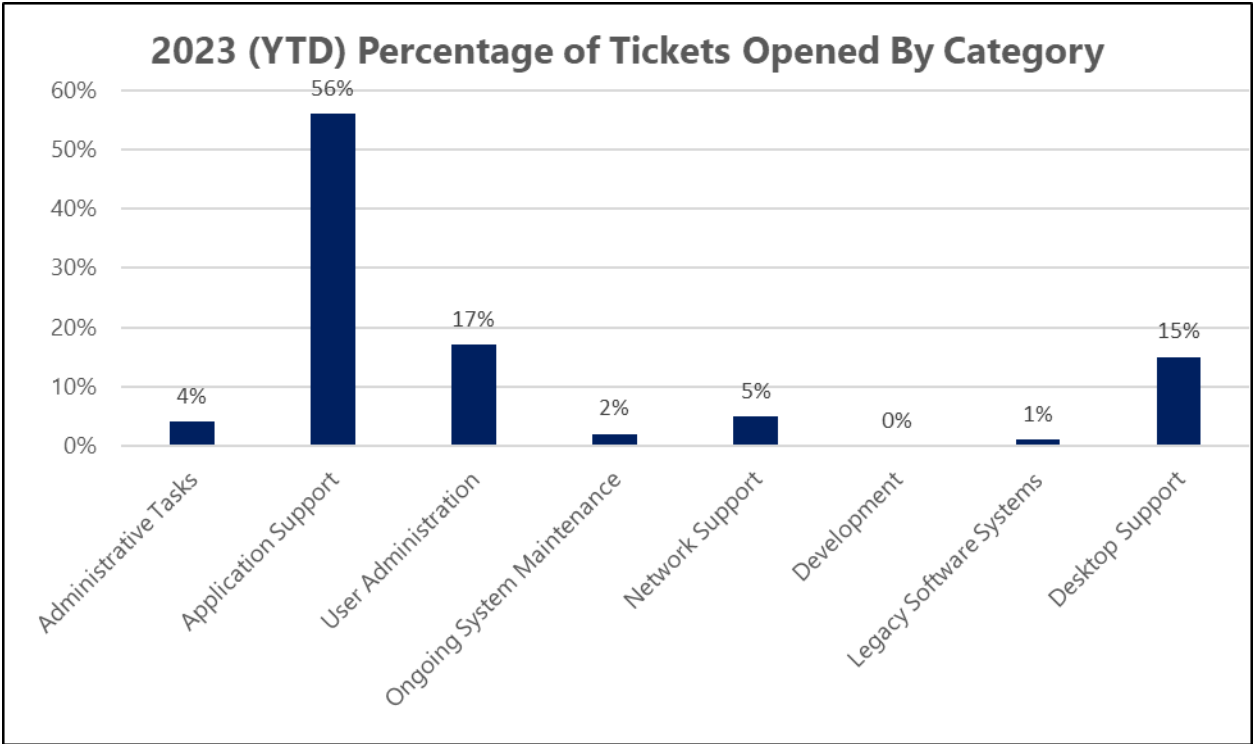
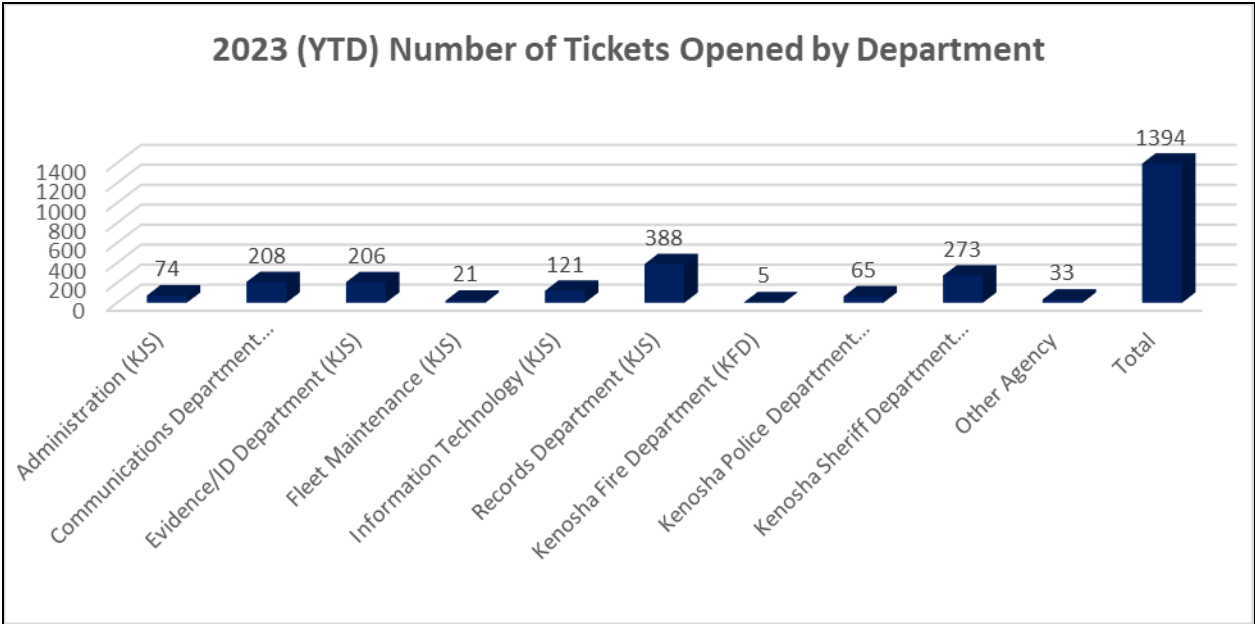
In the month of October, ID technicians took in 1,373 items, disposed of 969 items, handled an additional 564 items tracked as evidence that were released to other entities (Law Enforcement, Labs, etc.) and/returned to the property room, transported 122 items to the Crime Lab, processed thirty- four pieces of found property, made thirty DNA collection appointments, completed forty-one ink fingerprint cards, completed thirty-three bookings, reviewed and submitted charges for 561 total bookings to the WI Dept. of Justice (WI DOJ), and completed 136 digital media requests.



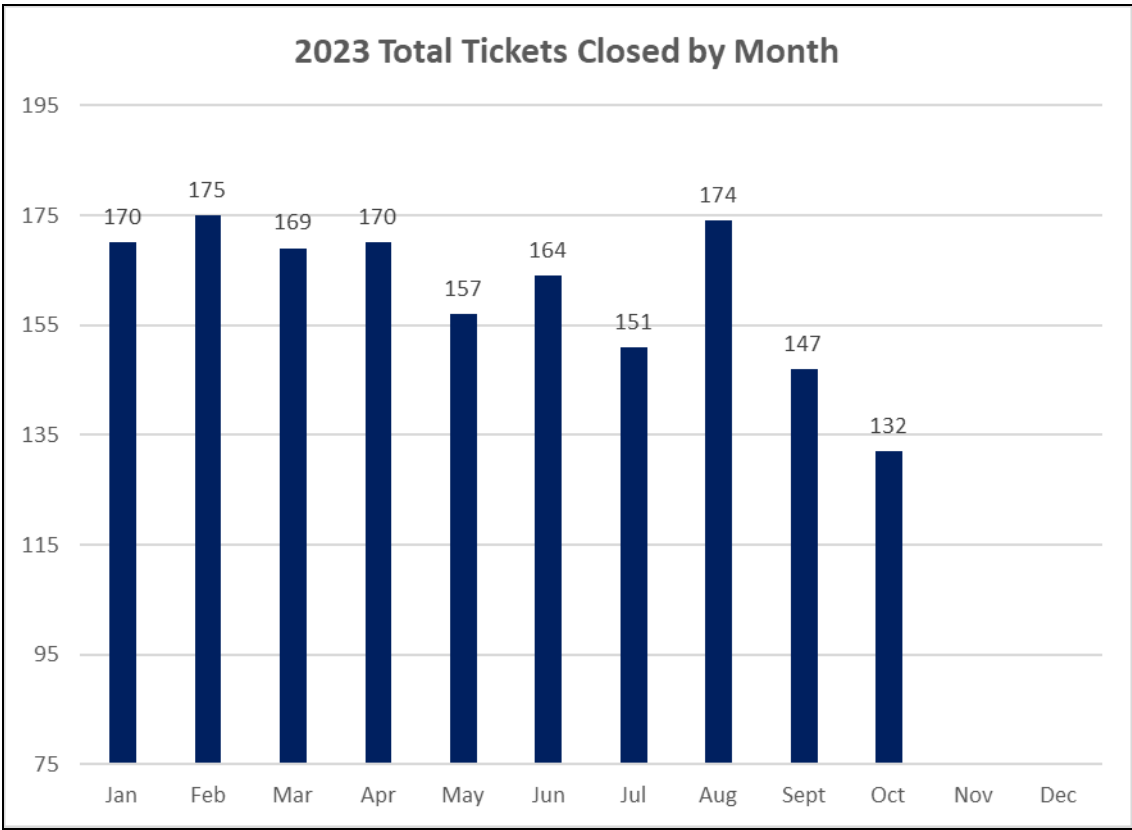
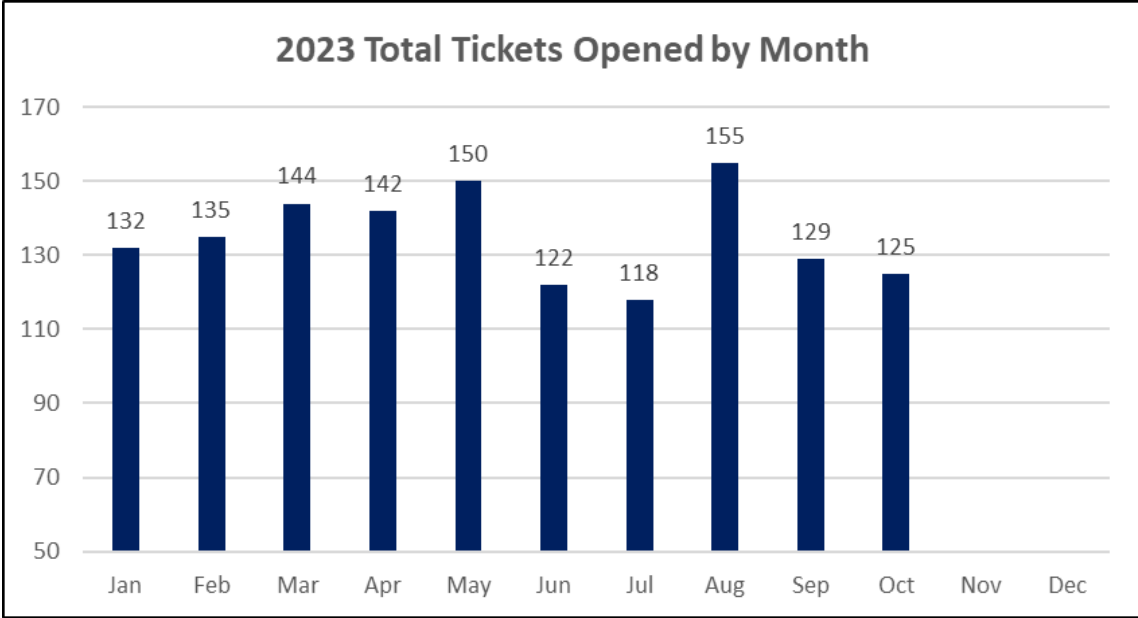
INFORMATION TECHNOLOGY

- Cybersecurity Training
 - Ongoing: Next training scheduled January 2024
- ERP
 - In Progress: Data conversion
 - Complete: Kick-off conference call August 10
 - Complete: Tyler Technologies System Infrastructure Audit
 - Complete: Server creation and configuration
- Vulnerability Scans
 - In Progress: Fourth Quarter Scans
- RTA Fleet Maintenance Drivers Reports
 - In Progress: Working with Fleet Maintenance to configure and utilize automatic work orders from agency submitted Drivers Reports
 - Complete: Working with Fleet Maintenance to consolidate facilities for work orders and parts
- Forticlient VPN
 - In Progress: Evaluating second factor authentication to work with Forticlient VPN
 - Complete: Installing and configuring Forticlient VPN
 - Complete: Installing on Manager workstations
- New World Upgrade
 - In Progress: KJS Departments and Agencies testing upgrade. Upgrade scheduled for November 28.
 - Complete: Upgrade to test environment September 7
 - Complete: Distributed minimum requirements to agencies
 - Complete: Tyler Technologies assignment of an Implementation team
- TRACS Interface
 - In Progress: Working with Tyler Technologies on interface control documentation
- Communications Workstation Redundant Ethernet
 - In Progress: Working with Communications staff to determine availability of cabling for dual ethernet connections on the client workstations
 - Planning: Connecting each workstation to redundant switches

Kenosha Joint Services – Board Report



Kenosha Joint Services – Board Report





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Records/Public Counter

JSM 23-071

From: Nicole Beranis, Communications Manager
To: Michael Blodgett, Communications Assistant Manager
Date: November 8, 2023
Re: Letter of Commendation

In June 2023, the Office of Emergency Communications (OEC) announced a grant opportunity for eligible public safety answering points (PSAPs) under FY24 PSAP Grant Program. As soon as the grant announcement was made, you took charge, and completed all the necessary steps to apply for this grant. Because of your extensive knowledge of our phone system, its operation, and your diligence, we received notification on October 31, 2023, that Kenosha Joint Services was awarded the grant in the amount of \$450,000.00. This is a significant amount and will cover a majority of our 911 phone system upgrade. This upgrade will allow us access to the State ESInet and will move our agency forward into Next Generation 911.

Please accept my gratitude for all your efforts on this project, and know how much you are valued as a colleague. Your diligence with deadlines and completing the necessary paperwork allowed this grant to happen. On behalf of Kenosha Joint Services, I want to thank you for all your hard work and dedication to this project.


Nicole L. Beranis

**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
2023 - OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL
	09/17-09/30/23	09/17-09/30/23	10/01-10/14/23	10/01-10/14/23	10/15-10/28/23	10/15-10/28/23
Administration	0.00	\$ -	0.00	\$ -	0.00	\$ -
Communications	571.80	\$ 24,992.21	446.35	\$ 19,640.35	486.60	\$ 21,290.75
Records	4.00	\$ 128.10	20.70	\$ 796.78	26.60	\$ 1,014.03
Fleet Maintenance	2.00	\$ 87.80	0.30	\$ 11.74	2.20	\$ 106.13
Evidence/ID	17.30	\$ 656.80	12.70	\$ 472.51	20.30	\$ 775.98
	595.10	\$ 25,864.91	480.05	\$ 20,921.38	535.70	\$ 23,186.89

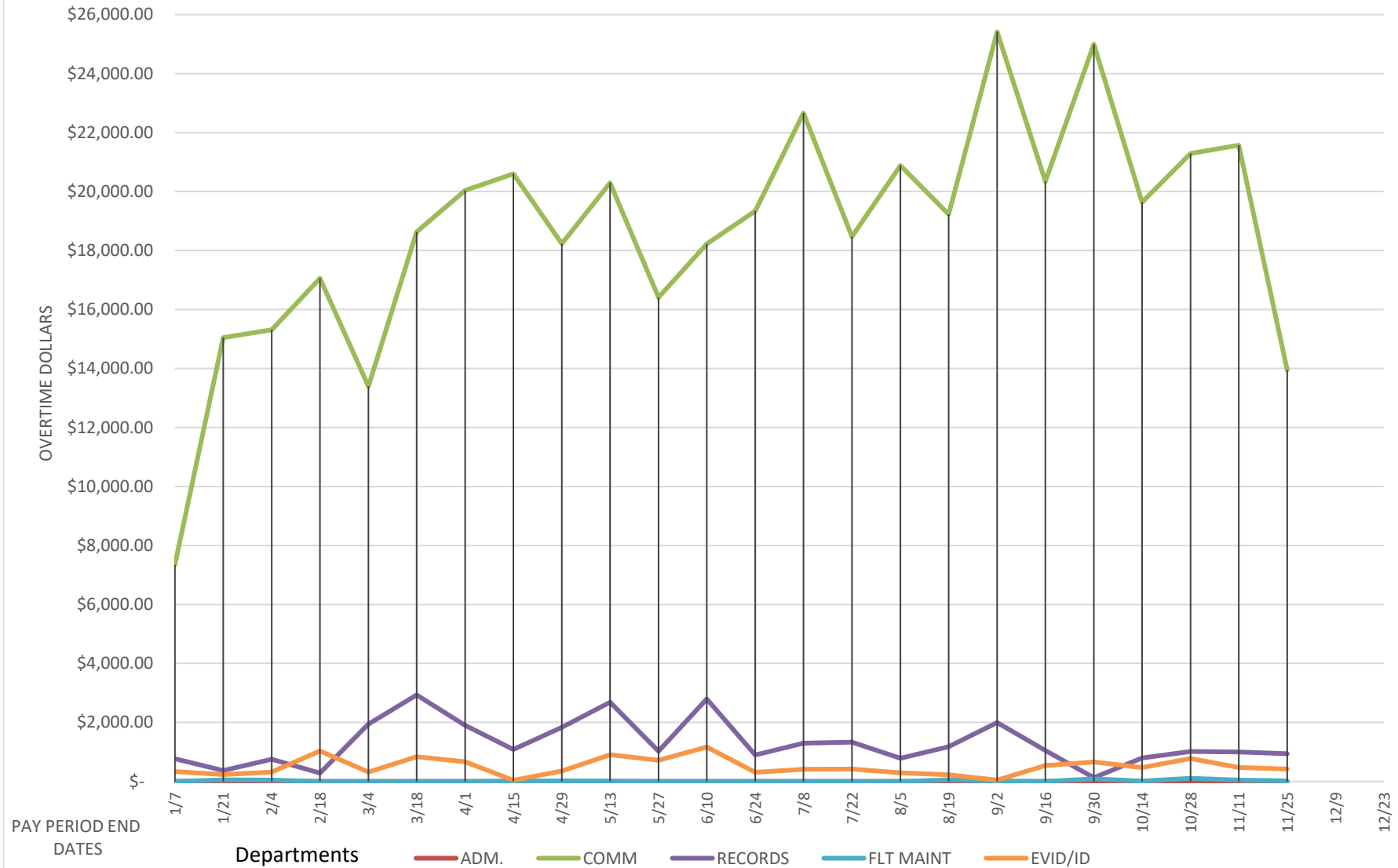
	Budgeted Funds for 2023	Total Salaries Expensed YTD	Total Hours YTD	Average Hours Per Pay Period	Avg Salaries Per Pay Period	Average Hourly Rate for OT	GL Account Balances	Annual Percent EXPENDED
Administration	\$ -	\$ -	0.00	0.00	\$ -	\$ -	\$ -	0%
Communications	\$ 196,526.00	\$ 412,846.64	9525.75	423.37	\$ 18,348.74	\$ 43.34	\$ (216,320.64)	210%
Records	\$ 28,113.00	\$ 28,834.84	788.95	35.06	\$ 1,281.55	\$ 36.55	\$ (721.84)	103%
Fleet Maintenance	\$ 16,974.00	\$ 400.27	9.10	0.40	\$ 17.79	\$ 44.47	\$ 16,573.73	2%
Evidence/ID	\$ 19,323.00	\$ 11,064.23	286.30	12.72	\$ 491.74	\$ 38.66	\$ 8,258.77	57%
Joint Services Total	\$ 260,936.00	\$ 453,145.98	10610.10	94.31	\$ 4,027.96	\$ 32.61	(\$ 192,209.98)	

**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
2023 - OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL
	10/29-11/11/23	10/29-11/11/23	11/12-11/25/23	11/12-11/25/23		
Administration	0.00	\$ -	0.00	\$ -		
Communications	495.35	\$ 21,567.07	322.30	\$ 13,953.31		
Records	26.00	\$ 1,001.51	25.90	\$ 937.95		
Fleet Maintenance	1.00	\$ 48.66	0.50	\$ 20.02		
Evidence/ID	12.20	\$ 467.19	11.00	\$ 422.57		
	534.55	\$ 23,084.43	359.70	\$ 15,333.85	0.00	\$ -

	Budgeted Funds for 2023	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	\$ 196,526.00	\$ 448,367.02	10343.40	422.18	\$ 18,300.69	\$ 43.35	\$ (251,841.02)	228%
Records	\$ 28,113.00	\$ 30,774.30	840.85	34.32	\$ 1,256.09	\$ 36.60	\$ (2,661.30)	109%
Fleet Maintenance	\$ 16,974.00	\$ 468.95	10.60	0.43	\$ 19.14	\$ 44.51	\$ 16,505.05	3%
Evidence/ID	\$ 19,323.00	\$ 11,953.99	309.50	12.63	\$ 487.92	\$ 38.63	\$ 7,369.01	62%
Joint Services Total	\$ 260,936.00	\$491,564.26	11504.35	93.91	\$4,012.77	\$32.62	(\$230,628.26)	

KJS
2023 OVERTIME



KENOSHA JOINT SERVICES
INCOME STATEMENT
OCTOBER 2023
KENOSHA, WISCONSIN

REVENUE

	<u>2023 Projected Revenue</u>	<u>Actual Current Month</u>	<u>Actual Year-to-Date</u>	<u>Percent of Projected</u>
City Operating	\$4,429,985.00	\$369,165.41	\$3,691,654.18	83.33%
County Operating	\$5,085,903.00	\$423,825.25	\$4,238,252.50	83.33%
Bank Interest	\$100.00	\$325.49	\$2,723.98	2723.98%
Photograph Revenue	\$0.00	\$0.00	\$0.64	0.00%
KSD Livescan Maint	\$3,668.00	\$0.00	\$2,660.00	72.52%
CD/DVD Revenue	\$3,000.00	\$53.49	\$2,244.07	74.80%
Report Copies	\$4,000.00	\$34.88	\$1,442.98	36.07%
False Alarms	\$39,000.00	\$4,725.00	\$21,100.00	54.10%
Other	<u>\$5,001.00</u>	<u>\$1,505.00</u>	<u>\$8,017.00</u>	<u>160.31%</u>
	\$9,570,657.00	\$799,634.52	\$7,968,095.35	83.26%

Fund Balance \$661,369.00
FM - Fuel & Parts \$787,350.00

2023 ORIGINAL BGT \$11,019,376.00

2022 CARRYOVER & ENCUMBRANCE

None \$0.00

2023 WORKING BGT \$11,019,376.00

EXPENDITURES (All Departments)

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Y-T-D EXP</u>	<u>Encumbrances</u>	<u>Balance</u>
Personnel Services	\$7,791,498.00	\$556,297.59	\$5,919,834.36	\$458,229.00	\$1,413,434.64
Contractual Serv	\$2,205,098.00	\$88,622.26	\$1,741,958.99	\$5,536.07	\$457,602.94
Supplies & Mat	\$954,020.00	\$63,297.41	\$697,884.27	\$3,120.50	\$253,015.23
Capital Outlay	<u>\$68,760.00</u>	<u>\$625.20</u>	<u>\$57,808.40</u>	<u>\$2,335.00</u>	<u>\$8,616.60</u>
	\$11,019,376.00	\$708,842.46	\$8,417,486.02	\$469,220.57	\$2,132,669.41
TOTAL EXPENDITURES	\$11,019,376.00				

Percent of budget expended: 80.65%

KENOSHA JOINT SERVICES
INCOME STATEMENT
OCTOBER 2023
KENOSHA, WISCONSIN

Fleet Maintenance Inventories

REVENUE

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$66,800.00	\$8,418.51	\$68,598.74	(\$1,798.74)	102.69%
County Parts/Labor	\$86,800.00	\$10,113.63	\$86,660.59	\$139.41	99.84%
City Fuel	\$341,250.00	\$25,519.02	\$266,639.73	\$74,610.27	78.14%
County Fuel	\$292,500.00	\$15,474.26	\$174,742.32	\$117,757.68	59.74%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
TOTAL REVENUES	\$787,350.00	\$59,525.42	\$596,641.38	\$190,708.62	75.78%

EXPENDITURES

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$153,600.00	\$10,429.62	\$133,320.04	\$20,279.96	86.80%
Fuel	<u>\$633,750.00</u>	<u>\$22,693.86</u>	<u>\$430,563.52</u>	<u>\$203,186.48</u>	<u>67.94%</u>
	\$787,350.00	\$33,123.48	\$563,883.56	\$223,466.44	71.62%

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 11/28/23

TIME 8:38:09

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
46943	10/03	AT&T MOBILITY	150-01-50007-212-000	ATT SPRVSRS	41.15
			150-01-50003-212-000	ATT SPRVSRS	28.57
			 CHECK TOTAL	69.72
46944	10/03	BG OF WISCONSIN	150-00-12530-000-000	TRANSMISSION KIT	364.44
46945	10/03	CROWN TROPHY	150-01-50001-301-000	PLAQUE-SK	95.00
46946	10/03	CULLIGAN WATER TREATMENT	150-01-50001-301-000	OCT'23	42.77
46947	10/03	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 10/06/23	267.61
46948	10/03	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	70,672.50
46949	10/03	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 10/06/23	319.57
46950	10/03	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 10/06/23	5,964.00
46951	10/03	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	1,752.00
			150-00-12530-000-000	MISC TIRE PURCHASES	561.96
			150-00-12530-000-000	MISC TIRE PURCHASES	40.00
			 CHECK TOTAL	2,353.96
46952	10/03	STAPLES BUSINESS ADVANTAGE	150-01-50002-301-000	02 THRU 9/30	1,177.13
			150-01-50001-301-000	01 THRU 9/30	703.39
			150-01-50003-301-000	03 THRU 9/30	274.71
			 CHECK TOTAL	2,155.23
46953	10/03	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 09/08/23	248.36
46954	10/03	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 09/08/23	320.27
46955	10/18	AL WARREN OIL CO INC	150-00-12531-000-000	UNLEADED FUEL	22,097.60
46956	10/18	APCO INTERNATIONAL INC	150-01-50002-211-000	UBRIG APCO SUPERVIS	535.00
46957	10/18	APCO INTERNATIONAL INC	150-01-50002-211-000	VELASQUEZ CTO RECERT	45.00
46958	10/18	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 9/30	725.55
			150-00-12530-000-000	THRU 9/30	272.70
			 CHECK TOTAL	998.25

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 11/28/23

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

TIME 8:38:09

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

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46959	10/18	AURORA MEDICAL GROUP	150-01-50004-221-000	PHYS-TH,PW,SS	311.00
46960	10/18	BUELOW VETTER BUIKEMA OLSON	150-01-50004-201-000	LGL SVCS	372.50
46961	10/18	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 9/30	2,294.73
			150-01-50006-305-000	THRU 9/30	8.48
			150-01-50006-305-000	2%DISC TAKEN	46.07CR
			 CHECK TOTAL	2,257.14
46962	10/18	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 9/30	1,570.25
			150-01-50006-305-000	2%DISC TAKEN	31.41CR
			 CHECK TOTAL	1,538.84
46963	10/18	CDW-G	150-01-50006-301-000	7 HP TONERS	670.77
			150-01-50008-301-000	13 USB	72.18
			150-01-50008-301-000	10EA USB	46.90
			 CHECK TOTAL	789.85
46964	10/18	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSY-VM	850.00
46965	10/18	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	OCT'23	118.75
46966	10/18	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PY END 10/14/23	233.70
46967	10/18	LIONS AUTO GLASS	150-00-12530-000-000	WINDSHIELD KSD#1413	695.00
46968	10/18	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PY END 10/14/23	320.27
46969	10/18	NAPA AUTO PARTS	150-00-12530-000-000	THRU 9/30	251.43
46970	10/18	PALMEN GMC, BUICK	150-00-12530-000-000	THRU 9/30	460.50
46971	10/18	PALMEN MOTORS, DODGE CHRY	150-00-12530-000-000	THRU 9/30	31.92
46972	10/18	PATRICK SEPANSKI	150-01-50006-203-000	RTA EXPENSES-PS	1,040.79
46973	10/18	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PY END 10/14/23	5,964.00
46974	10/18	PORCARO FORD	150-00-12530-000-000	THRU 09/30	2,134.69

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 11/28/23

TIME 8:38:09

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
46975	10/18	PROPIO LS LLC	150-01-50002-212-000	SEPT'23	280.06
46976	10/18	SCOTT BASKEN	150-01-50006-303-000	TOOL REIM-SB	225.00
46977	10/18	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	NOV'23	761.32
			150-01-50002-124-000	NOV'23	293.15
			150-01-50003-124-000	NOV'23	183.84
			150-01-50006-124-000	NOV'23	106.43
			150-01-50001-124-000	NOV'23	67.75
			150-01-50007-124-000	NOV'23	48.43
			 CHECK TOTAL	1,460.92
46978	10/18	SIKICH LLP	150-01-50004-214-000	AUDIT/FIN STMTS	17,500.00
			150-01-50004-214-000	CR PROF SRVCS	5,000.00CR
			 CHECK TOTAL	12,500.00
46979	10/18	SNAP-ON INDUSTRIAL	150-01-50006-520-000	BATTERY CHARGER	625.20
46980	10/18	WCA GROUP HEALTH TRUST	150-01-50002-122-000	NOV'23	45,590.25
			150-01-50003-122-000	NOV'23	29,086.22
			150-01-50007-122-000	NOV'23	16,013.77
			150-01-50006-122-000	NOV'23	13,072.45
			150-01-50001-122-000	NOV'23	12,010.32
			 CHECK TOTAL	115,773.01
46981	10/18	WISCONSIN FUEL & HTNG INC	150-00-12531-000-000	MCYCLE FUEL	596.26
GRAND TOTAL FOR PERIOD *****					255,380.11



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Kenosha Joint Services Departments

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

To: Kenosha Joint Services Board
From: Joshua Nielsen, Director
Date: November 30, 2023
Subj: Fleet Maintenance Clerk Vacancy

Fleet Maintenance Clerk Sharon May has submitted her retirement notice after 29 years of service. Her last day is January 5, 2024. Obligated payouts will result in an inability to fill the vacancy until early April 2024. The Fleet Maintenance Manager is requesting to hire a clerk to fill the vacancy as soon as possible so that Joint Services can continue to meet the needs of the Kenosha Police and Sheriff's Departments.

The process to find a replacement has begun. Based on the estimated payouts and projected expenses, we estimate that Fleet Maintenance personnel services accounts could exceed budgeted amounts by \$15,000 in 2024 due to filling this vacancy. We anticipate available funds in Records, Evidence/ID and the Fleet Maintenance departments at the end of 2023 that can be carried over to offset these costs.

The above-estimated dollar amounts will exceed allowable transfer amounts without board approval; therefore, I am requesting authorization to hire to fill the clerk position at the earliest possible date in anticipation of carrying over and transferring funds to cover the costs.

Respectfully,

A handwritten signature in black ink that reads 'Joshua Nielsen'.

Joshua Nielsen, Director

Project Status Report

Project Information

Project Name:	Enterprise Resource Planning System
Date:	11/30/2023
Project Ownership:	Kenosha Joint Services Administration
Prepared by:	Joshua Nielsen, Director

Report on Recent Project Activities

- ✓ Completed onboarding training for implementation team.
- ✓ Additional work completed on data conversion.
- ✓ Received draft implementation schedule and completing review in anticipation of accepting the schedule.
- ✓ Tyler has included language in the schedule acceptance document that would modify the signed agreement. We are working with our GFOA representative and the Tyler Project Manager to resolve this issue.
- ✓ Initial installation of software on servers is underway.

Financial Status

Category	Spent to Date	Allocated	Notes
Software License	\$27,573	\$81,603	Includes SQL Database
Implementation Services	\$1,089	\$77,019	
GFOA Consulting	\$23,375	\$49,000	
Total	\$50,947	\$207,622	Total CIP Amount \$368,000

Risk \ Issue Review

- *Because KJS and Tyler Technologies are currently in planning stages, there are no risks or issues which require project attention at this time.*

Milestones / Deliverables

Milestones	Deliverables	Due Date	Completed Date	Reason for Slippage	Actions and Resolutions
Stage 1 Initiate and Plan	<ul style="list-style-type: none"> Project Operation Plan Project Management Plan Initial Project Schedule 	-- / -- / --	-- / -- / --		
Stage 2 Assess and Define	<ul style="list-style-type: none"> CFSA Modification Specification Document Solution Orientation Data Conversion Plan 	-- / -- / --	-- / -- / --		
Stage 3 Prepare Solution	<ul style="list-style-type: none"> Software is Installed Installation Checklist Conversion Iterations and Review 	-- / -- / --	-- / -- / --		
Stage 4 Production Readiness	<ul style="list-style-type: none"> Solution Validation Report Update Go-Live Action Plan End User Training 	-- / -- / --	-- / -- / --		
Stage 5 Production	<ul style="list-style-type: none"> Converted Data available in production environment Updated Issues Log Client Services Support Document 	-- / -- / --	-- / -- / --		
Stage 6 Close	<ul style="list-style-type: none"> Post Project Report 	-- / -- / --	-- / -- / --		

Planned Activities for Next Time Period

Activity	Deliverables	Comments
Stage 1	Initial Project Schedule	Approve project schedule
Stage 2	Data Conversion Plan	Continue work on submission of Data for conversion
Stage 2	Install licensed Software on Devices	
Stage 2	Final System Infrastructure Review	
Stage 2	Chart of Accounts Orientation	Begin work on chart of accounts schema and segmentation
Stage 3	Begin configuration training	This will take place over several months and is conducted via remote live instruction



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To: Kenosha Joint Services Board

From: Joshua Nielsen, Director

Date: November 30, 2023

Subj: Proposed Modifications to the Employee Handbook and Compensation Manual

There are several proposed modifications to both the Employee Handbook and Compensation Manual. Redline revisions are included in the board packets, this memorandum will outline those changes. Several of the changes reflect items included in the approved 2024 budget, however, additional changes are also included.

Employee Handbook Modifications:

Section II Management Rights

Additional language added to clarify that management may modify any agency policy/procedure.

Section XII A. Orientation Period

Modifying the second paragraph to indicate that vacation time is effective along with other fringe benefits on the 1st of the month following the date of hire. This corresponds to the vacation section F of the handbook.

Section XVIII A. Records Clerks Hours of Work

Records Manager Maureen Andersen has evaluated a suggestion by Records Clerk Melissa Somers to create a fourth shift position of 11:00 am through 7:00 pm. As a result Maureen has requested that the current Monday through Friday first shift positions hours are modified to 11:00 am through 7:00 pm. The evaluation concludes that the change in schedule will significantly reduce overtime.

This change will allow for better coverage during higher demand hours and reduce the need to flex employee hours to cover for absences. Over fifty percent of overtime created in the Records Department falls between the hours of 11:00 a.m. and 7:00 p.m. This year there has been 194 hours of overtime during those hours.

As part of the records schedule change, I am asking to modify the fourth shift premium to \$0.20 per hour. The reason for this compensation is the fourth shift schedule results in four hours worked during second shift and four hours during first shift. The fourth shift premium amount would then be



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comparable to the second shift premium of \$0.40 per hour. This equates to approximately \$416 dollars annually.

XVIII B. Fleet Maintenance Hours of Work

Currently Fleet Maintenance operates on a schedule of 6:00 AM until 2:30 PM. The proposed schedule change evaluated by Manager Pat Sepanski would adjust the department hours to 07:30 AM until 4:00 PM.

The reason for adjustment is twofold. The first is that the hours better align with vendor hours such as working with parts suppliers, auto repair and body shops, etc. The second reason is this change will provide additional overlap with second shift patrol in both KPD and KSD.

Pat has discussed this with administration in both the KPD and KSD and has their support.

XXIII. Overtime

Additional language clarifying that non-exempt employees are eligible for overtime as described.

XXVI. Sick Leave

Modified language to allow sick leave to be used in quarter hour increments. We have had multiple employee suggestions requesting to make this change to reduce use of time when only partial hours are being used. The impact of this is minimal and the time clock/scheduling software will handle this without an issue.

Compensation Manual Modifications:

B. Premiums and Shift Differential

Modified language to include 20 cents per hour premium for fourth shift. Also modified language for Fleet Maintenance Department to provide protective foot wear for the employees assigned to the Fleet Maintenance Building. For 2024, this will include the clerk whose duties frequently bring them out to the shop floor. The shoe reimbursement is budgeted as such for 2024.

Appendix B. Pay scale

The updated pay scale includes the 2% wage increase as approved in the 2024 budget.

Respectfully Submitted,

A handwritten signature in black ink that reads 'Joshua Nielsen'.

Joshua Nielsen, Director

Kenosha Joint Services

Employee Handbook

Effective Date: January 1, 202~~3~~4



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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 or any agency policy/procedure.

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), and vacation time. 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 fourth 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.
Fourth Shift 11:00 a.m. to 7:00 p.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~~7:30-am and end their shift at ~~2:30~~4:00 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 classified as non-exempt 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 Eligibility

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:

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

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

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.

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.

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.

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 quarter hour (15 minute)~~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

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 _____



~~2023~~2024

Kenosha Joint Services Compensation Manual

KJSB Approved:
~~November 22, 2022~~
JSM ~~22-093~~

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

Wages are set as approved in the 202~~3~~4 budget by the Joint Services Board. The 202~~3~~4 budget includes wage scale changes that are reflected in Appendix ~~A &~~ B and are effective January 1, 202~~3~~4.

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~~20 cents per hour.

Shift premiums will be included 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. ~~Fleet Maintenance Department Automotive Fleet Technician~~

The Lead Automotive Technician shall be paid a \$1.00 per hour premium for all hours worked. All Automotive Technicians shall receive a \$250 per calendar year for the purchase of hand tools used in the performance of their duties as approved by the Manager. Each ~~employee assigned to the Fleet Maintenance Department Technician~~ is required to wear shoes or boots with protective toe boxes and will be reimbursed \$125 per calendar year for the purchase of such footwear.

Appendix A–Position Grade Assignment

Department	Title	Grade
Fleet	Vehicle Cleaning Operator	4
Records	Records Clerk	8
Evidence	Identification Technician	8
Fleet/Admin	Fleet Maintenance Clerk/PT Admin Clerk	8
Communications	911 Telecommunicators	10
Fleet	Automotive Fleet Technician	10
Records	Records Supervisor	11
Evidence	Evidence/Identification Supervisor	11
Communications	Communications Shift Supervisor	12
Administration	Finance Assistant	12
Administration	Human Resource Coordinator	12
Communications	Communications Assistant Manager	13
Records	Records Manager	14
Fleet	Fleet Maintenance Manager	14
Communications	Communications Manager	15
Evidence	Evidence/Identification Manager	14
Administration	Assistant Director	16
Administration	Director	19

Appendix B–Pay Scale

Grade	1	2	3	4	5	6	7	8	9	10	11
1	\$11.25	\$11.57	\$11.90	\$12.22	\$12.54	\$12.86	\$13.18	\$13.50	\$13.82	\$14.15	\$14.47
2	\$12.34	\$12.69	\$13.04	\$13.40	\$13.75	\$14.10	\$14.45	\$14.81	\$15.16	\$15.51	\$15.86
3	\$13.50	\$13.89	\$14.27	\$14.66	\$15.04	\$15.43	\$15.82	\$16.20	\$16.59	\$16.97	\$17.36
4	\$14.75	\$15.17	\$15.60	\$16.02	\$16.44	\$16.86	\$17.28	\$17.70	\$18.12	\$18.55	\$18.97
5	\$16.09	\$16.55	\$17.01	\$17.47	\$17.93	\$18.39	\$18.85	\$19.31	\$19.77	\$20.23	\$20.69
6	\$17.54	\$18.04	\$18.54	\$19.04	\$19.54	\$20.04	\$20.54	\$21.04	\$21.54	\$22.04	\$22.55
7	\$19.09	\$19.64	\$20.18	\$20.73	\$21.27	\$21.82	\$22.37	\$22.91	\$23.46	\$24.00	\$24.55
8	\$20.76	\$21.35	\$21.94	\$22.53	\$23.13	\$23.72	\$24.31	\$24.91	\$25.50	\$26.09	\$26.69

9	\$22.53	\$23.18	\$23.82	\$24.46	\$25.11	\$25.75	\$26.39	\$27.04	\$27.68	\$28.33	\$28.97
10	\$24.46	\$25.16	\$25.85	\$26.55	\$27.25	\$27.95	\$28.65	\$29.35	\$30.05	\$30.75	\$31.44
11	\$26.54	\$27.30	\$28.06	\$28.81	\$29.57	\$30.33	\$31.09	\$31.85	\$32.60	\$33.36	\$34.12
12	\$28.79	\$29.61	\$30.43	\$31.26	\$32.08	\$32.90	\$33.72	\$34.55	\$35.37	\$36.19	\$37.01
13	\$31.20	\$32.09	\$32.99	\$33.88	\$34.77	\$35.66	\$36.55	\$37.44	\$38.33	\$39.23	\$40.12
14	\$33.79	\$34.76	\$35.72	\$36.69	\$37.65	\$38.62	\$39.59	\$40.55	\$41.52	\$42.48	\$43.45
15	\$36.57	\$37.61	\$38.66	\$39.70	\$40.75	\$41.79	\$42.83	\$43.88	\$44.92	\$45.97	\$47.01
16	\$39.57	\$40.70	\$41.83	\$42.96	\$44.09	\$45.22	\$46.35	\$47.48	\$48.61	\$49.74	\$50.87
17	\$42.79	\$44.01	\$45.23	\$46.46	\$47.68	\$48.90	\$50.12	\$51.35	\$52.57	\$53.79	\$55.01
18	\$46.24	\$47.56	\$48.88	\$50.20	\$51.52	\$52.84	\$54.16	\$55.48	\$56.80	\$58.12	\$59.45
19	\$49.93	\$51.35	\$52.78	\$54.21	\$55.63	\$57.06	\$58.49	\$59.91	\$61.34	\$62.77	\$64.19
20	\$53.91	\$55.45	\$56.99	\$58.53	\$60.07	\$61.61	\$63.15	\$64.69	\$66.23	\$67.77	\$69.31
21	\$58.19	\$59.85	\$61.51	\$63.18	\$64.84	\$66.50	\$68.16	\$69.83	\$71.49	\$73.15	\$74.81
22	\$62.80	\$64.59	\$66.39	\$68.18	\$69.98	\$71.77	\$73.56	\$75.36	\$77.15	\$78.95	\$80.74
23	\$67.74	\$69.68	\$71.61	\$73.55	\$75.48	\$77.42	\$79.36	\$81.29	\$83.23	\$85.16	\$87.10
24	\$73.05	\$75.13	\$77.22	\$79.31	\$81.39	\$83.48	\$85.57	\$87.65	\$89.74	\$91.83	\$93.92
25	\$78.78	\$81.03	\$83.28	\$85.53	\$87.78	\$90.03	\$92.28	\$94.53	\$96.78	\$99.03	\$101.28

	<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>	\$11.48	\$11.80	\$12.14	\$12.46	\$12.79	\$13.12	\$13.44	\$13.77	\$14.10	\$14.43	\$14.76
<u>2</u>	\$12.59	\$12.94	\$13.30	\$13.67	\$14.03	\$14.38	\$14.74	\$15.11	\$15.46	\$15.82	\$16.18
<u>3</u>	\$13.77	\$14.17	\$14.56	\$14.95	\$15.34	\$15.74	\$16.14	\$16.52	\$16.92	\$17.31	\$17.71
<u>4</u>	\$15.05	\$15.47	\$15.91	\$16.34	\$16.77	\$17.20	\$17.63	\$18.05	\$18.48	\$18.92	\$19.35
<u>5</u>	\$16.41	\$16.88	\$17.35	\$17.82	\$18.29	\$18.76	\$19.23	\$19.70	\$20.17	\$20.63	\$21.10
<u>6</u>	\$17.89	\$18.40	\$18.91	\$19.42	\$19.93	\$20.44	\$20.95	\$21.46	\$21.97	\$22.48	\$23.00
<u>7</u>	\$19.47	\$20.03	\$20.58	\$21.14	\$21.70	\$22.26	\$22.82	\$23.37	\$23.93	\$24.48	\$25.04
<u>8</u>	\$21.18	\$21.78	\$22.38	\$22.98	\$23.59	\$24.19	\$24.80	\$25.41	\$26.01	\$26.61	\$27.22
<u>9</u>	\$22.98	\$23.64	\$24.30	\$24.95	\$25.61	\$26.27	\$26.92	\$27.58	\$28.23	\$28.90	\$29.55
<u>10</u>	\$24.95	\$25.66	\$26.37	\$27.08	\$27.80	\$28.51	\$29.22	\$29.94	\$30.65	\$31.37	\$32.07
<u>11</u>	\$27.07	\$27.85	\$28.62	\$29.39	\$30.16	\$30.94	\$31.71	\$32.49	\$33.25	\$34.03	\$34.80
<u>12</u>	\$29.37	\$30.20	\$31.04	\$31.89	\$32.72	\$33.56	\$34.39	\$35.24	\$36.08	\$36.91	\$37.75
<u>13</u>	\$31.82	\$32.73	\$33.65	\$34.56	\$35.47	\$36.37	\$37.28	\$38.19	\$39.10	\$40.01	\$40.92
<u>14</u>	\$34.47	\$35.46	\$36.43	\$37.42	\$38.40	\$39.39	\$40.38	\$41.36	\$42.35	\$43.33	\$44.32
<u>15</u>	\$37.30	\$38.36	\$39.43	\$40.49	\$41.57	\$42.63	\$43.69	\$44.76	\$45.82	\$46.89	\$47.95
<u>16</u>	\$40.36	\$41.51	\$42.67	\$43.82	\$44.97	\$46.12	\$47.28	\$48.43	\$49.58	\$50.73	\$51.89
<u>17</u>	\$43.65	\$44.89	\$46.13	\$47.39	\$48.63	\$49.88	\$51.12	\$52.38	\$53.62	\$54.87	\$56.11
<u>18</u>	\$47.16	\$48.51	\$49.86	\$51.20	\$52.55	\$53.90	\$55.24	\$56.59	\$57.94	\$59.28	\$60.64
<u>19</u>	\$50.93	\$52.38	\$53.84	\$55.29	\$56.74	\$58.20	\$59.66	\$61.11	\$62.57	\$64.03	\$65.47
<u>20</u>	\$54.99	\$56.56	\$58.13	\$59.70	\$61.27	\$62.84	\$64.41	\$65.98	\$67.55	\$69.13	\$70.70
<u>21</u>	\$59.35	\$61.05	\$62.74	\$64.44	\$66.14	\$67.83	\$69.52	\$71.23	\$72.92	\$74.61	\$76.31
<u>22</u>	\$64.06	\$65.88	\$67.72	\$69.54	\$71.38	\$73.21	\$75.03	\$76.87	\$78.69	\$80.53	\$82.35
<u>23</u>	\$69.09	\$71.07	\$73.04	\$75.02	\$76.99	\$78.97	\$80.95	\$82.92	\$84.89	\$86.86	\$88.84
<u>24</u>	\$74.51	\$76.63	\$78.76	\$80.90	\$83.02	\$85.15	\$87.28	\$89.40	\$91.53	\$93.67	\$95.80
<u>25</u>	\$80.36	\$82.65	\$84.95	\$87.24	\$89.54	\$91.83	\$94.13	\$96.42	\$98.72	\$101.01	\$103.31