



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

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

A G E N D A

KENOSHA JOINT SERVICES BOARD MEETING

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

Kenosha Joint Services Training Room 1216

January 28, 2025 • 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 – December 10, 2024
- 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/or Action
 - a. Employee Handbook Update
 - b. Dispatch Console Furniture Replacement Project Status Report
 - c. 9-1-1 Refresh and ESI Net Implementation Project Status Report
 - d. ERP (Enterprise Resource Planning) Replacement Project Status Report
 - e. Kenosha County Simulcast Radio System Status Report
- VII. Board Member Comments
- VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

December 10, 2024

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 Daniel Gaschke, Alderperson Curt Wilson and Member at Large Paris Fire Chief Colin Hennessey.

The **Members not in Attendance**, Youth in Governance Arianna Pealer and Youth in Governance Juliannah Denure were absent.

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

Under, **Approval of Minutes of Open Session October 22, 2024**, Ms. Kerkman made a motion to approve. Mr. Gaschke seconded the motion. Motion approved unanimously.

Under, **Director's Report**, Director Nielsen presented the Director's Report and there was brief discussion.

The Board accepted the information as presented.

Under, **Employee Handbook Update**, Director Nielsen reported on the changes made to the handbook regarding the part-time Administration Clerk. There was discussion regarding the language and future part-time positions. Director Nielsen will make additional changes to the handbook and place the item on the agenda for a future board meeting.

Under, **Compensation Manual**, Director Nielsen reported on the changes made to the compensation manual based on raises approved in the 2025 budget, as well as increases for the Lead Fleet Technician premium, tool reimbursement and protective footwear.

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

Under, **911 Refresh and ESI Net Implementation Project Status Report**, Director Nielsen reported on the status of the project is on-track to be completed by 2025.

The Board accepted the information as presented.

Under, **ERP Replacement Project Status Report**, Director Nielsen reported that all modules of ERP Pro are up and running and the project is expected to be completed soon. There was a brief discussion.

The Board accepted the information as presented.

Under, **Kenosha County Simulcast Radio System Status Report**, Director Nielsen reported on the status of the system.

The Board accepted the information as presented.

Under, **Board Comments**, Chairperson Yuhas expressed her gratitude to staff for their continuous hard work and dedication to their positions. Chairperson Yuhas also mentioned how proud she was of all that was accomplished by our board this year.

At 4:59 p.m., Mr. Morrissey made a motion to **Adjourn the Meeting**. Ms. Kerkman 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: January 23, 2025

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):

9 Telecommunicator vacancies

7 candidates passed the panel interview and are in the background phase with goal to start next group of Telecommunicators in March 2025.

Records (17 Clerks, 3 Supervisors, 1 Manager):

1 Records Clerk vacancy

1 candidate in the background phase. Anticipating a start date at the end of February 2025

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

All positions filled

Evidence/Identification (7 Technicians, 1 Supervisor, 1 Manager):

1 Identification Technician vacancy – New Technician beginning on February 3, 2025

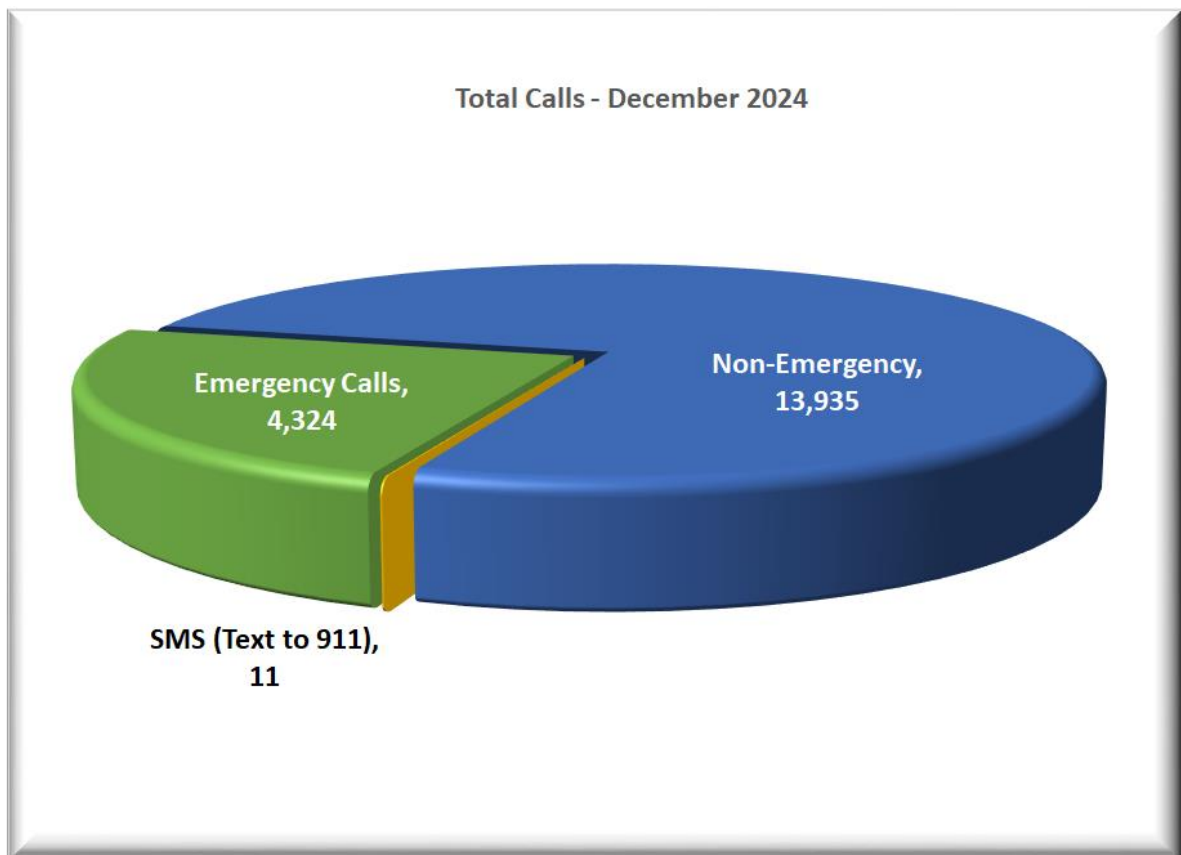
COMMUNICATIONS DEPARTMENT:

Anne Boie is training at the Sheriff radio dispatch position. This is her last phase of training. She is anticipated to complete training in January 2025. Katherine Slutsky will begin her last phase of training, fire dispatching, in February 2025. She is anticipated to complete training spring 2025. Jerilynn Simmons and Cecily Deetlifs are training at calltake. They are anticipated to complete training September 2025.

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

Please join me in giving thanks to our dispatchers who worked the holidays. They sacrifice family time and sleep in order to keep operations running. We are grateful for our staff!

In December, 4,324 9-1-1 calls were received by the communications department with 96% of these calls answered in under 10 seconds, and 98% in under 15 seconds. There were 13,935 non-emergency calls handled and 11 text messages received during this month.



Kenosha Joint Services – Board Report

2024 9-1-1 Call Answering Times

NENA Call-Taking Standard is 90% of calls answered within 15 seconds and 95% of calls answered within 20 seconds;
NFPA standards is 90% of calls answered within 10 seconds



Kenosha Joint Services – Board Report

RECORDS DEPARTMENT:

In December, the Records department had new refurbished furniture sit-to-stand desks and cubicles installed. Office Furniture Resources, OFR efficiently disassembled the old desks and reassemble the workstations with speed and precision. The transitions were made seamless with the assistance of Comsys and County Maintenance.

In the month of December 2024, our Records Clerk team successfully processed a total of 189 jail bonds.

Records clerks entered 692 warrants into the TIME System. They recalled seventy-six per Circuit Court and Municipal Court. They also canceled 112 warrants that were served by law enforcement during the month of December.

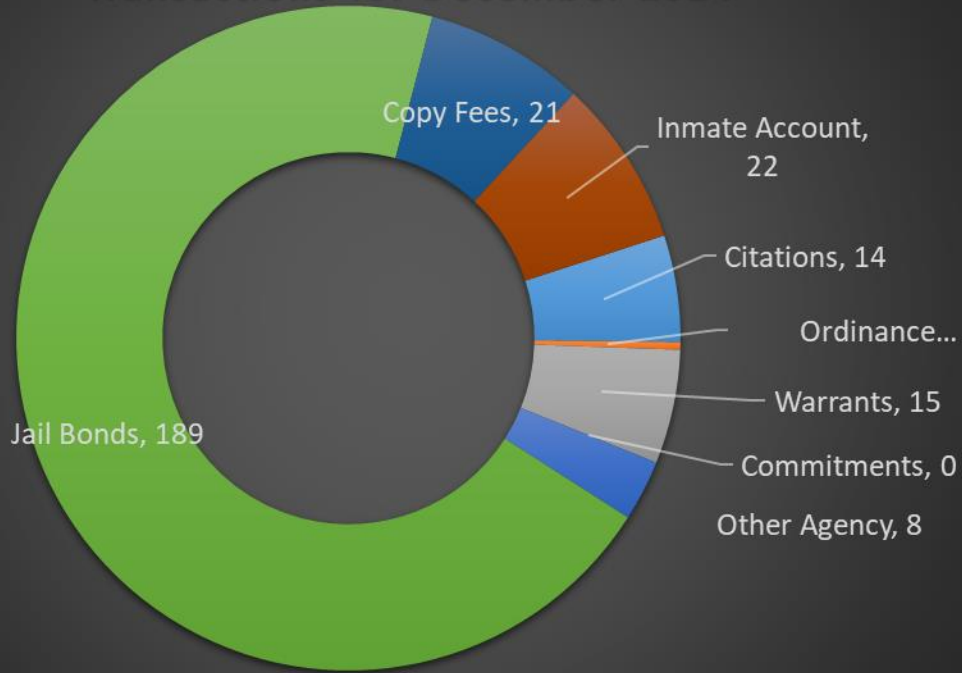
Records clerks have entered, updated or dismissed twenty- four orders of protection in December.

Records clerks merged 2,932 reports in the month of December. The Records Department reviewed 2,064 incoming case reports and supplements from Kenosha Police Department and Kenosha Sheriff's Office. Case review is an integral part of submitting complete statistical information to the State of Wisconsin Department of Justice for Uniform Crime Reporting.

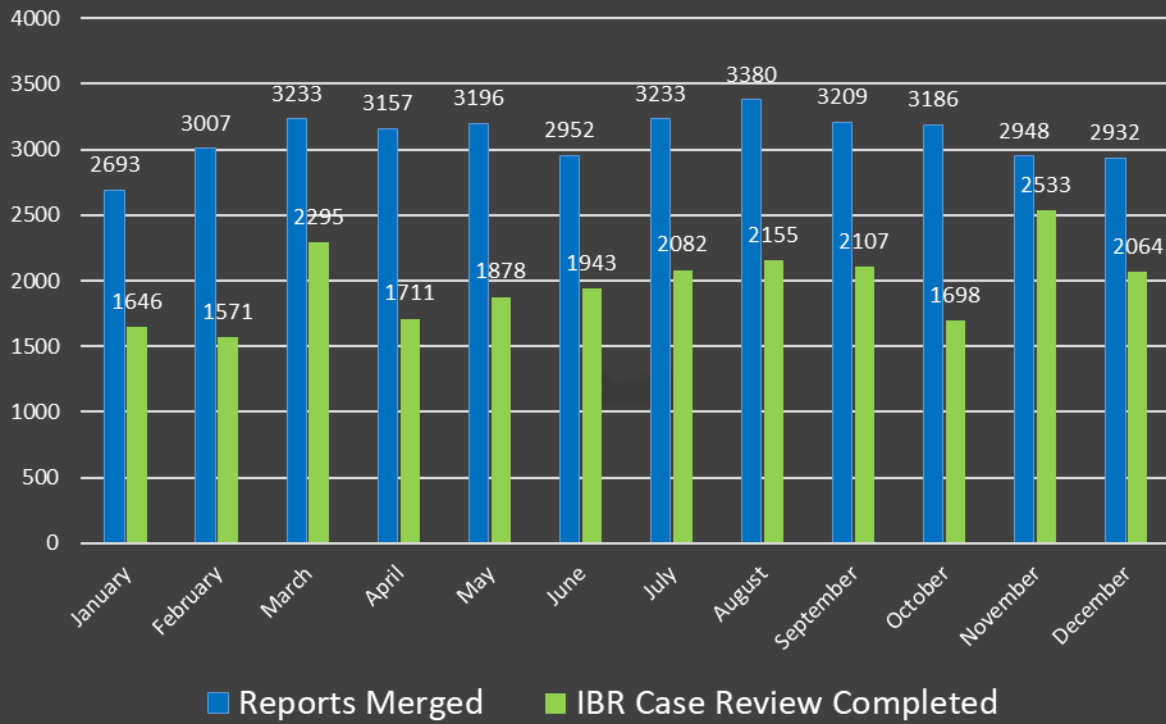
In December, Records Staff have taken fifteen complaints and written reports while serving citizens at the Front Counter. They have entered and written 107 repossession reports in December. In addition, Records Staff have booked ten juveniles after hours.

There were a total of eighteen point five hours of overtime used in the month of December.

Records Department Front Counter Transactions for December 2024



Records Department Incoming Report Statistics



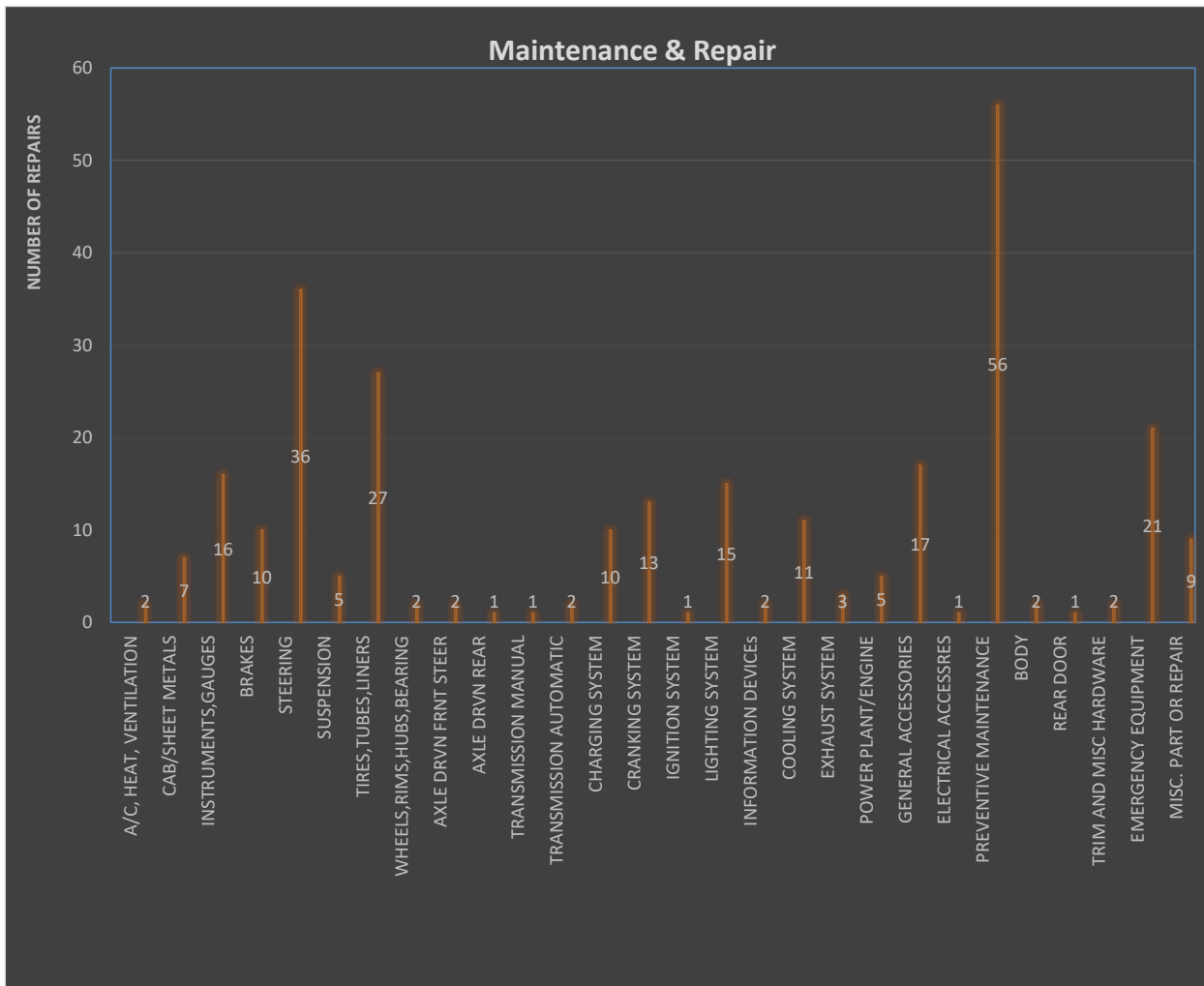
Kenosha Joint Services – Board Report

FLEET MAINTENANCE:

Fleet Maintenance staff continue vehicle maintenance and repair as scheduled. There were 102 work orders generated with a total of 280 maintenance and repair lines completed during the month of December.

In the month of December, a total of eighteen brake rotors required replacement or resurfacing. Of those rotors, six were within tolerances and were machined instead of replaced.

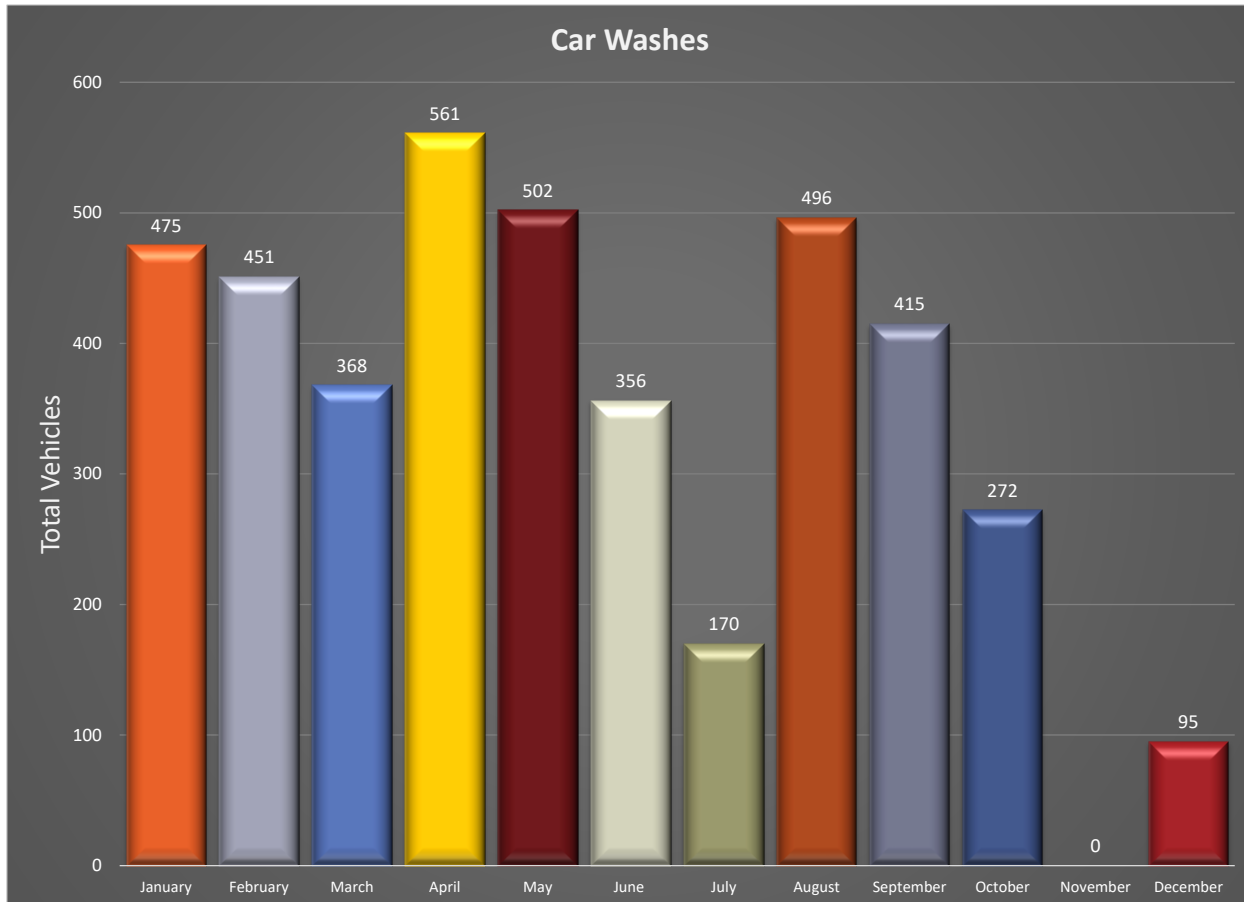
New vehicle up-fitting and vehicle modification continues for both Police and Sheriff, with total six vehicles completed in December. There were no decommissioned vehicles for the month of December. Lead Fleet Technician Josh Aceto and Technician Chris Salgado have been working to up-fit new vehicles while the remaining technicians have focused on keeping the fleet up and running. Staff is currently in the process of up-fitting new Ford Patrol Interceptor Utility vehicles for the Sheriff's Office.



Kenosha Joint Services – Board Report

The automatic car wash has been repaired and operational as of December 17th. There were sixty manual car washes and ninety-five automatic car washes in the month of December. The chart below only reflects automatic washes. Additional minor repairs have been made to the wash in order to keep it functional. Currently, we are seeking a repair company to replace a large high-pressure hose line that is temporarily patched.

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



Kenosha Joint Services – Board Report

EVIDENCE/IDENTIFICATION DEPARTMENT:

The Evidence/Identification Manager, Charles Scoles, continues to determine and correct deficiencies identified in the 2015 evidence room audit. Several Standard Operational Procedures (SOP) Policies have been generated and new safety procedures have been put into place. Currently working on In-Service training programs and updating our Environment and Health and Safety Program.

The Evidence/Identification Manager continues to work with KESO, Lt. Dan Ruth, and Mark Schlecht, on Evidence / ID policies procedures with prisoner property.

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 ongoing purging process assists with property dispositions and disposals.

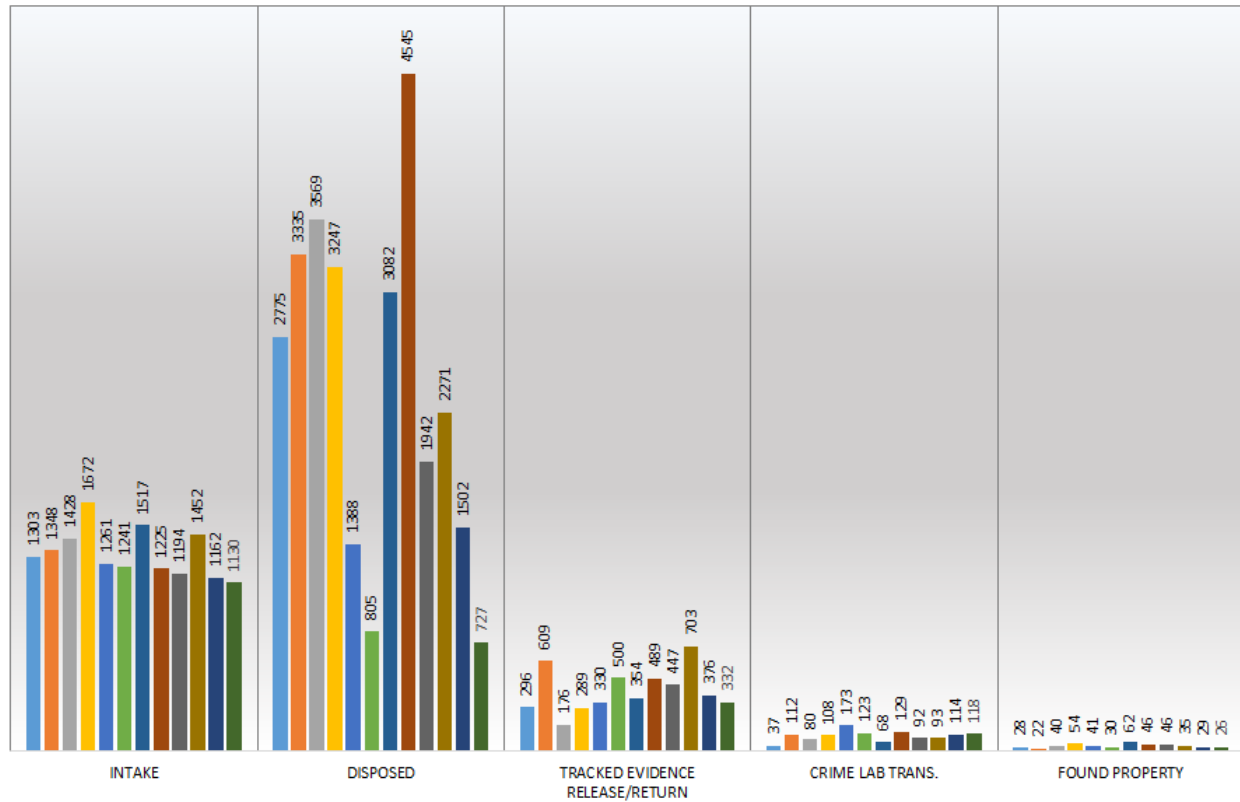
The Evidence/Identification Manager is working with Officer Jeff VanWie, of the Kenosha Police Department Forensics Section, on his 80-hour Evidence Technician Course starting in February. We purchased ten Evidence Technician (ET) Kits for training new KPD Evidence Technicians and for use in the Evidence / ID Department Lab with Cyanoacrylate Ester (CA) (Superglue) fuming procedures. We plan on having one of our Evidence / ID Technicians attend Officer VanWie's course.

In the month of November, ID technicians took in 1,130 items, disposed of 727 items, handled an additional 108 items tracked as evidence that were released to other entities (Law Enforcement, Labs, etc.) and/returned to the property room, transported 118 items to the Crime Lab, processed twenty-six pieces of found property, made thirty-seven DNA collection appointments, completed fourteen ink fingerprint cards, completed twenty bookings, reviewed and submitted charges for 475 total bookings to the WI Dept. of Justice (WI DOJ), and completed 264 digital media requests.

Kenosha Joint Services – Board Report

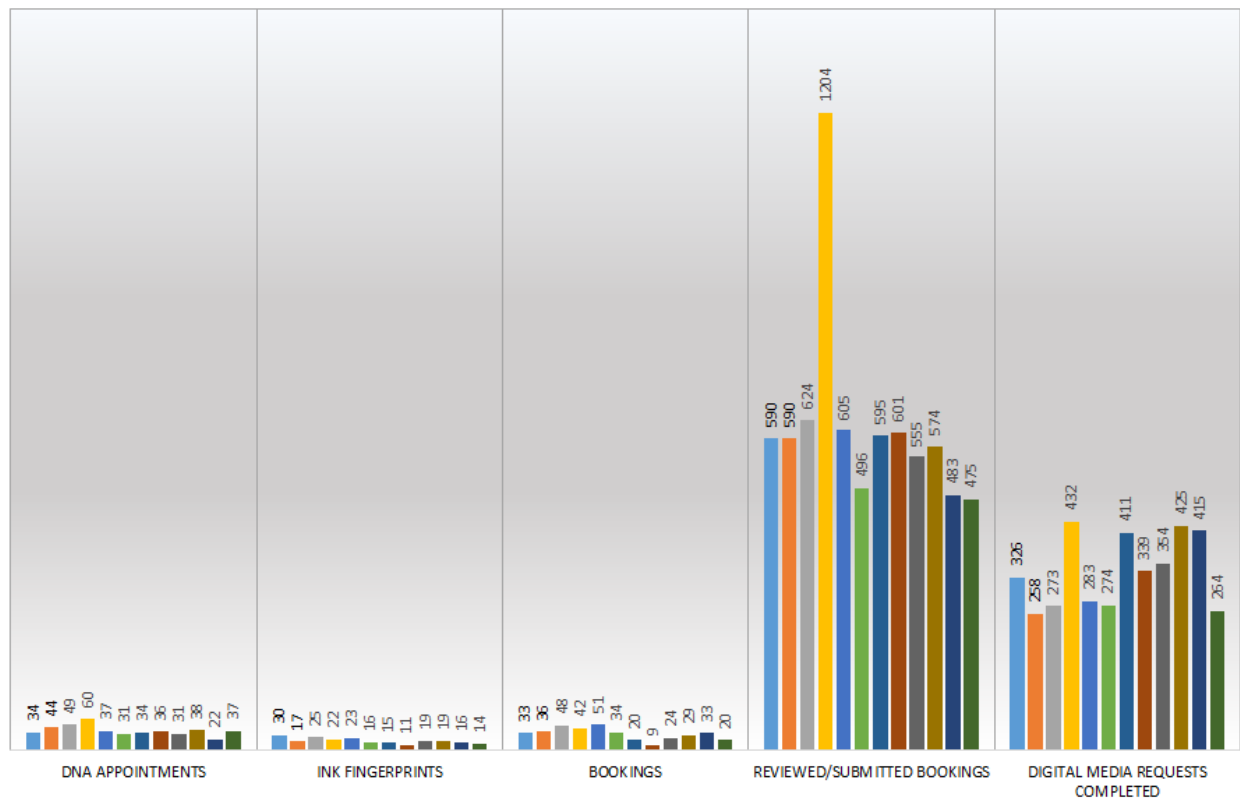
KJS EVIDENCE

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec



KJS IDENTIFICATION

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

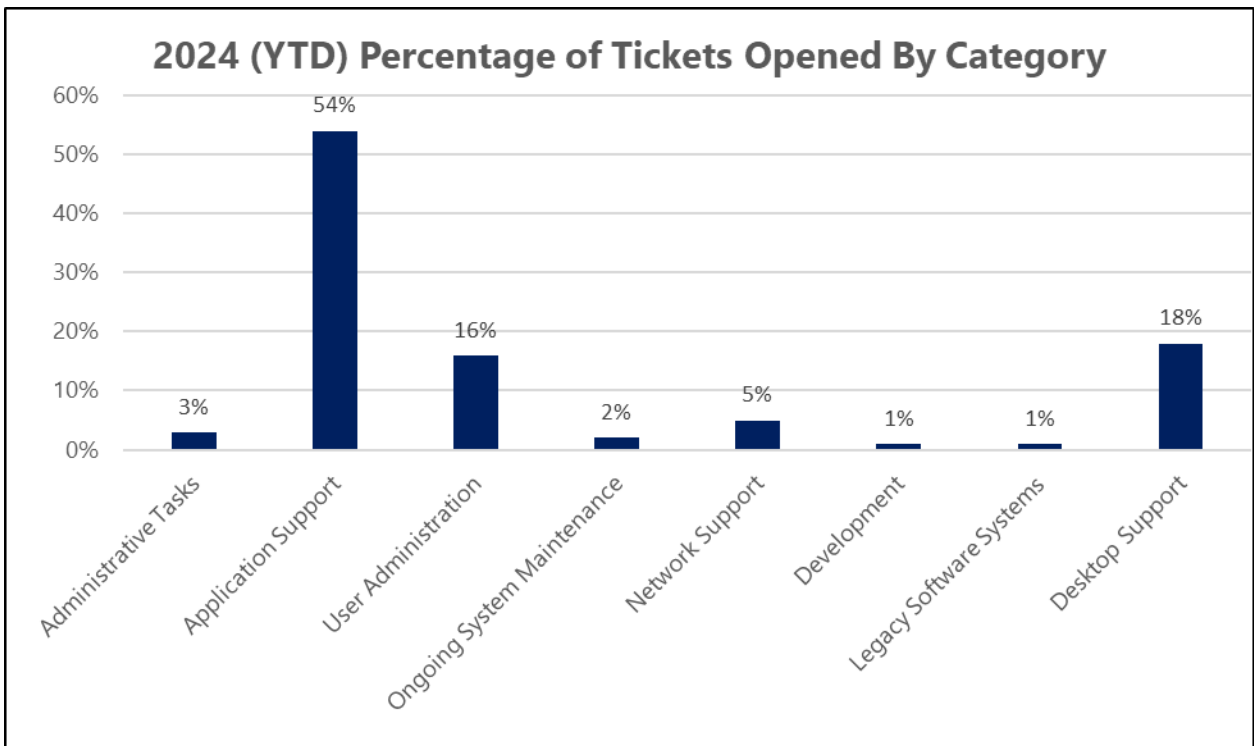
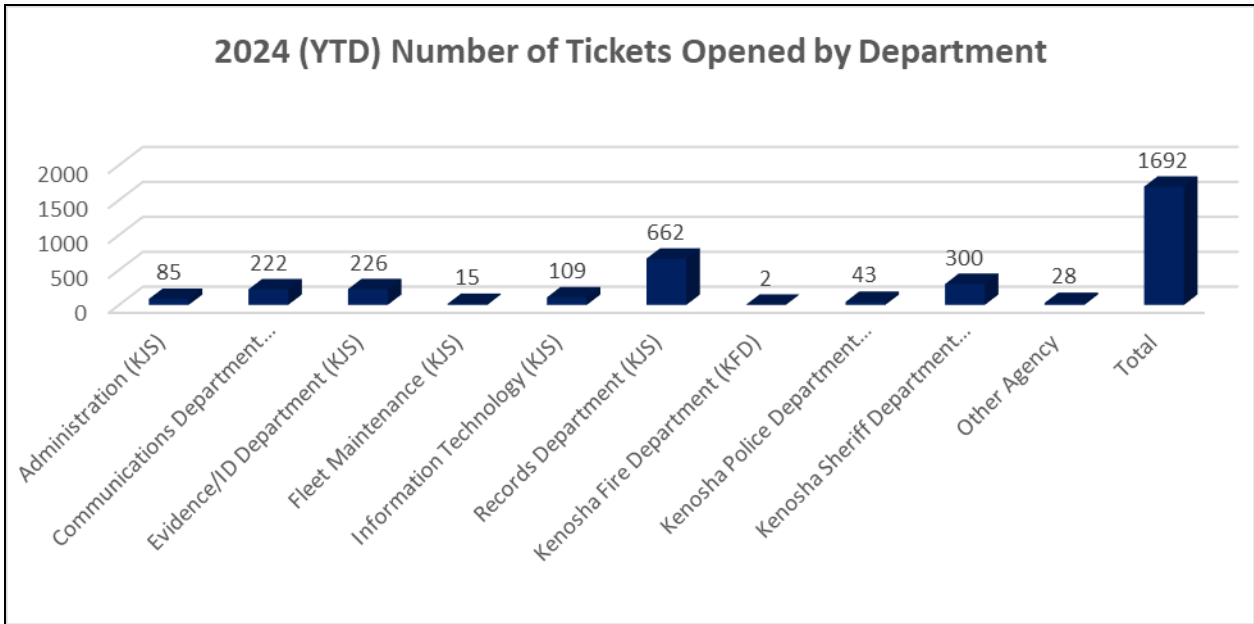


Kenosha Joint Services – Board Report

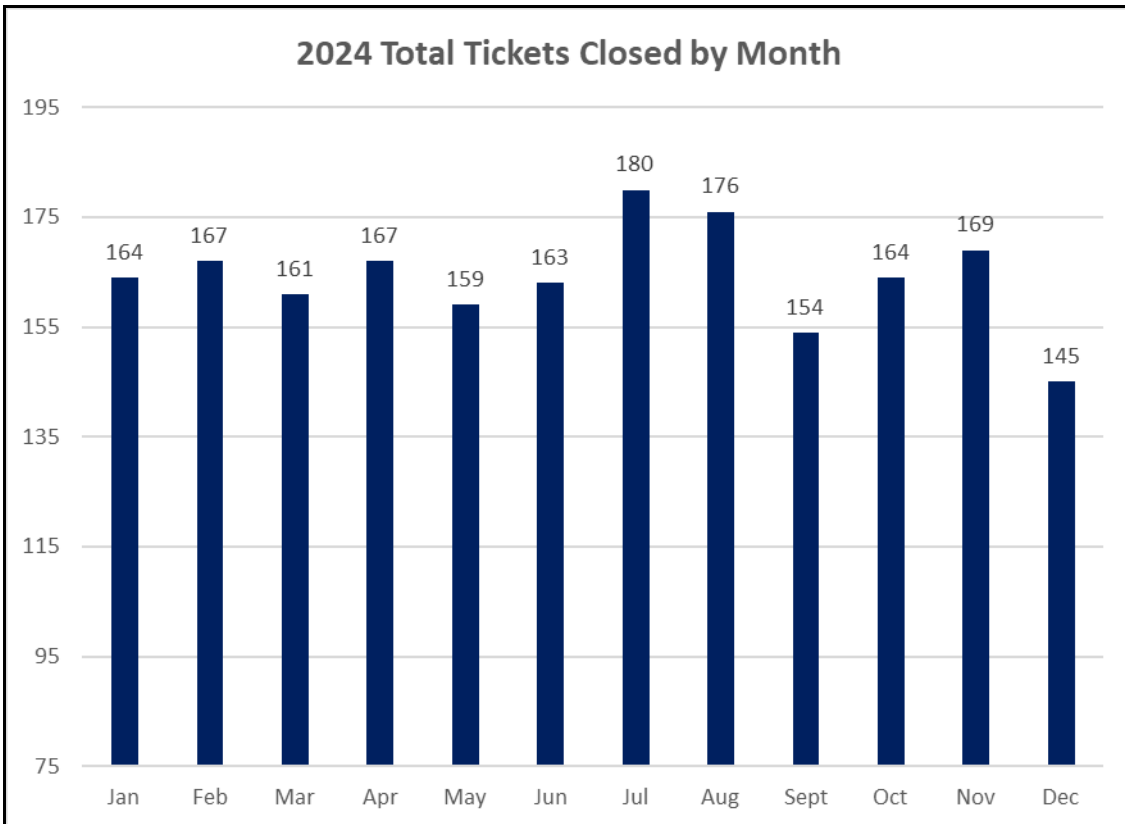
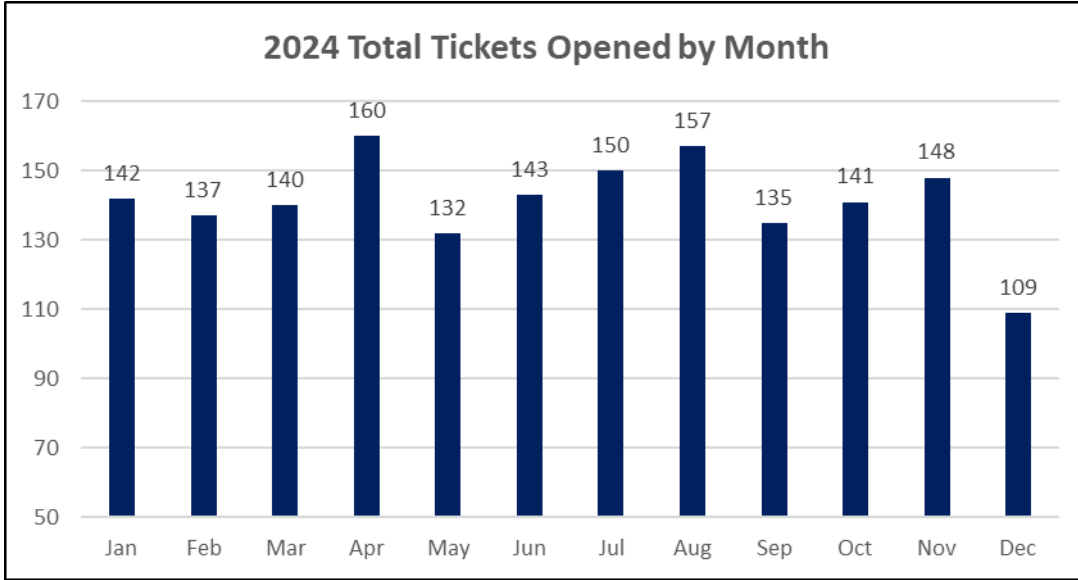
INFORMATION TECHNOLOGY

- Cybersecurity Training
 - In Progress: Next training scheduled for March 10
- Vulnerability Scans
 - In Progress: 1stQuarter Scans
- Communications Workstation Redundant Ethernet
 - Complete: Working with Communications staff to determine availability of cabling for dual ethernet connections on the client workstations
 - In Progress: Connecting each workstation to redundant switches
- Windows 11 Upgrade
 - Complete: Working on upgrading one machine per department. Received workstations to test upgrades from each department
 - In Progress: Testing Windows 11 in each department
 - Planning: Agency-wide upgrade from Windows 10 to Windows 11
- Zimbra Upgrade
 - In Progress: Upgrading from Zimbra version 8.8 to version 10
 - Complete: Building and configuring new Zimbra server
- Mideo Upgrade
 - Planning: Upgrade Mideo Digital Evidence application
- MARS Fingerprint Archive Application
 - In Progress: Developing web portal search application that will access and print archived fingerprints
- Multi-Factor Authentication
 - Researching options for multi-factor authentication on all workstations in Kenosha Joint Services
- NAS Replacement
 - In Progress: Purchased new NAS for Kenosha Joint Services user files
- DMZ Nas
 - In Progress: Building and configuring new redundant NAS devices for DMZ

Kenosha Joint Services – Board Report



Kenosha Joint Services – Board Report

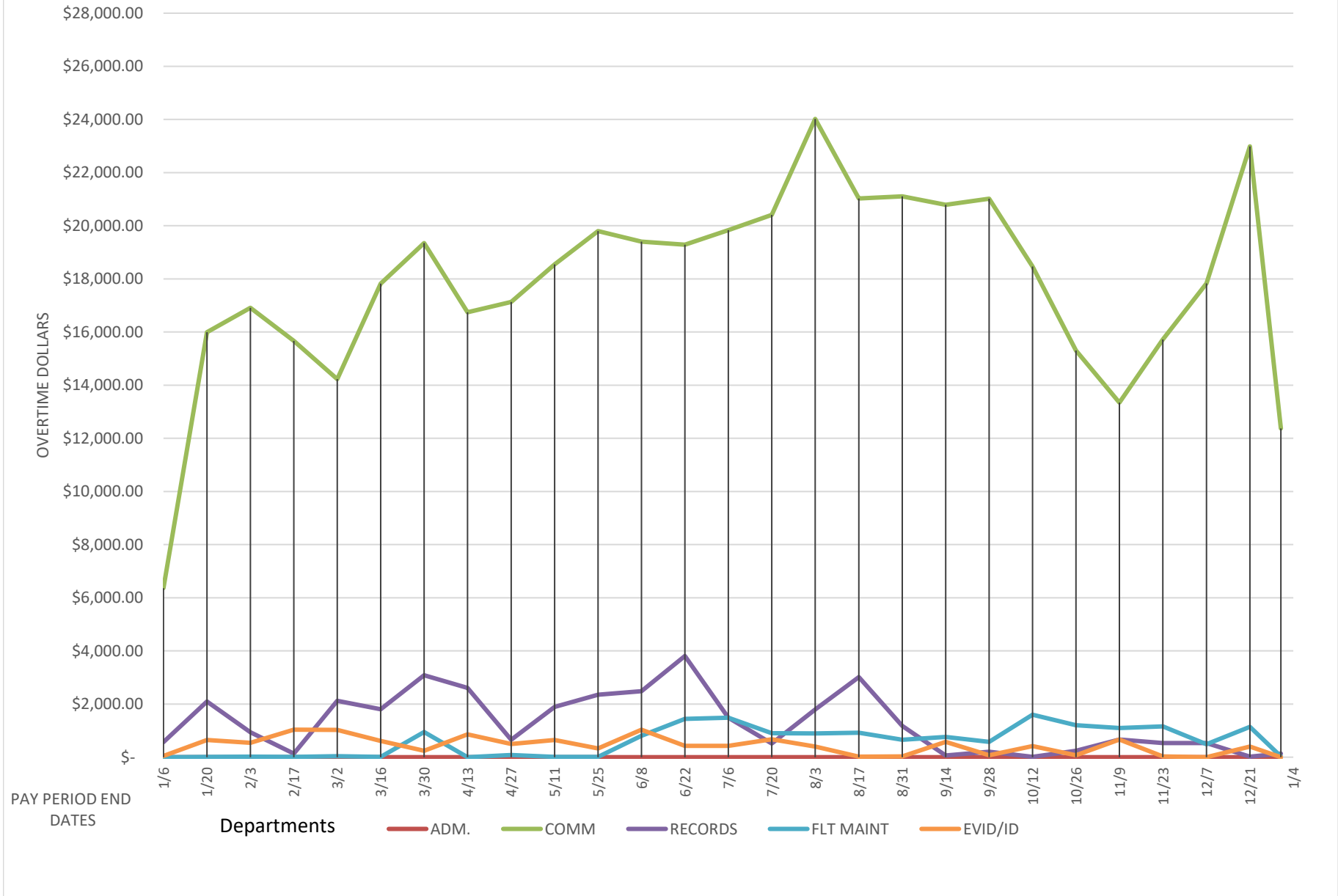


**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
2024 - OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL
	11/24 - 12/07/24	11/24 - 12/07/24	12/08 - 12/21/24	12/08 - 12/21/24	12/22 - 12/31/24	12/22 - 12/31/24
Administration	0.00	\$ -	0.00	\$ -	0.00	\$ -
Communications	388.30	\$ 17,827.98	506.55	\$ 22,990.25	274.15	\$ 12,377.05
Records	15.00	\$ 534.00	0.40	\$ 15.74	4.00	\$ 134.28
Fleet Maintenance	10.70	\$ 488.68	25.00	\$ 1,137.85	0.60	\$ 28.94
Evidence/ID	0.00	\$ -	9.90	\$ 398.24	0.00	\$ -
	414.00	\$ 18,850.66	541.85	\$ 24,542.08	278.75	\$ 12,540.27

	Budgeted Funds for 2024	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	\$ 207,020.00	\$ 481,510.13	10634.10	398.13	\$ 18,027.34	\$ 45.28	\$ (274,490.13)	233%
Records	\$ 29,209.00	\$ 34,941.44	966.35	36.18	\$ 1,308.18	\$ 36.16	\$ (5,732.44)	120%
Fleet Maintenance	\$ 17,178.00	\$ 16,290.23	358.90	13.44	\$ 609.89	\$ 45.38	\$ 887.77	95%
Evidence/ID	\$ 20,135.00	\$ 11,730.89	290.00	10.86	\$ 439.19	\$ 40.44	\$ 8,404.11	58%
Joint Services Total	\$ 273,542.00	\$544,472.69	12249.35	91.72	\$4,076.92	\$33.45	(\$270,930.69)	

KJS
2024 OVERTIME

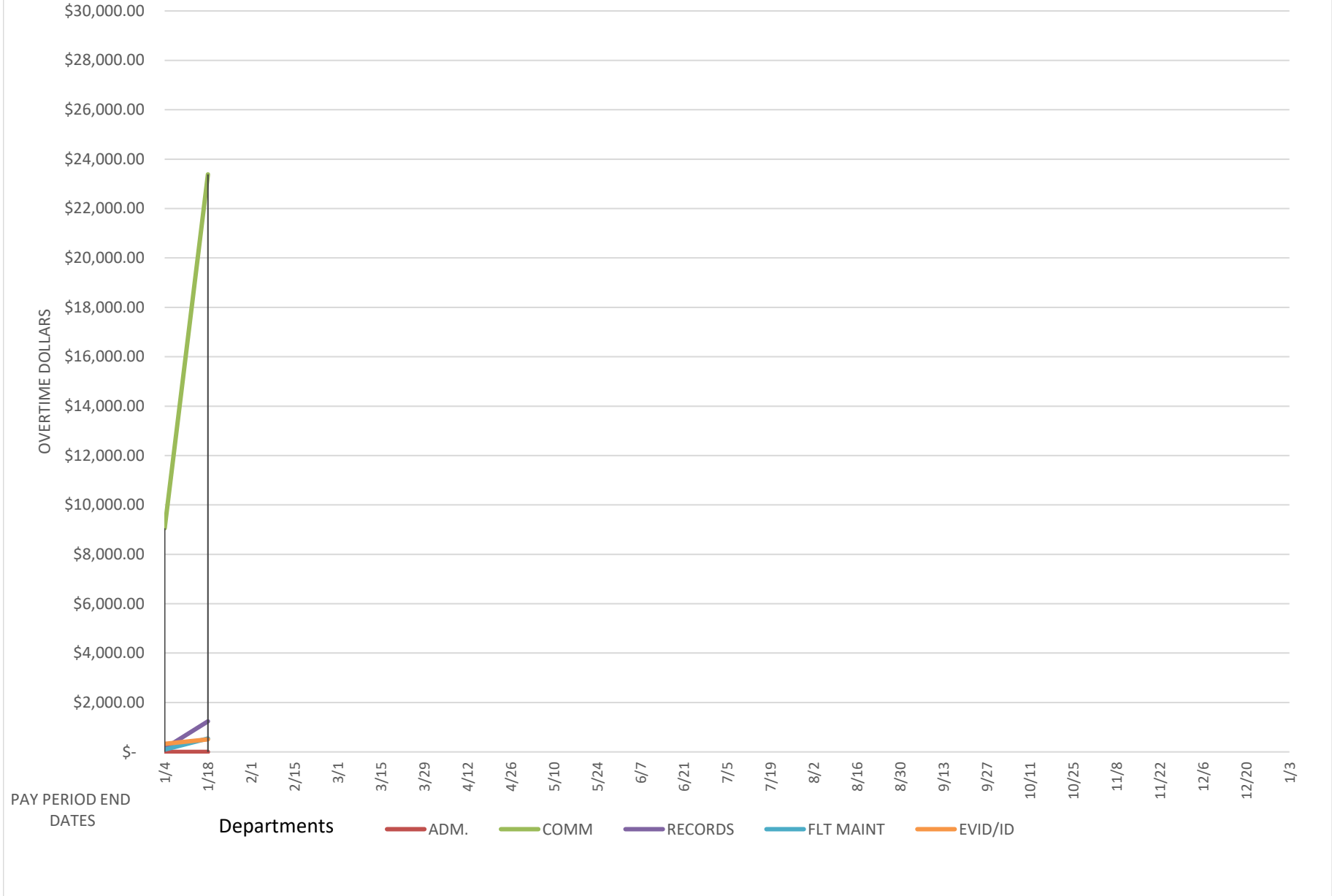


**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
2025 - OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL
	01/01/25 - 01/04/25	01/01/25 - 01/04/25	01/05/25-01/18/25	01/05/25-01/18/25		
Administration	0.00	\$ -	0.00	\$ -		
Communications	134.95	\$ 9,053.83	513.00	\$ 23,384.21		
Records	4.25	\$ 143.06	32.90	\$ 1,237.66		
Fleet Maintenance	2.30	\$ 93.91	11.50	\$ 543.03		
Evidence/ID	8.00	\$ 326.64	12.20	\$ 508.19		
	149.50	\$ 9,617.44	569.60	\$ 25,673.09	0.00	\$ -

	Budgeted Funds for 2025	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	\$ 225,259.86	\$ 32,438.04	647.95	323.98	\$ 16,219.02	\$ 50.06	\$ 192,821.82	14%
Records	\$ 27,983.70	\$ 1,380.72	37.15	18.58	\$ 690.36	\$ 37.16	\$ 26,602.98	5%
Fleet Maintenance	\$ 17,206.50	\$ 636.94	13.80	6.90	\$ 318.47	\$ 46.16	\$ 16,569.56	4%
Evidence/ID	\$ 20,537.70	\$ 834.83	20.20	10.10	\$ 417.42	\$ 41.33	\$ 19,702.87	4%
Joint Services Total	\$ 290,987.76	\$35,290.53	719.10	71.91	\$3,529.05	\$34.94	\$255,697.23	

KJS
2025 OVERTIME





Kenosha Joint Services

Income Statement Group Summary

For Fiscal: 2024 Period Ending: 11/30/2024

ExpCategory;RevenueAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 150 - General Fund					
Revenue					
40001 - Operating Revenue From City	4,681,098.00	4,681,098.00	390,091.50	4,291,006.50	390,091.50
40002 - Operating Revenue From County	5,433,209.00	5,433,209.00	452,767.42	4,980,441.58	452,767.42
40003 - Bank Interest Revenue	1,000.00	1,000.00	266.80	3,487.14	-2,487.14
40007 - KSD Livescan Maintenance	2,660.00	2,660.00	0.00	2,660.00	0.00
40008 - Proceeds From Lt Debt	0.00	0.00	0.00	34,179.50	-34,179.50
40010 - CD/DVD Revenue	3,000.00	3,000.00	27.16	2,131.19	868.81
40011 - Report Copy Revenue	3,000.00	3,000.00	46.80	854.29	2,145.71
40026 - False Alarm Revenue	39,000.00	39,000.00	4,825.00	31,325.00	7,675.00
40090 - Other Revenue	5,000.00	5,000.00	0.00	7,611.90	-2,611.90
40305 - City Parts And Outside Labor	75,118.00	75,118.00	8,035.78	92,025.31	-16,907.31
40306 - City Fuel	341,250.00	341,250.00	20,031.99	269,147.63	72,102.37
40405 - County Parts & Outside Labor	100,000.00	100,000.00	12,330.39	106,559.42	-6,559.42
40406 - County Fuel	250,250.00	250,250.00	14,338.21	174,934.52	75,315.48
40990 - Prior Period Carryover	0.00	19,239.00	0.00	0.00	19,239.00
40999 - Fund Balance Designated For Budget	560,531.00	560,532.00	0.00	0.00	560,532.00
Revenue Total:	11,495,116.00	11,514,356.00	902,761.05	9,996,363.98	1,517,992.02
Expense					
100 - Personnel Services	8,186,279.00	8,200,768.00	810,453.61	7,015,850.84	1,184,917.16
200 - Contractual Services	2,280,265.00	2,280,721.00	176,891.08	2,037,574.85	243,146.15
300 - Supplies and Materials	935,992.00	935,536.00	72,893.38	763,124.25	172,411.75
500 - Captial Expenditures	92,581.00	97,331.00	226.43	75,519.46	21,811.54
Expense Total:	11,495,117.00	11,514,356.00	1,060,464.50	9,892,069.40	1,622,286.60
Fund: 150 - General Fund Surplus (Deficit):	-1.00	0.00	-157,703.45	104,294.58	-104,294.58
Total Surplus (Deficit):	-1.00	0.00	-157,703.45	104,294.58	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
150 - General Fund	-1.00	0.00	-157,703.45	104,294.58	-104,294.58
Total Surplus (Deficit):	-1.00	0.00	-157,703.45	104,294.58	



Kenosha Joint Services

Income Statement Account Summary

For Fiscal: 2024 Period Ending: 11/30/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 150 - General Fund					
Revenue					
RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor					
150-00-40305 City Parts And Outside Labor	75,118.00	75,118.00	8,035.78	92,025.31	-16,907.31
150-00-40306 City Fuel	341,250.00	341,250.00	20,031.99	269,147.63	72,102.37
150-00-40405 County Parts & Outside Labor	100,000.00	100,000.00	12,330.39	106,559.42	-6,559.42
150-00-40406 County Fuel	250,250.00	250,250.00	14,338.21	174,934.52	75,315.48
RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor Total:	766,618.00	766,618.00	54,736.37	642,666.88	123,951.12
Revenue Total:	766,618.00	766,618.00	54,736.37	642,666.88	123,951.12
Expense					
ExpSubCategory: 341 - Cost Of Goods Sold					
150-06-50341 Cost Of Goods Sold	175,118.00	175,118.00	20,366.17	198,584.72	-23,466.72
ExpSubCategory: 341 - Cost Of Goods Sold Total:	175,118.00	175,118.00	20,366.17	198,584.72	-23,466.72
ExpSubCategory: 342 - Cost Of Fuel Sold					
150-06-50342 Cost Of Fuel Sold	591,500.00	591,500.00	34,370.20	444,082.15	147,417.85
ExpSubCategory: 342 - Cost Of Fuel Sold Total:	591,500.00	591,500.00	34,370.20	444,082.15	147,417.85
Expense Total:	766,618.00	766,618.00	54,736.37	642,666.87	123,951.13
Fund: 150 - General Fund Surplus (Deficit):	0.00	0.00	0.00	0.01	
Total Surplus (Deficit):	0.00	0.00	0.00	0.01	

Group Summary

ExpSubCategory	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 150 - General Fund					
Revenue					
RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor					
	766,618.00	766,618.00	54,736.37	642,666.88	123,951.12
RevCategory: 400 - Charges for Fuel, Parts, and Outside Labor Total:	766,618.00	766,618.00	54,736.37	642,666.88	123,951.12
Revenue Total:	766,618.00	766,618.00	54,736.37	642,666.88	123,951.12
Expense					
341 - Cost Of Goods Sold	175,118.00	175,118.00	20,366.17	198,584.72	-23,466.72
342 - Cost Of Fuel Sold	591,500.00	591,500.00	34,370.20	444,082.15	147,417.85
Expense Total:	766,618.00	766,618.00	54,736.37	642,666.87	123,951.13
Fund: 150 - General Fund Surplus (Deficit):	0.00	0.00	0.00	0.01	-0.01
Total Surplus (Deficit):	0.00	0.00	0.00	0.01	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
150 - General Fund	0.00	0.00	0.00	0.01	-0.01
Total Surplus (Deficit):	0.00	0.00	0.00	0.01	



Kenosha Joint Services

Check Report

By Check Number

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: General Fund-General Fund						
01005	AL WARREN OIL CO INC	12/16/2024	EFT	0.00	2,819.85	1029
W1704842	Invoice	12/12/2024	Parts & Inventory	0.00	2,140.60	
W1704864	Invoice	12/12/2024	1-5W30 Full Synthetic Oil	0.00	679.25	
01027	CDW-G	12/16/2024	EFT	0.00	3,085.69	1030
AB7MG2W	Invoice	12/12/2024	Office Supplies	0.00	3,044.29	
AB7MJ1W	Invoice	12/12/2024	Office Supplies	0.00	41.40	
01101	MENARDS INC	12/16/2024	EFT	0.00	4.27	1031
88038	Invoice	12/12/2024	Shop Supplies	0.00	4.27	
01124	POMPS TIRE SERVICE	12/16/2024	EFT	0.00	7,698.72	1032
STMT 11/30/24	Invoice	12/12/2024	Pomp's Statement November 2024	0.00	7,698.72	
01150	STAPLES BUSINESS ADVANTAGE	12/16/2024	EFT	0.00	44.53	1033
7003204111	Invoice	12/12/2024	Office Supplies	0.00	44.53	
01155	TRI TECH FORENSICS INC	12/16/2024	EFT	0.00	1,436.15	1034
1092297	Invoice	12/12/2024	Evidence Packaging supplies	0.00	823.65	
1094927	Invoice	12/12/2024	Evidence Packaging supplies	0.00	256.00	
1094928	Invoice	12/12/2024	Evidence Supplies	0.00	61.50	
1097989	Invoice	12/12/2024	Evidence Packaging supplies	0.00	295.00	
01014	VESTIS	12/16/2024	EFT	0.00	618.00	1035
STMT 11/2024	Invoice	12/12/2024	Uniform Services Statement November 20...	0.00	618.00	
01086	KENOSHA COUNTY	12/17/2024	EFT	0.00	72,645.83	1036
Dec 2024	Invoice	12/16/2024	Monthly Lease of Space	0.00	72,645.83	
01129	PROPIO LS LLC	12/17/2024	EFT	0.00	218.83	1037
0358291124	Invoice	12/16/2024	Nov 2024	0.00	218.83	
01155	TRI TECH FORENSICS INC	12/17/2024	EFT	0.00	204.25	1038
1089360	Invoice	12/16/2024	ET Kits	0.00	204.25	
01006	ALADTEC INC	12/17/2024	EFT	0.00	7,372.00	1039
00384111	Invoice	12/16/2024	Aladtec 2025 Subscriptions	0.00	7,372.00	
01019	BLACK DIAMOND SOLUTIONS	12/17/2024	EFT	0.00	1,306.80	1040
2025392	Invoice	12/16/2024	2025 Zimbra Renewal	0.00	1,306.80	
01027	CDW-G	12/17/2024	EFT	0.00	3,250.00	1041
AB5DK1C	Invoice	12/16/2024	2025 Proofpoint Renewal	0.00	3,250.00	
01168	WCA GROUP HEALTH TRUST	12/17/2024	EFT	0.00	134,507.61	1042
0017200737	Invoice	12/16/2024	2025 Monthly Insurance Premium Jan2025	0.00	134,507.61	
01027	CDW-G	12/30/2024	EFT	0.00	1,063.75	1043
AB7242M	Invoice	12/26/2024	Office Supplies	0.00	31.59	
AB7P56I	Invoice	12/26/2024	Office Supplies	0.00	46.46	
AB8NT9U	Invoice	12/26/2024	Office Supplies	0.00	2.66	
AB8XRT9T	Invoice	12/26/2024	Printer Toner Cartridges	0.00	277.24	
AB9EJ4P	Invoice	12/26/2024	Battery Backup	0.00	35.54	
AB9FG1H	Invoice	12/26/2024	WD Red 8TB Hard Drive	0.00	350.64	
AB9I91E	Invoice	12/26/2024	Battery Backup	0.00	319.62	
01051	ENERGY SOLUTION PARTNERS LLC	12/30/2024	EFT	0.00	20,205.67	1044

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
171400	Invoice	12/26/2024	89 Octane Mid-Grade Unleaded	0.00	20,205.67	
01055	FASTENAL COMPANY PURCHASING	12/30/2024	EFT	0.00	22.68	1045
WIKEN233683	Invoice	12/26/2024	Fastenal November Purchases 2024	0.00	22.68	
01155	TRI TECH FORENSICS INC	12/30/2024	EFT	0.00	1,523.40	1046
1098880	Invoice	12/26/2024	ET Kits	0.00	200.00	
1098932	Invoice	12/26/2024	Evidence Packaging Supply	0.00	296.50	
1099154	Invoice	12/26/2024	Evidence Packaging Supply	0.00	634.90	
1100309	Invoice	12/26/2024	Evidence packaging items	0.00	144.50	
1100311	Invoice	12/26/2024	Evidence Packaging supplies	0.00	216.75	
1102151	Invoice	12/26/2024	Evidence Supplies	0.00	30.75	
01101	MENARDS INC	12/31/2024	EFT	0.00	380.28	1047
89442	Invoice	12/30/2024	Car Wash Supplies and shop supplies	0.00	290.29	
89445	Invoice	12/30/2024	Car Wash Supplies and shop supplies	0.00	89.99	
01009	APCO INTERNATIONAL INC	12/16/2024	Regular	0.00	-35.00	47560
01009	APCO INTERNATIONAL INC	12/16/2024	Regular	0.00	-35.00	47593
01049	EBSO, INC. (DBA:GGG)	12/10/2024	Regular	0.00	127.32	47645
PR 12/13/2024	Invoice	12/10/2024	Employee 457 PR Deductions	0.00	127.32	
01103	METROPOLITAN LIFE INSURANCE	12/10/2024	Regular	0.00	139.03	47646
PR 12/13/2024	Invoice	12/10/2024	Employee 457 PR Deductions	0.00	139.03	
01123	POLICE & FIRE CREDIT UNION	12/10/2024	Regular	0.00	5,025.00	47647
PR 12/13/2024	Invoice	12/10/2024	Employee Police and Fire Deductions	0.00	5,025.00	
01009	APCO INTERNATIONAL INC	12/12/2024	Regular	0.00	35.00	47648
1140166-92638	Invoice	12/12/2024	CTO Recert - Ubrig	0.00	35.00	
01011	ASCENSION MEDICAL GROUP	12/12/2024	Regular	0.00	584.00	47649
421245	Invoice	12/12/2024	4th Qtr	0.00	584.00	
01013	AT&T MOBILITY, LLC	12/12/2024	Regular	0.00	47.45	47650
11282024	Invoice	12/12/2024	ATT Sprvsrs	0.00	47.45	
01018	BG OF WISCONSIN	12/12/2024	Regular	0.00	1,230.48	47651
PI0037620	Invoice	12/12/2024	Automatic Transmission Kit BG	0.00	1,230.48	
01024	BUMPER TO BUMPER AUTO PARTS	12/12/2024	Regular	0.00	3,586.57	47652
STMT 11/30/24	Invoice	12/12/2024	Bumper to Bumper Statement November ...	0.00	3,586.57	
01026	CARQUEST AUTO PARTS	12/12/2024	Regular	0.00	438.76	47653
STMT 11/30/24	Invoice	12/12/2024	Carquest Statement November 2024	0.00	438.76	
01034	COMSYS INC	12/12/2024	Regular	0.00	40,556.25	47654
Nov 2024	Invoice	12/12/2024	Monthly IT Services	0.00	40,556.25	
01051	ENERGY SOLUTION PARTNERS LLC	12/12/2024	Regular	0.00	19,324.96	47655
170201	Invoice	12/12/2024	89 Octane Mid-Grade Unleaded	0.00	19,324.96	
01397	GLOBAL EQUIPMENT COMPANY INC	12/12/2024	Regular	0.00	1,097.39	47656
122631720	Invoice	12/12/2024	Tire Racks	0.00	1,097.39	
01067	HERB KUHN EQUIPMENT SALES INC	12/12/2024	Regular	0.00	67.50	47657
10137	Invoice	12/12/2024	Brake Lathe Part	0.00	67.50	
01077	JAMES IMAGING SYSTEMS, INC.	12/12/2024	Regular	0.00	235.99	47658
1493121	Invoice	12/12/2024	Base Rate Copier Svc/Supplies	0.00	105.99	
1504087	Invoice	12/12/2024	Base Rate Copier Svc/Supplies	0.00	75.00	
1504088	Invoice	12/12/2024	Base Rate Copier Svc/Supplies	0.00	55.00	
01079	JENSEN TOWING	12/12/2024	Regular	0.00	75.00	47659
48415	Invoice	12/12/2024	Jensen Tows	0.00	75.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01089	KENOSHA SHERIFF'S DEPT	12/12/2024	Regular	0.00	493.75	47660
11/14/2024	Invoice	12/12/2024	Background checks - Records Clerks	0.00	493.75	
01099	LIONS AUTO GLASS	12/12/2024	Regular	0.00	650.00	47661
203080	Invoice	12/12/2024	Windshield	0.00	650.00	
01042	MEREDITH CULLIGAN WATER	12/12/2024	Regular	0.00	30.00	47662
0803446	Invoice	12/12/2024	Dec 2024	0.00	30.00	
01111	NAPA AUTO PARTS	12/12/2024	Regular	0.00	202.81	47663
STMT 11/30/24	Invoice	12/12/2024	Napa November Statement 2024	0.00	202.81	
01125	PORCARO FORD	12/12/2024	Regular	0.00	1,787.08	47664
STMT 11/30/2024	Invoice	12/12/2024	Porcaro November Statement 2024	0.00	1,787.08	
01143	SHRED-IT USA LLC	12/12/2024	Regular	0.00	167.63	47665
8009149615	Invoice	12/12/2024	Shred It	0.00	158.18	
8009149891	Invoice	12/12/2024	Shred it	0.00	9.45	
01149	SOUNDOFF SIGNAL GSA	12/12/2024	Regular	0.00	210.21	47666
11096	Invoice	12/12/2024	Idles with Key out of Ignition	0.00	210.21	
01167	WAUKESHA COUNTY TECH COLLEGE	12/12/2024	Regular	0.00	1,440.00	47667
S0847837	Invoice	12/12/2024	WI Open Records Law Training	0.00	1,440.00	
01398	ALLOY WELDING INC	12/16/2024	Regular	0.00	385.00	47668
242904	Invoice	12/16/2024	Welding Spray Arm	0.00	385.00	
01174	WISCONSIN FUEL & HTNG INC	12/16/2024	Regular	0.00	7.60	47669
139709	Invoice	12/16/2024	KPD MOTORCYCLE/SWAT FUEL NOVEMBE...	0.00	7.60	
01052	EQUATURE	12/16/2024	Regular	0.00	19,618.14	47670
24774	Invoice	12/16/2024	2025 Maint Program Equature	0.00	14,257.68	
28652	Invoice	12/16/2024	2025 Maintenance Agreement Equature	0.00	5,360.46	
01053	ESRI INC.	12/16/2024	Regular	0.00	1,750.00	47671
94838686	Invoice	12/16/2024	2025 ESRI Renewal	0.00	1,750.00	
01073	IDENTITY AUTOMATION LP	12/16/2024	Regular	0.00	4,215.80	47672
08141	Invoice	12/16/2024	2025 Identity Automation 2FA Renewal	0.00	4,215.80	
01113	NENA	12/16/2024	Regular	0.00	304.00	47673
300079912	Invoice	12/16/2024	MBlodgett 2025 Dues	0.00	152.00	
300080378	Invoice	12/16/2024	NBeranis 2025 Dues	0.00	152.00	
01127	POWERDMS INC	12/16/2024	Regular	0.00	6,345.93	47674
INV123864	Invoice	12/16/2024	2025 Neogov Subscription	0.00	6,345.93	
01140	SECURIAN FINANCIAL GROUP INC	12/16/2024	Regular	0.00	1,712.80	47675
002832L Dec24	Invoice	12/16/2024	Monthly Life Insurance Premium	0.00	1,712.80	
01009	APCO INTERNATIONAL INC	12/16/2024	Regular	0.00	70.00	47676
1128631	Invoice	09/25/2024	Wenberg and Echtenacher CTO recertificat...	0.00	35.00	
92108	Invoice	10/22/2024	Echtenacher CTO recertifications	0.00	35.00	
01049	EBSO, INC. (DBA:GGG)	12/26/2024	Regular	0.00	137.43	47677
PY122724	Invoice	12/27/2024	Employee Deduction	0.00	137.43	
01103	METROPOLITAN LIFE INSURANCE	12/26/2024	Regular	0.00	136.24	47678
PY122724	Invoice	12/27/2024	Employee Deduction	0.00	136.24	
01123	POLICE & FIRE CREDIT UNION	12/26/2024	Regular	0.00	4,843.00	47679
PY122724	Invoice	12/27/2024	Employee PFCU Deductions	0.00	4,843.00	
01015	AURORA MEDICAL GROUP	12/26/2024	Regular	0.00	256.00	47680
867692	Invoice	12/26/2024	Preemployment Physicals Deetlifs/Simmo...	0.00	256.00	

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Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01046 428483	DIVERSIFIED BENEFIT SERVICES INC Invoice	12/26/2024 12/26/2024	Regular FSA Dec'24	0.00 0.00	126.18 126.18	47681
01063 STMT 113024	GORDIE BOUCHER OF KENOSHA Invoice	12/26/2024 12/26/2024	Regular Gordie Boucher November Statement 2024	0.00 0.00	1,236.35 1,236.35	47682
01087 Nov'24	KENOSHA COUNTY DHS Invoice	12/26/2024 12/26/2024	Regular Postage Nov'24	0.00 0.00	371.11 371.11	47683
01400 INV1049013	OFFICE FURNITURE RESOURCES INC Invoice	12/26/2024 12/26/2024	Regular Office Furniture	0.00 0.00	14,645.00 14,645.00	47684
01121 '24 Boot Reim	PAUL HASELHUHN Invoice	12/26/2024 12/26/2024	Regular Work Boot Reim-PH	0.00 0.00	125.00 125.00	47685
01396 139819	SCHAUER POWER CENTER LLC Invoice	12/26/2024 12/26/2024	Regular Windshield washer pump	0.00 0.00	15.74 15.74	47686
01156 025-469635 025-489569	TYLER TECHNOLOGIES Invoice Credit Memo	12/26/2024 12/26/2024 12/26/2024	Regular Annual Fees Annual Fee credit	0.00 0.00 0.00	6,768.17 16,243.65 -9,475.48	47687
01128 SIN391701	PRIORITY DISPATCH CONSULTANT Invoice	12/26/2024 12/26/2024	Regular PROQA 2025	0.00 0.00	20,600.00 20,600.00	47688
01139 483410	SECURA INSURANCE Invoice	12/26/2024 12/26/2024	Regular 2025 COMMERCIAL AND WC INSURANCE	0.00 0.00	25,506.00 25,506.00	47689
01403 6012	AUTO SERVICE AIDS LLC Invoice	12/30/2024 12/30/2024	Regular Automotive Lift Service	0.00 0.00	224.50 224.50	47690
01017 PB3805 PB3806	BAYCOM INC Invoice Invoice	12/30/2024 12/30/2024 12/30/2024	Regular KJS Vesta Refresh Workstations KJS Vesta Refresh Backroom	0.00 0.00 0.00	317,835.00 170,170.00 147,665.00	47691
01077 37930769	JAMES IMAGING SYSTEMS, INC. Invoice	12/12/2024 12/12/2024	Bank Draft Copier Evid	0.00 0.00	296.20 296.20	DFT0000162
01184 677250865	ADP INC Invoice	12/12/2024 12/12/2024	Bank Draft ADP Nov'24	0.00 0.00	661.14 661.14	DFT0000163
01077 37930770	JAMES IMAGING SYSTEMS, INC. Invoice	12/12/2024 12/12/2024	Bank Draft Copier Rec	0.00 0.00	248.00 248.00	DFT0000164
01077 37985266	JAMES IMAGING SYSTEMS, INC. Invoice	12/12/2024 12/12/2024	Bank Draft Copier	0.00 0.00	353.42 353.42	DFT0000165
01003 376551	AFLAC Invoice	12/20/2024 12/16/2024	Bank Draft Employee Aflac Premiums Dec 2024	0.00 0.00	2,772.28 2,772.28	DFT0000166
01239 Dec 2024	DELTA DENTAL Invoice	12/16/2024 12/16/2024	Bank Draft Monthly Premium Payment	0.00 0.00	7,162.01 7,162.01	DFT0000167
01245 PY121324	WISCONSIN RETIREMENT SYSTEM Invoice	12/27/2024 12/13/2024	Bank Draft WRS MONTHLY PAYABLE	0.00 0.00	27,074.16 27,074.16	DFT0000170
01244 INV0000414	ILLINOIS DEPARTMENT OF REVENUE Invoice	12/13/2024 12/13/2024	Bank Draft Employee Income Taxes	0.00 0.00	702.37 702.37	DFT0000171
01242 INV0000415	INTERNAL REVENUE SERVICE Invoice	12/13/2024 12/13/2024	Bank Draft MC Payable	0.00 0.00	5,669.38 5,669.38	DFT0000172
01242 INV0000416	INTERNAL REVENUE SERVICE Invoice	12/13/2024 12/13/2024	Bank Draft SS Payable	0.00 0.00	24,241.40 24,241.40	DFT0000173
01242	INTERNAL REVENUE SERVICE	12/13/2024	Bank Draft	0.00	17,346.98	DFT0000174

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Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0000417	Invoice	12/13/2024	Federal W/H Payable	0.00	17,346.98	
01243	WI DEPARTMENT OF REVENUE	12/13/2024	Bank Draft	0.00	7,933.15	DFT0000175
INV0000418	Invoice	12/13/2024	State Payable	0.00	7,933.15	
01388	CHAPTER 13 TRUSTEE	12/13/2024	Bank Draft	0.00	362.31	DFT0000176
INV0000413	Invoice	12/13/2024	Chapter 13 Garnishment - BiWeekly	0.00	362.31	
01239	DELTA DENTAL	12/18/2024	Bank Draft	0.00	599.87	DFT0000177
JAN'2025	Invoice	12/18/2024	Employee Vision Premiums - 2025	0.00	599.87	
01013	AT&T MOBILITY, LLC	12/18/2024	Bank Draft	0.00	336.94	DFT0000178
12152024	Invoice	12/18/2024	ATT	0.00	336.94	
01182	AMAZON CAPITAL SERVICES INC	12/18/2024	Bank Draft	0.00	868.16	DFT0000179
11LKWCH7GQCG	Invoice	12/18/2024	Office Supplies	0.00	358.96	
13DVH6L17XXF	Invoice	12/18/2024	parts and supplies	0.00	261.07	
1C6YQHPL3L4Y	Invoice	12/18/2024	Office Supplies	0.00	57.47	
1JDTPP3W44J1	Invoice	12/18/2024	Locks	0.00	26.98	
1N7DCQWN4QM3	Invoice	12/18/2024	Parts & Supplies	0.00	163.68	
01183	CARDMEMBER SERVICE	12/18/2024	Bank Draft	0.00	271.03	DFT0000180
INV0000426	Invoice	12/18/2024	SRKA Nov meeting	0.00	25.00	
INV0000427	Invoice	12/18/2024	Telephone Handsets	0.00	246.03	
01245	WISCONSIN RETIREMENT SYSTEM	12/27/2024	Bank Draft	0.00	27,286.92	DFT0000183
PY122724	Invoice	12/27/2024	WRS MONTHLY PAYABLE	0.00	27,286.92	
01244	ILLINOIS DEPARTMENT OF REVENUE	12/27/2024	Bank Draft	0.00	661.92	DFT0000184
PY12272024	Invoice	12/27/2024	Employee Income Taxes	0.00	661.92	
01242	INTERNAL REVENUE SERVICE	12/27/2024	Bank Draft	0.00	5,656.20	DFT0000185
PY12272024MC	Invoice	12/27/2024	MC Payable	0.00	5,656.20	
01242	INTERNAL REVENUE SERVICE	12/27/2024	Bank Draft	0.00	24,185.18	DFT0000186
PY12272024SS	Invoice	12/27/2024	SS Payable	0.00	24,185.18	
01242	INTERNAL REVENUE SERVICE	12/27/2024	Bank Draft	0.00	16,889.18	DFT0000187
PY12272024FED	Invoice	12/27/2024	Federal W/H Payable	0.00	16,889.18	
01243	WI DEPARTMENT OF REVENUE	12/27/2024	Bank Draft	0.00	7,954.16	DFT0000188
PY12272024	Invoice	12/27/2024	State Payable	0.00	7,954.16	
01388	CHAPTER 13 TRUSTEE	12/23/2024	Bank Draft	0.00	362.31	DFT0000189
PY12272024	Invoice	12/27/2024	Chapter 13 Garnishment - BiWeekly	0.00	362.31	
01013	AT&T MOBILITY, LLC	12/26/2024	Bank Draft	0.00	336.94	DFT0000190
11152024	Invoice	12/26/2024	ATT	0.00	336.94	
01248	JOHNSON FINANCIAL GROUP	12/26/2024	Bank Draft	0.00	1,365.44	DFT0000191
DEC'24	Invoice	12/26/2024	LIVESCAN DEC'24	0.00	1,365.44	
01238	NATIONWIDE RETIREMENT SOLUTIONS	12/26/2024	Bank Draft	0.00	4,618.30	DFT0000192

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
DEC'24	Invoice	12/26/2024	Employee Payroll Deductions	0.00	4,618.30	

Bank Code General Fund Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	47	0.00	504,787.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-70.00
Bank Drafts	32	27	0.00	186,215.35
EFT's	36	19	0.00	258,408.31
	123	95	0.00	949,340.83

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	55	47	0.00	504,787.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-70.00
Bank Drafts	32	27	0.00	186,215.35
EFT's	36	19	0.00	258,408.31
	123	95	0.00	949,340.83

Fund Summary

Fund	Name	Period	Amount
150	General Fund	12/2024	949,340.83
			949,340.83

Kenosha Joint Services Employee Handbook

Effective Date: January 1, ~~2024~~2025



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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/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, flexible spending account (employee voluntary enrollment), and vacation time. Sick leave 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 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 7:30am and end their shift at 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/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/her own illness, injury, or exposure to contagious disease; or (2) for attendance upon members of his/her 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) 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/her 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

~~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:~~

Part-time employees who are regularly scheduled and who work, on average, twenty-nine (29) hours per week or less shall not receive fringe benefits, except for those

provided by state statute or federal law, unless otherwise approved by the Kenosha Joint Services Board.

Part-time employees who are regularly scheduled and who work, on average, thirty (30) hours or more per week shall receive benefits as provided by state statute or federal law including health insurance as listed in section XXX Insurance. In addition, these employees will receive vacation, paid holidays and paid sick leave at the rate of three-fourths (3/4) of the amount of a full-time employee.

A.—Vacations

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

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

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

B.—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.~~

~~C. 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 _____

Project Status Report

Project Information

Project Name:	Dispatch console furniture refresh
Date:	January 17, 2025
Project Ownership:	Kenosha Joint Services Communications Department
Prepared by:	Michael Blodgett, Asst. Communications Manager

Report on Recent Project Activities

- ✓ Final drawings and specifications have been approved
- ✓ Awaiting contract from Xybix.

Financial Status

Category	Spent to Date	Allocated	Notes
Total	-0-	\$167,597	\$152,034 Grant Funds

Risk \ Issue Review

- *No issues at this time*

Milestones / Deliverables

Milestones	Deliverables	Due Date	Completed Date	Reason for Slippage	Actions and Resolutions
Planning	<ul style="list-style-type: none"> Approve final drawings 		12/03/24		

Planned Activities for Next Time Period

Activity	Deliverables	Comments
Planning	Execute contract	

Project Status Report

Project Information

Project Name:	911 System Replacement and ESInet transition
Date:	January 17, 2025
Project Ownership:	Kenosha Joint Services Communications Department
Prepared by:	Michael Blodgett, Asst. Communications Manager

Report on Recent Project Activities

- ✓ Work continues on GIS data cleanup. Initial GIS data has been submitted to the state and, after numerous iterations, we believe that the initial data required for transition to ESInet will be accepted as accurate. Land Information has received additional grant monies to have their vendor perform additional analysis on legacy 911 data that was initially incorrect due to AT&T providing incorrect data. This analysis is required so that incorrect legacy data can be identified and corrected. This portion of the transition can be done after the transition to ESInet is complete.
- ✓ Work continues with vendors to ensure that stakeholders in the NG911 conversion process have all the information they need to successfully implement NG911 here.
- ✓ Numerous meetings with Intrado, AT&T, and Baycom have been held to ensure readiness for go-live on ESInet.
- ✓ Operational readiness testing is currently scheduled for the week of March 3, 2025. Should all go well with this testing, we plan to transition to the ESInet infrastructure on March 11, 2025.

Financial Status

Category	Spent to Date	Allocated	Notes
Total	\$317,835	\$628,074	Total Includes Grant (\$450,000)

Risk \ Issue Review

- *There is a need for additional unexpected expenditures for current call data migration to the new system due to Joint Services not having a retention schedule. As the project is currently under budget, these additional expenditures are not expected to incur cost above the allocated amount listed above.*

Milestones / Deliverables

Milestones	Deliverables	Due Date	Completed Date	Reason for Slippage	Actions and Resolutions
Planning	<ul style="list-style-type: none"> Place Hardware Order Develop Project Plan Kickoff calls with Vendors Create Initial Project Schedule Plan for ECaTS equipment installation Contacted County IT to have Ethernet cables run from telephone company demarc to the backup center equipment room and the PSB dispatch equipment room/data center. Working with Baycom to set date for ESInet cutover. 	Ongoing	-- / -- / --		
Hardware Installation	<ul style="list-style-type: none"> ECaTS – completed 03/14/24 Cabling at Kenosha County Center has been extended as requested. VESTA hardware installation is tentatively scheduled to begin September 16 and will continue for approximately 2 weeks. Installation of ESInet routers and related equipment tentatively occurring toward the end of September. VESTA equipment installation occurred the week of September 22 and continued through the following week. 	Ongoing			
Hardware Testing	<ul style="list-style-type: none"> ECaTS testing began 03/14/24 and was successfully completed as of August 4, 2024. VESTA hardware testing will begin immediately after installation. – Complete 10/9/2024 ESInet ORT (Operational Readiness Testing) is scheduled to begin March 3, 2025 	Various	Various		
Go Live	<ul style="list-style-type: none"> 911 System (without ESInet connection) scheduled for October 9, 2024 ESInet – March 11, 2025 	Various	New CPE 10/9/2024		
Training	<ul style="list-style-type: none"> ECaTS training scheduled for 10/30/2024 		10/30/2024		

Planned Activities for Next Time Period

Activity	Deliverables	Comments
Planning	Continue work on project schedule	This activity will be ongoing as the project progresses.
Planning	Prepare for Operational Readiness Testing	
Planning	Continued involvement in GIS data cleanup process	This activity is dependent on the needs of outside vendors and could vary by month.

Project Status Report

Project Information

Project Name:	Enterprise Resource Planning System
Date:	January 23, 2025
Project Ownership:	Kenosha Joint Services Administration
Prepared by:	Joshua Nielsen, Director

Report on Recent Project Activities

- ✓ The Employee Self Service (ESS) portal has been implemented and up and running
- ✓ Successful payroll has been completed

Category	Spent to Date	Allocated	Notes
Software License	\$64,370	\$81,603	Includes SQL Database
Implementation Services	\$77,409	\$77,019	Overage due to issue listed below
GFOA Consulting	\$31,625	\$49,000	
Total	\$173,404	\$207,622	Total CIP Amount \$368,000

Risk \ Issue Review

- Additional implementation hours needed to bring in payroll data from Aladtec Software at an estimated cost of \$5,800. Tyler Technologies is covering half of this cost. Additional cost resulted in a total expense of \$390.

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 	12 / 08 / 23	12 / 08 / 23		
Stage 2 Assess and Define	<ul style="list-style-type: none"> CFSA Modification Specification Document Solution Orientation Data Conversion Plan 	06 / 07 / 24	06 / 07 / 24		Still provide one update for Personnel records prior to Go-Live
Stage 3 Prepare Solution	<ul style="list-style-type: none"> Software is Installed Installation Checklist Conversion Iterations and Review 	09 / 27 / 24	09 / 18 / 24		Completed with Fixed Asset data loaded
Stage 4 Production Readiness	<ul style="list-style-type: none"> Solution Validation Report Update Go-Live Action Plan End User Training 	10 / 04 / 24	10 / 04 / 24		
Stage 5 Production	<ul style="list-style-type: none"> Converted Data available in production environment Updated Issues Log Client Services Support Document 	10 / 18 / 24	11 / 20 / 24	ESS & Onboarding not functional	Resolved by implementation team in November
Stage 6 Close	<ul style="list-style-type: none"> Post Project Report 	10 / 18 / 24	12 / 31 / 24	Delays in ESS & open enrollment	Completing all sign offs

Planned Activities for Next Time Period

Activity	Deliverables	Comments