



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140

Phone: (262) 605-5050 • Website: www.kenoshajs.org

A G E N D A

KENOSHA JOINT SERVICES BOARD MEETING

January 29, 2019

4:30 P.M. Kenosha County Safety Building

1000 55th Street

Kenosha Joint Services Conference Room

-
- I. Call to Order
 - II. Roll Call
 - III. Citizen Comments
 - IV. Approval of Minutes of Open and Closed Session – December 4, 2018
 - V. Joint Services Report
 - a. Director's Report
 - b. Administration
 - c. Communications
 - d. Records
 - e. Fleet Maintenance
 - f. Evidence/Identification
 - g. Information Technology
 - h. Overtime Report
 - i. Financial Statements
 - VI. Items for Board Review and Action
 - a. Communication Department Review
 - i. Consultant from Comm Center Solutions
 1. Discussion and Possible Action
 - b. Firing Range
 - i. Status Report
 - c. Communications Department
 - i. Radio Console System - Replacement Project
 1. Status Report
 - ii. E 9-1-1 Telephone Equipment Platform
 1. Text-to-911
 - a. Status Report
 - d. Kenosha Joint Services Wage and Benefit Review
 - i. Discussion and Possible Action
 - e. Kenosha Joint Services Employee Handbook
 - i. Review of Requested Changes
 1. Discussion and Possible Action
 - f. Request to Approve Policies
 - i. Information Systems Security
 - ii. Time Clock
 - iii. Tardiness
 - VII. Board Member Comments
 - VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

December 4, 2018

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

The **Members in Attendance** were Chairman Jeffrey Gentz, Chief of Police Daniel Miskinis, County Supervisor Monica Yuhas, Board Member Mark Modory, and Youth in Governance member Grace Bourdeau.

County Chief of Staff Jennie Tunkieicz and Youth in Governance Jacob Maki were excused. City Administrator Frank Pacetti and City Alderman Rocco LaMacchia Sr. were absent.

Under **Citizen Comments**, Communications' Supervisor Jeff Lovell addressed the Board regarding the topic of Joint Services' employees not receiving an annual cost of living raise while City of Kenosha employees were set to receive one.

Chairman Gentz requested that the topic be placed on the January 29, 2019 agenda.

Under **Approval of Minutes of Open and Closed Sessions Held on October 30, 2018**, Chief Miskinis made a motion to approve the minutes and Mr. Modory seconded the motion. Motion approved unanimously.

Under **Director's Report**, Director Genthner presented the Communications Center report prepared by Comm Center Solutions. Director Genthner reported that the consultants will be present at the January 29, 2019 meeting to present a summary and answer any questions.

Director Genthner also reported that Racine will be increasing their starting and top wages for Telecommunicators by 7%.

Director Genthner reported that the Horton Group's healthcare estimate of \$1.1 million is different than what he budgeted. Per IGA, Kenosha Joint Services needs to budget for full staffing. Healthcare costs at full staffing is projected to be \$1.35 million. The budgeted healthcare costs for 2019 were \$1.37 million, therefore, they are within the budgeted healthcare expenses for the upcoming year.

Chief Miskinis noted that they will need to also look at the benefits provided to Telecommunicators in the surrounding areas and not just the wages.

Under **Firing Range**, Director Genthner reported that the firing range is nearing completion and set to be completed January 7, 2019.

The Board accepted the information as presented.

Under **E 9-1-1 Telephone Equipment Platform**, Director Genthner reported that they are still waiting for cell providers to make the connection for Text to 911. Communications Manager Mike Blodgett noted that US Cellular is the only provider currently active. Once all providers are active, the public will be notified.

The Board accepted the information as presented.

Under **Radio Console System**, Mike Blodgett reported that they have been having meetings with County of Kenosha purchasing to make sure they are on the same page as the consultant. There was nothing else new to report.

The Board accepted the information as presented.

Under **Copy Fees**, Director Genthner reported that they have examined what it costs Joint Services to provide copies and digital media and have prepared a fee schedule. Director Genthner requests that the Board approve the copy fee schedule provided in the Board packet. A brief discussion ensued.

Chief Miskinis made a motion to approve and Ms. Yuhas seconded the motion. Motion approved unanimously.

Under **Request to Transfer Funds**, Director Genthner is requesting to transfer \$3,000 for additional office supplies needed by the Evidence department.

Mr. Modory made a motion to approve and Ms. Yuhas seconded the motion. Motion approved unanimously.

Under **Kenosha Joint Services' Employee Handbook**, Director Genthner requested the approval of the changes to the current employee handbook and mentioned that they previously discussed adding a confidentiality statement and implement training to all staff. An addendum for the confidentiality statement has been added for each employee to sign.

Chief Miskinis requested that, on page 6 of the statement, they broaden the language to also include what the employee might observe while they are in the building.

Chief Miskinis made a motion to approve as amended the correction discussed and Ms. Yuhas seconded the motion. Motion approved unanimously.

Under **Board Member Comments**, Ms. Yuhas requested that a City of Kenosha member, such as the Acting Administrator, be present to answer questions regarding the budget when they review the employee's wages. Director Genthner reported that he will be meeting with the Mayor on the upcoming Monday.

At 4:56 p.m., Ms. Yuhas made a motion for **Adjournment** and Mr. Modory seconded the motion. Motion approved unanimously.



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ADMINISTRATION

Thomas W. Genthner
Director

Joshua D. Nielsen
Assistant Director

Francine I. Hooper
Finance Assistant

Beverly M. Sebetic
Human Resources
Coordinator

MANAGEMENT

Michael S. Blodgett
Dispatch/Communications

Stephanie W. Lorenzo
Records/Public Counter

Patrick W. Sepanski
Fleet Maintenance

Mark D. McMullen
Evidence/Identification

TO: Kenosha Joint Services Board

JSM 19-014

FROM: Tom Genthner

REFERENCE: Kenosha Joint Services - Board Report

DATE: January 25, 2019

DIRECTOR'S REPORT:

On December 19, 2018, I attended a listening session sponsored by Governor Evers titled Building the Peoples Budget. The session was held in Milwaukee and included focus groups addressing specific topics. I participated in the law enforcement focus group and when I had an opportunity to speak, I addressed the need for the State to adopt standards for Next Generation 911, take a more active role in standardization and certification of training and job responsibilities and the need for increased State funding at the local level.

The information from the focus group was summarized and presented to Governor Evers.

There are several major projects in which Kenosha Joint Services is involved. The following is a brief description of the projects and an estimated completion date.

- Uniform Crime Reporting (UCR) to Incident Based Reporting (IBR)

In an effort to improve the overall quality of crime data collected by law enforcement, the FBI has required all agencies to transition from UCR to IBR.

Our current reporting method, Summary Based Reporting, collects data from only the most severe offense that occur within an incident. IBR will collect data from all offenses occurring within an incident. IBR reporting will provide more useful statistics, track more crime types, and capture more details of each crime, such as time of day, location, demographics and relationships.

In preparation of IBR reporting, we will be required to review and update current statute tables and offenses to make sure they are properly coded. Staff will require training on what additional information will need to be collected by an officer or deputy and which new fields will need to be completed in field reporting in order to submit a report for approval. Records staff will also require training for case review, so all incidents are reviewed and complete before submitting monthly reporting data to the State. Records supervisors will also require additional training on submitting data and correcting errors that are returned by the

Kenosha Joint Services – Board Report

State.

The project will include the Kenosha Sheriff's Department, Kenosha Police Department and Kenosha Joint Services. We are expecting to begin the conversion to IBR reporting around September of this year with full implementation expected to be January 1, 2020. The transition must be completed by the end of 2021.

- E-referral Implementation

Since May of 2018, Kenosha Joint Services has been working with the Kenosha District Attorney's Office, Kenosha Sheriff's Department and Kenosha Police Department to assist all agencies in going paperless for the referral of criminal charges. Kenosha Sheriff's Department obtained a grant to purchase an interface from NWS to the District Attorney's Office. A great many resources have gone into this project including development time by ComSys working with NWS to modify the original interface.

The go-live date is projected to be March 15, 2019 with a mandatory go-live date of March 30, 2019.

- LiveScan

An email dated October 4, 2018, from a representative from Idemia, (formerly MorpoTrak) notified Sheriff David Beth and Kenosha Joint Services of an end of life notification involving our LiveScan Systems. Originally the end of life date was June 30, 2019 but I was able to negotiate a date to January 1, 2020.

A work group including members from the Kenosha Sheriff's Department, Kenosha County IT Department, Kenosha Police Department, Comsys and Kenosha Joint Services, has met to determine the needs of each agency and recommend a solution.

There were no funds budgeted for this replacement as we did not get the notice of pending end of life until after the Kenosha Joint Services Board had approved the 2019 budget. Funds will need to be allocated for the budget year 2020.

The original LiveScan project took place in 2012. The total cost was \$378,600 with a small grant obtained. Kenosha Sheriff's Department paid \$186,400 of the final costs and with Kenosha Joint Services paying \$128,940.

We anticipate sending out an RFP for the replacement project.

- Evidence Room Remodel

We continue to work with FGM Architects on the preliminary design for the remodel of evidence rooms. We will not move forward with any modifications until the firing range is completed. The scope of the evidence room remodel is dependent upon available funds. The

Kenosha Joint Services – Board Report

remodel will be a resource intensive project. We hope to have this project completed by mid-2020.

- ERP System

Previously, I had notified the Board that Inglenet, the provider of the TIP/ix software package, will discontinue all support as of December 31, 2021. This is the software that we are using for our financial/ERP system. While our system is not as robust as most, it does include a general ledger module with the ability to manage separate accounts, e.g. accounts receivable, accounts payable, procurement (purchase orders and requisitions), daily receipting control and management of the trust account. Efficiencies may also be gained from the consolidation of multiple programs. We continue in the planning stages of this project and anticipate it will take several years for completion.

ADMINISTRATION DEPARTMENT:

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

Communications (40 full-time positions): Five telecommunicator vacancies, reducing to four with the start of a new candidate on February 4.

- Thirty-three candidates were invited to CritiCall testing. Five successfully passed and were invited to panel interviews. Three candidates passed and have been placed into background investigations.
- A new recruiting effort began on January 16 and will close on February 14.

Records (21 full-time positions): One clerical vacancy.

- Twenty-four candidates were invited to panel interviews in mid-December. Fifteen passed and a review of their criminal histories was conducted. Background investigations are in progress.

Fleet Maintenance (7 full-time and 1 part-time position): One part-time vehicle cleaning operator vacancy.

- Two candidates were placed in background investigations and declined to continue in the process.

Evidence/Identification (8 full-time positions): One technician vacancy.

- This position will be posted internally with an expected fill date of mid-March.

COMMUNICATION:

The following five employees are in training: Telecommunicators Jordan Jones, Kimberleigh Fisher, Anna Stewart, Makenzie Schultz and Christina Gursky.

Kenosha Joint Services – Board Report

- Jordan is progressing well in her Police console training and is anticipated to complete this phase at the end of January. Following completion of the police console training, she will be a fully trained telecommunicator.
- Kimberleigh has completed fire training and has begun training at the Kenosha Sheriff's Department console. This is her second to last training phase.
- Anna has completed training at the Sheriff's console has begun training at the Police console.
- Makenzie and Christina are both in the call take phase of training and are progressing well.

Text to 911 has been configured and successfully tested with US Cellular. Testing with AT&T is scheduled for January 23. Following successful testing, two of the four carriers in the area will be configured and able to send text messages to 911. We are still waiting to hear from the other two carriers for testing arrangements.

Communications Department staff continue to attend planning meetings associated with the Highway I-94 construction project. These meetings involve Department of Transportation staff, local first responders, public works staff, representatives of the numerous construction companies involved in the project and others. These meetings will continue for the foreseeable future.

Work on the technical specifications for the Request for Proposal on the Radio Console System continues. Elert and Associates has begun the process of obtaining information from Baycom regarding additional specifications for a planned radio upgrade to ensure that the new console system will be compatible with future changes.

In December, a total of 4,081 9-1-1 calls were received by the Communications Department with 96% of these calls answered in under ten seconds and 99% in under fifteen seconds. There were also 17,471 non-emergency calls handled in the same period and two SMS (text) calls. Neither of the text calls were actual emergencies

RECORDS:

Records Clerk Trainee Patricia Palmer is currently training on second shift with trainer Rebecca Elm and will soon move to first shift with trainer Allison Whiting.

Records clerks cancelled 105 warrants that were recalled from Circuit Court and Municipal Court in the month of December. When these cancellation lists come over from the courts, it is an involved task and it has to be completed right away.

The State of Wisconsin required a change to the way misdemeanor warrants are entered into the TIME System. Clerks are currently working a report with more than 7,500 misdemeanor

Kenosha Joint Services – Board Report

warrants and they are determining whether they are eligible for entry into the Federal NCIC system. Previously, misdemeanor warrants were only entered into the State system. Those warrants that are eligible for NCIC entry are being cancelled and re-entered as required by the State.

There were sixty-eight overtime hours used in December.

FLEET MAINTENANCE:

The fleet maintenance staff continues with vehicle maintenance and repair as scheduled. A total of 425 maintenance and repair lines were performed during the month of November and 385 in December.

Upon receipt of all required emergency equipment in late December, Kenosha Police Department vehicle up-fitting was scheduled for January 1. Technicians are currently working ten hour days to expedite the process. Sheriff department patrol vehicles have slowly been returning from Federal Signal up-fitters. Upon return, these vehicles require additional emergency equipment installation. Vehicles are scheduled immediately to eliminate any further delay in assignment.

Vehicle washes utilizing the automatic car wash for the month of November totaled 289 and December 365. A slight increase in washes toward the end of the year can be seen but still remains low in the absence of a carwash employee.

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



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EVIDENCE/IDENTIFICATION DEPARTMENT:

On December 12, 2018, members of the Evidence/Identification and Fleet Maintenance Departments took part in joint training involving Personal Protective Equipment. The management of both departments developed and presented the training program. Those in attendance received the training well.

Technician Darla Childers retired after a distinguished thirty-six year career. Her final day with Kenosha Joint Services was December 31, 2018. We wish her well in all of her future endeavors. The Evidence/Identification Department will soon begin its process to fill the vacancy. It is anticipated we will conduct an internal posting for this position.

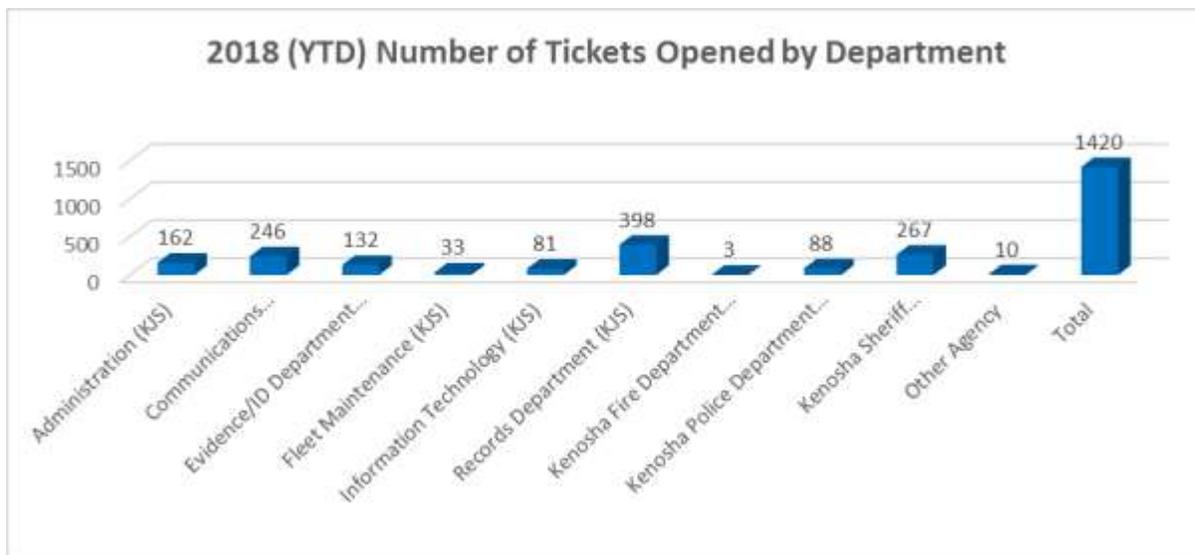
The Evidence/Identification Department is facing several challenges during the 2019 calendar including the evidence renovation project and the updating of policy/procedure manuals. Our staff remains excited about the improvements and motivated to start the much anticipated renovation project.

INFORMATION TECHNOLOGY DEPARTMENT:

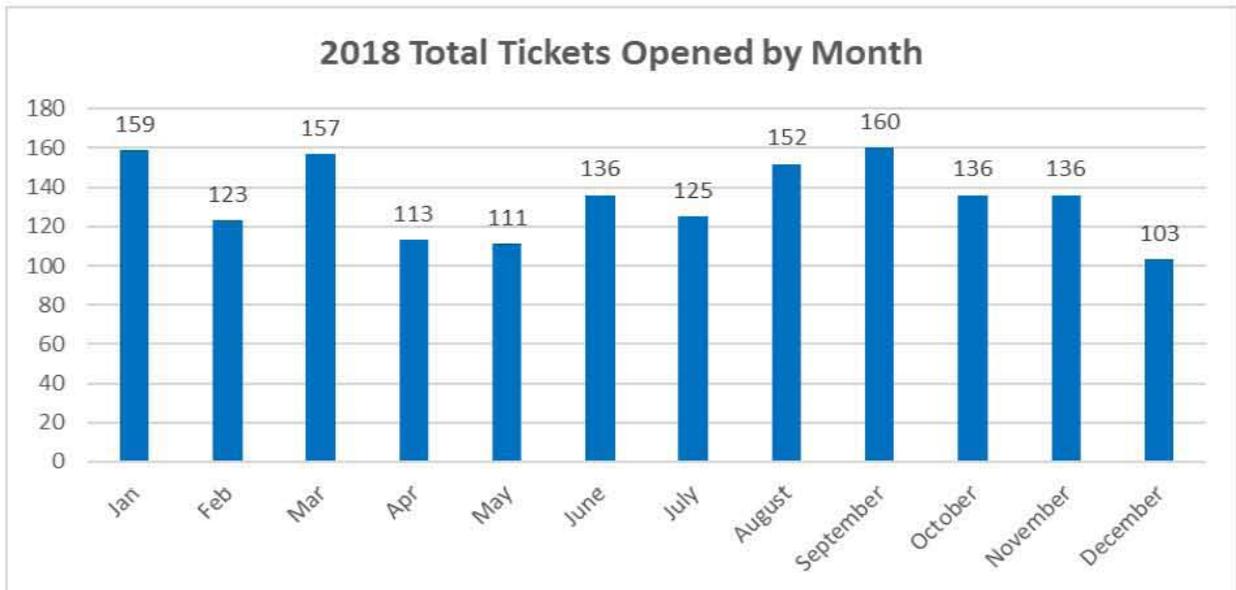
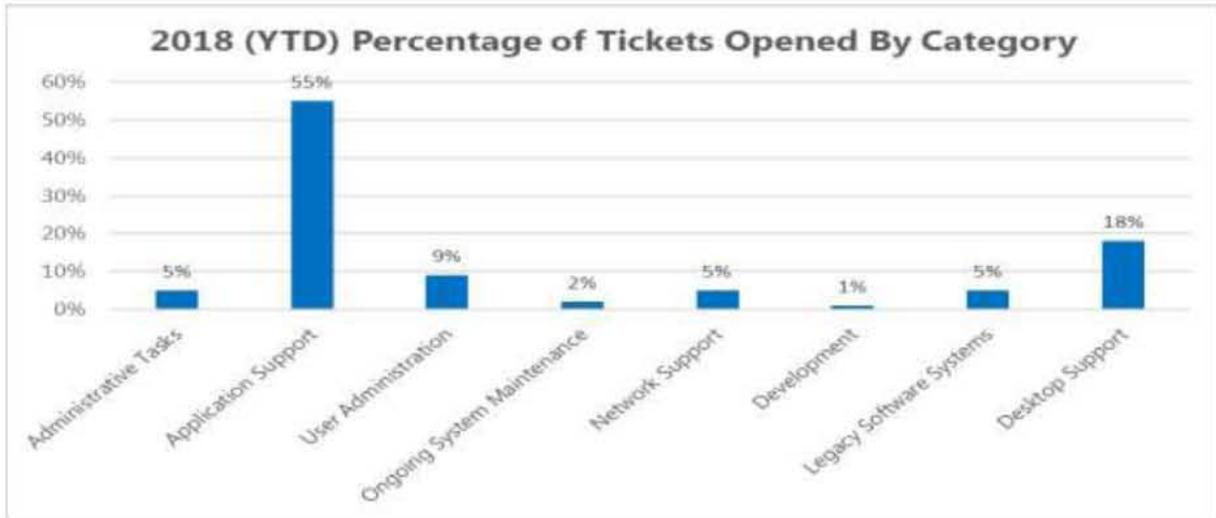
- LiveScan Replacement Project
 - In progress: Participating in a workgroup to identify replacement solutions and costs for inkless fingerprint capture and storage system
- E-referral Interface
 - Completed: Installed interface application on test server
 - In Progress: Working with agencies to define workflows and test the interface
- Zimbra Email Server
 - In progress: Testing target server built for migration from legacy Xenserver environment to VMware environment
 - Planning: Upgrade Zimbra email server application version
 - Planning: Upgrade Zimbra email server operating system
- Consolidate Switches and Networking Devices
 - Planning: Upgrade client switches in telco room, cleanup cabling.
 - Planning: Alternate network service for one remaining interface in 1221
 - Completed: Vacated 1221 "Computer Room", all but one network device
- Cybersecurity Training
 - In Progress: Establishing agency-wide cybersecurity awareness training program
- Workstation Maintenance
 - Completed: Upgraded Evidence monitors
 - In progress: CAD workstation upgrade to Windows 10
- Server and Data Backup Routines

Kenosha Joint Services – Board Report

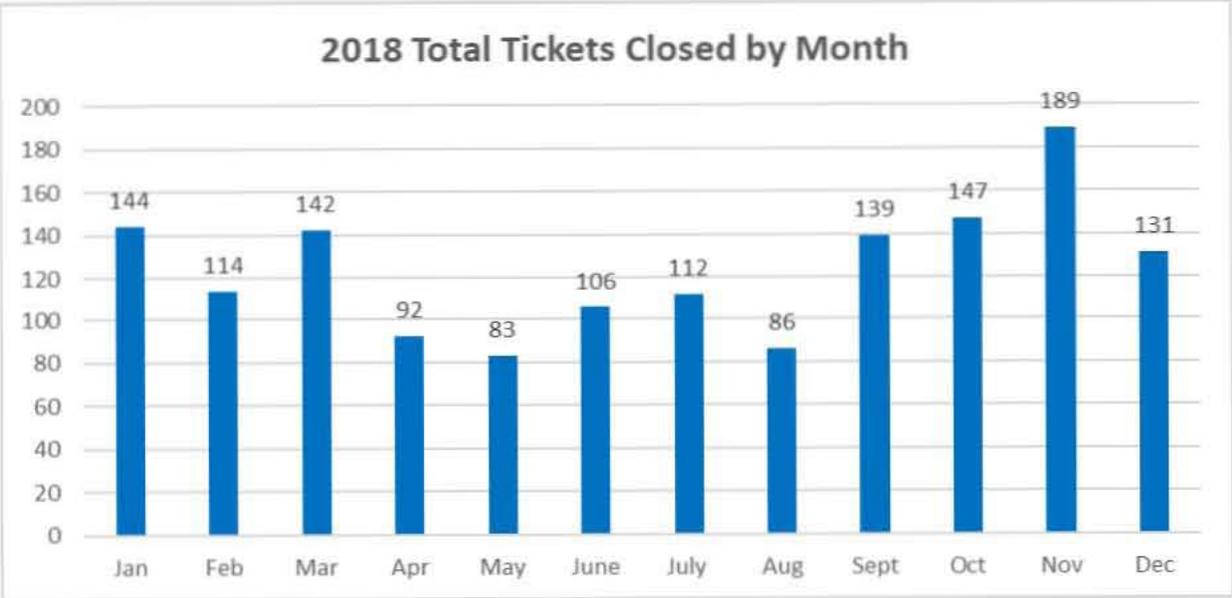
- In progress: Reviewing, revising, migrating, and testing backup routines to new backup server
- Fuel Tank & Pump Maintenance Software Upgrade
 - Completed: Installed new hardware and server-side software and database(s) to work side-by-side existing software. Configured appropriate networking
 - In progress: Configuration, testing and data migration by Fleet staff
 - On-hold: Go-live and final hardware and networking configurations
- Municipal Court to New World Systems Interface
 - In progress: Identifying, documenting issues for agency to resolve and coordinating efforts to rectify discrepancies
- Text to 911 Project
 - On hold: Final networking validation by vendor prior to go-live
- Second-factor Authentication for Mobile and Remote Access
 - Completed: Infrastructure services installed and configured. Assisted agencies in setting up enrollment stations and processes
 - Completed: Version upgrade to resolve error
 - Planned: Another version upgrade to resolve another error



Kenosha Joint Services – Board Report



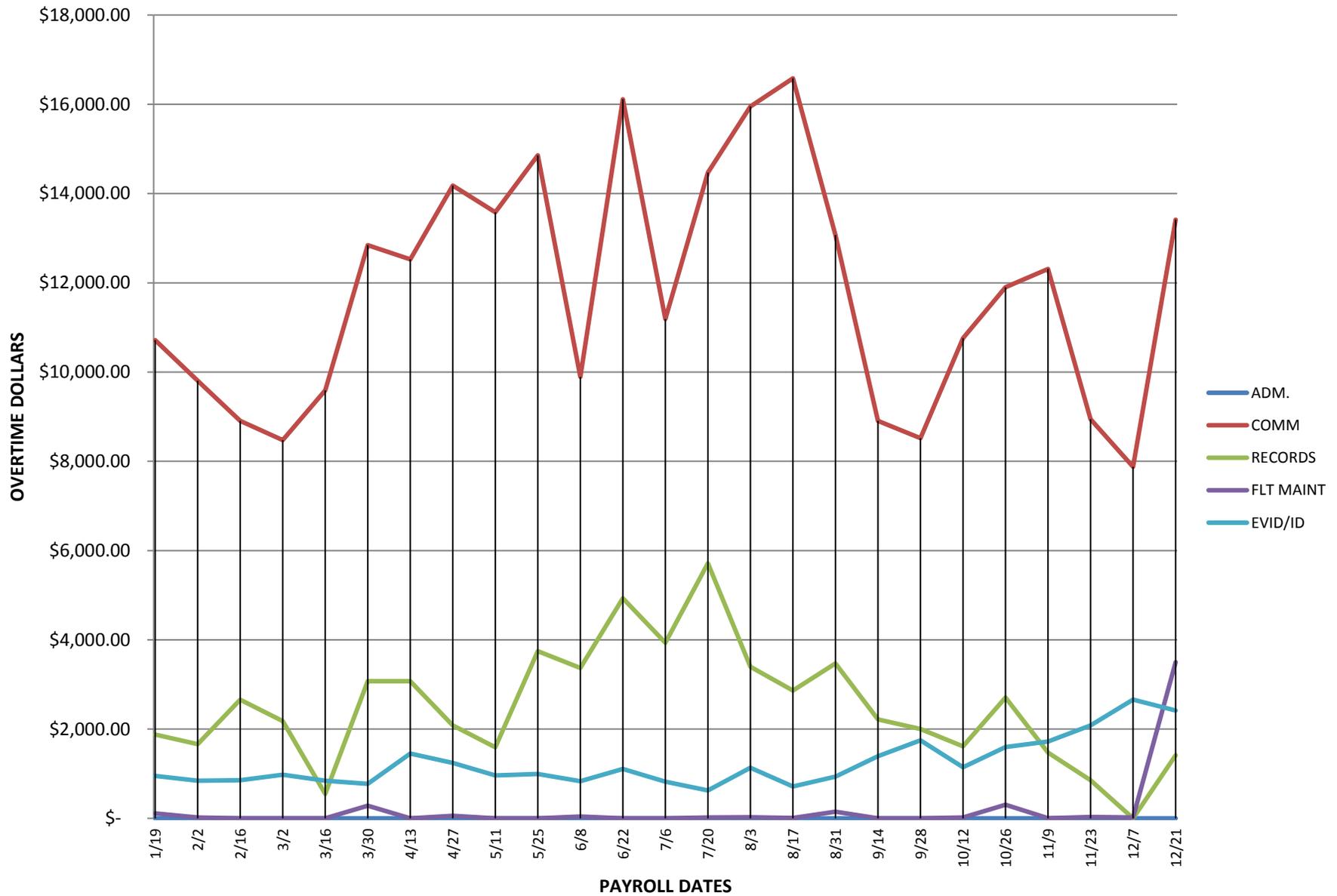
Kenosha Joint Services – Board Report



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

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL		
	11/04-11/17	11/04-11/17	11/18-12/01	11/18-12/01	12/02-12/15	12/02-12/15		
Administration	0.00	\$ -	0.00	\$ -	0.00	\$ -		
Communications	258.30	\$ 8,945.88	228.60	\$ 7,877.79	383.00	\$ 13,412.48		
Records	27.30	\$ 854.66	0.00	\$ -	42.90	\$ 1,416.14		
Fleet Maintenance	0.80	\$ 28.64	0.50	\$ 17.34	92.00	\$ 3,500.13		
Evidence/ID	61.30	\$ 2,084.06	76.80	\$ 2,660.06	70.80	\$ 2,414.61		
	347.70	\$ 11,913.24	305.90	\$ 10,555.19	588.70	\$ 20,743.36		
	TOTAL HRS. FROM 1/1/2018 THRU 12/31/18	TOTAL PAY FROM 1/1/2018 THRU 12/31/18	AVRG HRS PER PAY PR	AVRG PAY PER PAY PR	AVRG AMT PER HOUR FOR OT	ACCOUNT BALANCES	PERCENT EXPENDED	
Administration	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		
Communications	8863.90	\$310,313.39	340.92	\$11,935.13	\$35.01	(\$151,798.39)	196%	
Records	1903.65	\$63,334.61	73.22	\$2,435.95	\$33.27	(\$17,255.61)	137%	
Fleet Maintenance	189.10	\$7,152.27	7.27	\$275.09	\$37.84	\$12,081.73	37%	
Evidence/ID	<u>965.10</u>	<u>\$32,901.00</u>	<u>37.12</u>	<u>\$1,265.42</u>	\$34.09	\$1,766.00	95%	
Joint Services Total	11921.75	\$413,701.27	458.53	\$15,911.59	\$34.70	\$220,090.11		

2018 OVERTIME



KENOSHA JOINT SERVICES
INCOME STATEMENT
NOVEMBER 2018
KENOSHA, WISCONSIN

REVENUE

	<u>2018 Projected Revenue</u>	<u>Actual Current Month</u>	<u>Actual Year-to-Date</u>	<u>Percent of Projected</u>
City Operating	\$3,594,933.00	\$299,577.75	\$3,295,355.25	91.67%
County Operating	\$4,401,589.00	\$366,799.08	\$4,034,789.92	91.67%
Bank Interest	\$500.00	\$113.17	\$930.61	186.12%
Fingerprint Revenue	\$0.00	\$0.00	\$0.00	0.00%
Citizen Report Revenue	\$1,000.00	\$0.00	\$181.35	18.14%
Photograph Revenue	\$500.00	\$6.00	\$183.50	36.70%
CD/DVD Revenue	\$16,000.00	\$595.00	\$15,080.60	94.25%
Report Copies	\$28,000.00	\$1,498.85	\$19,326.61	69.02%
False Alarms	\$37,000.00	\$6,400.00	\$39,550.00	106.89%
Other	<u>\$300.00</u>	<u>\$0.00</u>	<u>\$9,198.56</u>	3066.19%
	\$8,079,822.00	\$674,989.85	\$7,414,596.40	91.77%
Fund Balance	\$739,604.00			
FM - Fuel & Parts	<u>\$708,000.00</u>			
2018 ORIGINAL BGT	\$9,527,426.00			

2017 CARRYOVER & ENCUMBRANCE

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

EXPENDITURES (All Departments)

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Y-T-D EXP</u>	<u>Encumbrances</u>	<u>Balance</u>
Personnel Services	\$6,658,457.00	\$459,736.95	\$5,231,531.98	\$0.00	\$1,426,925.02
Contractual Serv	\$1,965,980.11	\$103,047.67	\$1,674,704.26	\$48,757.03	\$242,518.82
Supplies & Mat	\$876,831.00	\$11,265.92	\$691,698.43	\$2,301.44	\$182,831.13
Capital Outlay	\$74,566.00	\$4,536.00	\$40,611.42	\$6,681.40	\$27,273.18
Contingency	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	\$9,575,834.11	\$578,586.54	\$7,638,546.09	\$57,739.87	\$1,879,548.15
TOTAL EXPENDITURES	\$9,575,834.11				

Percent of budget expended:

80.37%

KENOSHA JOINT SERVICES
INCOME STATEMENT
NOVEMBER 2018
KENOSHA, WISCONSIN

Fleet Maintenance Inventories

REVENUE

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$80,000.00	\$11,351.41	\$60,502.92	\$19,497.08	75.63%
County Parts/Labor	\$83,000.00	\$13,517.53	\$97,993.20	(\$14,993.20)	118.06%
City Fuel	\$247,500.00	\$17,293.56	\$220,351.81	\$27,148.19	89.03%
County Fuel	\$297,500.00	\$21,637.75	\$270,263.76	\$27,236.24	90.84%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
TOTAL REVENUES	\$708,000.00	\$63,800.25	\$649,111.69	\$58,888.31	91.68%

EXPENDITURES

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$163,000.00	\$11,114.26	\$131,340.11	\$31,659.89	80.58%
Fuel	<u>\$545,000.00</u>	<u>\$36,189.97</u>	<u>\$496,056.69</u>	<u>\$48,943.31</u>	91.02%
	\$708,000.00	\$47,304.23	\$627,396.80	\$80,603.20	88.62%

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 12/18/18

TIME 15:53:46

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 11/01 END DATE FOR SUMMARY: 11/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43607	11/08	ADP LLC	150-01-50004-216-000	PER END 10/20	328.71
			150-01-50004-216-000	JURIS FEE	7.70
			 CHECK TOTAL	336.41
43608	11/08	AT&T	150-01-50002-212-000	MONTHLY FEES	10.13
43609	11/08	BLUE WATER BENEFITS	150-01-50004-216-000	3RD QTR REPORTING	150.00
43610	11/08	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 10/31/18	3,797.58
			150-01-50006-305-000	THRU 10/31/18	20.00
			150-01-50006-305-000	THRU 10/31/18	76.36CR
			 CHECK TOTAL	3,741.22
43611	11/08	COMPLETE OFC OF WISCONSIN	150-01-50003-301-000	03 THRU 10/31/18	1,194.37
			150-01-50002-301-000	02 THRU 10/31/18	257.11
			150-01-50001-301-000	01 THRU 10/31/18	141.74
			 CHECK TOTAL	1,593.22
43612	11/08	CULLIGAN WATER TREATMENT	150-01-50001-301-000	NOV'18	7.95
43613	11/08	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	18,569.59
43614	11/08	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	56,372.33
43615	11/08	KENOSHA COUNTY DHS	150-01-50004-208-000	OCT'18	341.02
43616	11/08	MIKE BLODGETT	150-01-50002-203-000	AIRFARE-MB/NB	1,333.54
43617	11/08	NENA	150-01-50002-211-000	COMMUNICATIONS CENT	1,000.00
43618	11/08	OFFICE FURNITURE WAREHOUSE	150-01-50006-301-000	OFFICE FURNITURE	5,388.00
			150-01-50006-520-000	OFFICE FURNITURE	4,536.00
			 CHECK TOTAL	9,924.00
43619	11/08	PETTY CASH	150-01-50001-301-000	SPRVSR MTG	41.30
			150-01-50001-301-000	MNTD CALEDNAR	27.43
			150-01-50001-301-000	SPRVSR MTG	25.96
			150-01-50001-301-000	COFFEE FOR MTGS	21.09
			150-01-50001-301-000	JOB FAIR	5.28
			 CHECK TOTAL	121.06

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 12/18/18

TIME 15:53:46

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 11/01 END DATE FOR SUMMARY: 11/30

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43620	11/08	PORCARO FORD	150-00-12530-000-000	THRU 10/31/18	2,396.81
43621	11/08	RODES CAMERA SHOP	150-01-50007-280-000	EVID/ID SUPPLIES	27.88
43622	11/08	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	DEC '18	825.71
			150-01-50002-124-000	DEC '18	280.29
			150-01-50003-124-000	DEC '18	128.04
			150-01-50007-124-000	DEC '18	84.53
			150-01-50006-124-000	DEC '18	77.20
			150-01-50001-124-000	DEC '18	37.01
			 CHECK TOTAL	1,432.78
43623	11/08	THOMAS WIERCINSKI	150-01-50006-303-000	BOOT REIM-TW	80.00
			150-01-50006-211-000	EUT CERT-TW	35.00
			 CHECK TOTAL	115.00
43624	11/08	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 11/09/18	649.73
43625	11/08	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 11/09/18	892.34
43626	11/08	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 11/09/18	1,839.51
43627	11/08	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 11/09/18	3,685.00
43628	11/13	BUELOW VETTER BUIKEMA OLSON	150-01-50004-201-000	LEGAL FEES	132.50
43629	11/13	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 10/31/18	2,656.84
			150-01-50006-305-000	FL MAINT	130.54
			150-01-50006-305-000	2%DISC PD W/IN TERMS	55.75CR
			 CHECK TOTAL	2,731.63
43630	11/13	CDW-G	150-01-50008-301-000	1EA LJ COLR TONER	256.90
			150-01-50007-301-000	3EA CD-R/4EA DVD-R	155.69
			150-01-50008-301-000	1EA USB 3.0 HUB	41.91
			150-01-50007-301-000	1EA CD-R 100PK	19.43
			 CHECK TOTAL	473.93
43631	11/13	COMSYS INC	150-01-50008-201-000	MIS SUPPORT	37,500.00
			150-01-50008-211-000	REIM CIB CONF FEES	284.13
			150-01-50008-211-000	CIB REGISTRATION	150.00
			 CHECK TOTAL	37,934.13

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43632	11/13	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	17,405.54
43633	11/13	JAMES IMAGING SYSTEMS, INC.	150-01-50003-324-000	REC #803688	447.73
			150-01-50001-324-000	ADMIN #955959	213.97
			150-01-50002-324-000	COMM #957171	195.08
			150-01-50007-324-000	E/I #1012251	178.17
			 CHECK TOTAL	1,034.95
43634	11/13	NENA	150-01-50002-211-000	CMCP -N.BERANIS	1,000.00
43635	11/13	PALMEN GMC, BUICK	150-00-12530-000-000	THRU 10/31/18	541.70
43636	11/13	PALMEN MOTORS, DODGE CHRY	150-00-12530-000-000	THRU 10/31/18	18.78
43637	11/13	PRIORITY DISPATCH	150-01-50002-211-000	ED-Q COURSE/WADIN	550.00
43638	11/13	SHRED-IT USA	150-01-50003-212-000	SEPT/OCT SHREDDING	87.50
			150-01-50002-212-000	2EA SHREDDING	35.00
			150-01-50001-212-000	1EA SHREDDING	6.30
			 CHECK TOTAL	128.80
43639	11/13	SOLARWINDS INC	150-00-16001-000-000	08-206 WEB HELP DESK	889.00
43640	11/13	STAPLES BUSINESS ADVANTAGE	150-01-50003-301-000	03 THRU 10/31/18	1,290.90
			150-01-50002-301-000	02 THRU 10/31/18	374.92
			150-01-50001-301-000	01 THRU 10/31/18	181.15
			 CHECK TOTAL	1,846.97
43641	11/13	WISCONSIN FUEL & HTNG INC	150-00-12531-000-000	MTRCYCLE FUEL	214.84
43642	11/15	EMC INSURANCE COMPANIES	150-01-50004-220-000	GOV CRIME/ISO PKG	15.00
43643	11/15	SHANE ZDRAVKOVIC	150-01-50006-303-000	BOOT REIMB-SZ	80.00
43644	11/15	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 10/31	503.05
			150-00-12530-000-000	THRU 10/31	202.55
			150-01-50007-320-000	THRU 10/31	43.20
			 CHECK TOTAL	748.80
43645	11/15	LANGUAGE LINE SERVICES INC	150-01-50002-212-000	OCT'18	389.30

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43646	11/15	LYNCH CHEVROLET OF KENOSHA	150-00-12530-000-000	THRU 10/31/18	1,500.00
43647	11/20	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 11/23/18	665.64
43648	11/20	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 11/23/18	892.34
43649	11/20	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 11/23/18	1,929.05
43650	11/20	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 11/23/18	3,817.00
43651	11/29	ALMA HEREK	150-01-50007-203-000	MEAL REIM-AH	154.64
43652	11/29	JOSHUA ACETO	150-01-50006-303-000	BOOT REIM-JA	75.16
43653	11/29	LANGUAGE LINE SERVICES INC	150-01-50002-212-000	OCT'18	389.30
43654	11/29	MELISSA KREWAL	150-01-50002-213-000	FRIDGE PARTS-MK	53.49
43655	11/29	MIKE BLODGETT	150-01-50002-203-000	CMCP REIM-MB	413.36
43656	11/29	NICOLE BERANIS	150-01-50002-203-000	CMCP MEAL REIM-NB	256.00
43657	11/29	SAMANTHA SCHLECHT	150-01-50002-213-000	FRIDGE HANDLE	12.58
43658	11/29	ALMA HEREK	150-01-50007-203-000	MEAL, RENTAL, HOTEL-AH	370.68
GRAND TOTAL FOR PERIOD *****					181,204.63

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43659	12/05	ACCURATE PRINTING CO INC	150-01-50007-309-000	4M CD/DVD LABELS	990.00
			150-01-50007-309-000	1M LAB REQUEST FORM	75.00
			 CHECK TOTAL	1,065.00
43660	12/05	ADP LLC	150-01-50004-216-000	PER END 11/03	328.71
			150-01-50004-216-000	PER END 11/17	326.55
			150-01-50004-216-000	ST JURIS FEE	7.70
			 CHECK TOTAL	662.96
43661	12/05	AMERICAN ASSOCIATION OF	150-01-50003-301-000	NOTARY STAMP	23.95
			150-01-50003-301-000	NOTARY STAMP	5.95
			 CHECK TOTAL	29.90
43662	12/05	ASSOCIATED BAG COMPANY	150-01-50007-301-000	MISC EVID/ID SUPPLY	564.05
43663	12/05	AURORA MEDICAL GROUP	150-01-50004-221-000	2EA PHYS	108.00
43664	12/05	CDW-G	150-00-16001-000-000	08-206 EMAIL FILTERI	2,500.00
43665	12/05	CLASSIC CARE PRODUCTS	150-01-50006-308-000	THRU 11/30/18	418.55
			150-00-12530-000-000	THRU 11/30/18	373.00
			 CHECK TOTAL	791.55
43666	12/05	COMPLETE OFC OF WISCONSIN	150-01-50002-301-000	02 THRU 11/30/18	252.92
43667	12/05	COPY CENTER	150-01-50002-301-000	8 911 BOOKS	413.28
43668	12/05	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	NOV'18	134.54
43669	12/05	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 12/07/18	668.07
43670	12/05	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	16,317.36
43671	12/05	FASTENAL COMPANY PURCHASING	150-01-50006-305-000	INDUSTRIAL SUPPLIES	386.69
			150-00-12530-000-000	INDUSTRIAL SUPPLIES	294.52
			150-00-12530-000-000	INDUSTRIAL SUPPLIES	66.02
			150-01-50006-305-000	INDUSTRIAL SUPPLIES	25.82
			 CHECK TOTAL	773.05

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43672	12/05	GENERAL COMMUNICATIONS INC	150-00-12530-000-000	26" COMMAND STORAGE	2,326.90
43673	12/05	IPMA-HR	150-01-50004-223-000	WRITTEN TEST - REC C	672.50
43674	12/05	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 12/07/18	892.34
43675	12/05	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 12/07/18	1,815.09
43676	12/05	NOTARY BOND RENEWAL SERVICE	150-01-50003-301-000	NOTARY BOND	25.00
43677	12/05	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 12/07/18	3,817.00
43678	12/05	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	18,076.84
			150-00-12530-000-000	MISC TIRE PURCHASES	1,638.78
			150-00-12530-000-000	MISC TIRE PURCHASES	329.48
			150-00-12530-000-000	MISC TIRE PURCHASES	22.50
			150-00-12530-000-000	MISC TIRE PURCHASES	19.50
			 CHECK TOTAL	20,087.10
43679	12/05	RODES CAMERA SHOP	150-01-50007-280-000	EVID/ID SUPPLIES	28.56
			150-01-50007-280-000	EVID/ID SUPPLIES	.34
			 CHECK TOTAL	28.90
43680	12/05	UNITED PARCEL SERVICE	150-01-50004-208-000	VIKING COMM	23.85
			150-01-50004-208-000	WRITTEN TESTS	11.14
			 CHECK TOTAL	34.99
43681	12/05	WI DEPT OF FINANCIAL	150-01-50003-301-000	NOTARY APPLICATION	20.00
43682	12/20	ACCURATE PRINTING CO INC	150-01-50002-309-000	'18 COMM CTR RPT	114.00
43683	12/20	ADP LLC	150-01-50004-216-000	PER END 9/30/18	350.67
43684	12/20	AURORA MEDICAL GROUP	150-01-50004-221-000	PHYSICALS	108.00
43685	12/20	BUELOW VETTER BUIKEMA OLSON	150-01-50004-201-000	LEGAL FEES	132.50
43686	12/20	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 11/30/18	3,391.20
			150-01-50006-305-000	THRU 11/30/18	12.99
			150-01-50006-305-000	2%DISC PD W/IN TERMS	68.09CR
			 CHECK TOTAL	3,336.10

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43687	12/20	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 11/30	1,850.82
			150-01-50006-304-000	THRU 11/30	3.25
			150-01-50006-305-000	2%DISC PD W/IN TERMS	37.09CR
			 CHECK TOTAL	1,816.98
43688	12/20	CDW-G	150-01-50008-301-000	COMP SUPPLIES	5,481.67
			150-01-50008-530-000	WD RED NAS HARD DRIV	3,360.24
			150-01-50008-530-000	NAS SERVER RACKSTATI	2,480.56
			150-01-50003-520-000	2EA LASERJET PRNTR	1,378.16
			150-01-50008-530-000	NAS RAM DDR4 16GB IT	737.64
			150-01-50008-301-000	12EA CRUCIAL 250GB	651.52
			150-01-50008-301-000	COMP SUPPLIES	541.94
			150-01-50002-301-000	16EA CD-R	304.80
			150-01-50008-301-000	2EA 1PT USB	139.87
			150-01-50008-301-000	COMPUTER SUPPLIES	118.98
			150-01-50008-530-000	NAS SERVER RACK SLID	102.96
			150-01-50008-301-000	24EA 8GB USB	82.25
			150-01-50007-301-000	4EA CD-R	76.20
			150-01-50007-301-000	1EA DVD+R	58.29
			150-01-50008-301-000	4EA DYMO LABELS	41.76
			150-01-50006-301-000	1EA TRIPP 12FT HDMI	18.60
			 CHECK TOTAL	15,575.44
43689	12/20	COMSYS INC	150-01-50008-201-000	MIS SUPPORT	37,500.00
43690	12/20	CULLIGAN WATER TREATMENT	150-01-50001-301-000	DEC'18	7.95
43691	12/20	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 12/21/18	690.48
43692	12/20	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	15,429.29
43693	12/20	HARBORSIDE DISTRIBUTING	150-01-50006-302-000	HUNTERS CENTERING	40.95
43694	12/20	JAMES IMAGING SYSTEMS, INC.	150-01-50003-324-000	REC #803688	447.73
			150-01-50001-324-000	ADMIN #955959	213.97
			150-01-50002-324-000	COMM #957171	195.08
			150-01-50007-324-000	E/I #1012251	184.07
			 CHECK TOTAL	1,040.85
43695	12/20	JENSEN TOWING	150-01-50007-202-000	CS#18-70286 CADILLAC	55.00

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43696	12/20	KENO'S COLLISIONTEK	150-00-12530-000-000	LEFT HEADLIGHT	125.00
43697	12/20	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	56,372.33
43698	12/20	KENOSHA COUNTY DHS	150-01-50004-208-000	POSTAGE NOV'18	288.47
43699	12/20	LANGUAGE LINE SERVICES INC	150-01-50002-212-000	NOV'18 BAL	62.63
43700	12/20	LYNN PEAVEY COMPANY	150-01-50007-301-000	EVID/ID SUPPLIES	358.60
43701	12/20	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 12/21/18	948.62
43702	12/20	MICROSYSTEMS INC	150-01-50003-209-000	IMAGING	5,612.15
43703	12/20	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 12/21/18	2,034.42
43704	12/20	OSI ENVIRONMENTAL INC	150-00-12530-000-000	USED OIL	42.50
			150-00-12530-000-000	USED OIL	42.50
			 CHECK TOTAL	85.00
43705	12/20	PALMEN GMC, BUICK	150-00-12530-000-000	THRU 11/30	268.58
43706	12/20	PALMEN MOTORS, DODGE CHRY	150-00-12530-000-000	THRU 11/30	44.78
43707	12/20	PATRICK SEPANSKI	150-01-50006-303-000	TOOL AND BOOT REIM-P	280.00
43708	12/20	PETTY CASH	150-01-50006-211-000	TOLLS TO FED SIG	20.00
			150-01-50001-301-000	JOB FAIR BOWL/CNDY	12.14
			150-01-50003-301-000	KRINGLE REC INTERVIE	11.00
			150-01-50001-301-000	COFFEE FOR DEPT	9.49
			150-01-50002-301-000	KRINGLE-COM INTERVIE	9.00
			150-01-50001-301-000	EAP MTG COOKIES	6.98
			 CHECK TOTAL	68.61
43709	12/20	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 12/21/18	3,817.00
43710	12/20	PORCARO FORD	150-00-12530-000-000	THRU 11/30	2,449.60
43711	12/20	POSTER COMPLIANCE CENTER	150-01-50001-301-000	1 YR POSTER COMP FM	79.90

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43712	12/20	RACINE COUNTY COMMUNICATIONS	150-01-50002-211-000	APCO PST MANUALS	158.00
43713	12/20	SCOTT BASKEN	150-01-50006-303-000	BOOT REIM-SB	80.00
43714	12/20	SHRED-IT USA	150-01-50003-212-000	2EA SHREDDING	35.00
			150-01-50002-212-000	2EA SHREDDING	35.00
			 CHECK TOTAL	70.00
43715	12/20	SIRCHIE ACQUISITION COMPANY	150-01-50007-301-000	MISC EVID/ID SUPPLY	245.45
43716	12/20	STAPLES BUSINESS ADVANTAGE	150-01-50003-301-000	03 THRU 11/30	36.12
43717	12/20	THOMAS W. GENTHNER	150-01-50001-203-000	MILEAGE REIM-TG	43.60
43718	12/20	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	5W30 FULL SYN	1,202.30
			150-00-12531-000-000	CYCLE FUEL	57.06
			 CHECK TOTAL	1,259.36
43719	12/20	ALADTEC INC	150-00-16001-000-000	04-216 TIMECLOCK '19	5,209.00
43720	12/20	ALLDATA	150-00-16001-000-000	06-206 ALLDATA PRO	1,500.00
43721	12/20	GOVERNMENTJOBS.COM, INC.	150-00-16001-000-000	04-206 INSIGHT/BDL	6,556.30
			150-00-16001-000-000	04-206 BIDDLE	3,800.00
			 CHECK TOTAL	10,356.30
43722	12/20	IDENTITY AUTOMATION LP	150-00-16001-000-000	08-206 RAPIDIDENTITY	4,224.25
43723	12/20	INGLENET BUSINESS SOLUTIONS	150-00-16001-000-000	08-206 TIP/IX LIC	3,240.00
43724	12/20	POWERDMS, INC.	150-00-16001-000-000	206SPLT POWERDMS	4,191.00
43725	12/20	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	JAN'19	825.71
			150-00-16001-000-000	02-124 JAN 19	280.29
			150-00-16001-000-000	03-124 JAN 19	128.04
			150-00-16001-000-000	06-124 JAN 19	77.20
			150-00-16001-000-000	07-124 JAN 19	59.72
			150-00-16001-000-000	01-124 JAN'19	37.01
			 CHECK TOTAL	1,407.97

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43726	12/20	ZIMBRA, INC.	150-00-16001-000-000	08-206 ZIMBRA NETWOR	1,102.50
43727	12/21	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	13,392.15
43728	12/21	SMART HORIZONS	150-01-50002-206-000 150-00-16001-000-000	18 EXPECTATIONS 02-206 '19 EXPECTATI CHECK TOTAL	145.00 145.00 290.00
43729	12/27	ADP LLC	150-01-50004-216-000	PER END 11/30	338.57
43730	12/27	AMG EMPLOYER SERVICES	150-01-50004-201-000	4TH QTR	474.50
43731	12/27	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000 150-00-12530-000-000	THRU 11/30 THRU 11/30 CHECK TOTAL	423.94 147.80 571.74
43732	12/27	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	DEC '18	126.08
43733	12/27	NATIONAL CAR WASH SOLUTIONS	150-01-50006-304-000	CAR WASH CHEM CNTRC	616.06
43734	12/27	APCO INSTITUTE	150-00-16001-000-000 150-00-16001-000-000 150-00-16001-000-000	01-205 J.N DUES 01-205 T.G DUES 02-205 M.B DUES CHECK TOTAL	92.00 92.00 92.00 276.00
43735	12/27	COMMUNITY INSURANCE CORP	150-00-16001-000-000 150-00-16001-000-000 150-00-16001-000-000 150-00-16001-000-000 150-00-16001-000-000	04-220 GEN LIAB INS 04-220 AUTO INS 04-220 AUTO PREM 04-220 ADD INS-MED 04-220 ADDTNL INS CHECK TOTAL	39,753.00 21,406.00 529.00 150.00 75.00 61,913.00
43736	12/27	SECURA INSURANCE	150-00-16001-000-000 150-00-16001-000-000 150-00-16001-000-000	04-221 WC INS 04-220 PROP INS 04-220 CRIME INS CHECK TOTAL	18,615.00 3,726.00 412.00 22,753.00
GRAND TOTAL FOR PERIOD *****					336,969.05



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

ADMINISTRATION
Thomas W. Genthner
Director
Joshua D. Nielsen
Assistant Director
Francine I. Hooper
Finance Assistant
Beverly M. Sebetic
Human Resources
Coordinator

MANAGEMENT
Mike S. Blodgett
Dispatch/Communications
Stephanie W. Lorenzo
Records/Public Counter
Patrick W. Sepanski
Fleet Maintenance
Mark D. McMullen
Evidence/Identification

TO: Kenosha Joint Services Board 19-015

FROM: Tom Genthner

REFERENCE: Changes to Kenosha Joint Services Employee Handbook

DATE: January 25, 2019

Included with this document is a track change version of the employee handbook and a final version, pending KJSB approval. There are no financial implications to the changes, other than those that have already been allocated in the 2019 budget.

The following are the page number, section and a brief explanation of the change.

Page 14, Section. XIX Shift Vacancies, (A)(1) Procedures – Wording was added to clarify the section.

Page 15, Section XX. Wages, (B)(4) Medical Dispatch – This change was made with the implementation of the Wage and Compensation plan. The wording in the handbook was not updated.

Page 15, Section XX. Wages, (B)(5) Automotive Fleet Technician – The increase to the Tool Allowance and Safety Boot Allowance were made as part of the 2019 budget.

Page 16, Section XX. Wages, (D) Payment of Raises – Update to outdated organization practice.

Page 30, Appendix B – Pay Scale 2019.

Page 32, Employee Handbook Receipt – Acknowledgement of changes and receipt of the handbook.

I request your Approval.

Respectfully:

A handwritten signature in blue ink that reads 'Tom Genthner'.

Tom Genthner

DRAFT

Kenosha Joint Services Employee Handbook



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

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

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

II. Management Rights

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

III. Equal Employment Opportunity

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

IV. Workplace Violence

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

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

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

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

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

V. Harassment

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

VI. Ethics

All employees of Joint Services must observe in their official acts the highest standard of ethics and discharge faithfully the duties of their office regardless of personal consideration. All who are employed with Joint Services must comply with the Joint Service's 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. Workplace Safety and Grievance Procedure

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

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

A. Grievance Procedure and Dispute Resolution

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

B. Verbal Grievance

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

C. Written Grievance Submission

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

D. Administrative Response

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

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

E. Appeal - Impartial Hearing

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

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

F. Appeal for Review

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

G. Decision of the Joint Services Board

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

X. Length of Service

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

A. Orientation Period

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

Telecommunicators will have an orientation period of 18 months from date of hire.

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

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

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

B. Length of Service - Personnel Actions

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

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. Safety Devices

Joint Services will furnish proper safety devices for all work.

XVI. Hours of Work

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

A. Joint Services Clerks

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

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

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

Shifts:

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

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

B. Fleet Maintenance

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

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

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

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

C. Telecommunicators

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

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

Shifts:

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

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

D. Identification Technicians

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

Shifts:

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

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

the Evidence/Identification Supervisor will work a standard workweek of Monday through Friday.

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

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

E. Administrative Clerk

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

XVII. 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.

XVIII. Job Posting - Vacancies

A. Procedure

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

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

XIX. Shift Vacancies

A. Procedure

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

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

XX. Wages

A. Wages, See Appendix A and B

B. Premiums and Shift Differential

1. Certified Training Officer

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

2. Shift Premiums

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

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

3. Telephone Premium

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

4. Emergency Medical Dispatch

~~911 Telecommunicator:~~ A \$0.50 per hour premium shall be paid to employees, in addition to their base pay, classified as 911 telecommunicator, who possess EMD certification, and have successfully completed training in call taking. ~~Employees will maintain the EMD certification as a condition of their employment. Step A is attained after successfully meeting the training criteria for one console, Step B is attained after successfully meeting the training criteria for two consoles, and Step C is attained after successfully meeting the training criteria for three consoles~~

5. Automotive Fleet Technician

~~Automotive Fleet Technician:~~The Lead Automotive Technician shall be paid a \$ 0.50 per hour premium for all hours worked. All Automotive Technicians shall receive a \$~~150-225~~ per calendar year for the purchase of hand tools used in the performance of their duties as approved by the Manager. Each Technician is required to wear shoes or boots with protective toe boxes and will be reimbursed \$~~80-100~~ per calendar year for the purchase of such footwear.

C. Pay Period

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

D. Payment of Raises

~~All changes to the hourly rate will be effective the first day of the pay period following the effective date of the pay change.~~ Changes to the hourly rate will occur on the effective date of the raise.

XXI. Overtime

A. Overtime Rate of Pay and Hours Worked

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

B. Work on a Paid Holiday

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

C. Overtime Distribution

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

D. Call-in Pay

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

E. Requirements for Overtime to be Mandatory

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

F. Training

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

G. Overtime Approval

Overtime must be approved by management.

XXII. Vacations

A. Vacation Entitlement

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

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

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

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

B. Payment Upon Termination

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

C. Vacation Preference

Vacations will be selected on the basis of length of service with selections starting January 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.

D. Vacation Usage

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

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

XXIII. Holidays

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

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

B. Floating Holidays for 5/2 Schedule.

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

C. Holiday on Saturday or Sunday for 5/2

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

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

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

XXIV. Sick Leave

A. Earning of Sick Time

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

B. Use of Leave

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

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

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

C. Call-in Procedures

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

D. Sick Leave Monitoring

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

E. Accumulation

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

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

F. Payment Upon Termination

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

XXV. Discipline and Discipline Appeal

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

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

A. Discipline

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

B. Procedure

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

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

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

C. Levels of Disciplinary Action

1. Verbal Reprimand

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

2. Written Reprimand

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

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

3. Disciplinary Suspension

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

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

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

4. Disciplinary Probationary Period

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

5. Discharge/Termination

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

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

D. Internal Review

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

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

The following procedure will be adhered to:

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

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

2. Meeting to show cause:

- Department supervisor and/or manager review results of investigation and recommend level of discipline to the director

- A maximum level of discipline will be authorized by the director based on equitable and uniform discipline agency-wide.

3. Written notice to employee:

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

4. Pre-disciplinary hearing:

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

5. Results of pre-disciplinary hearing:

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

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

6. Written Notice to Employee:

Written notice of disciplinary action to be taken, if any, shall be given to the employee stating effective dates and time of action. The decision of the director shall be final unless the employee files a written appeal requesting a hearing before an Impartial

Hearing Officer.* Written notice of the employee's right to appeal the decision will also be provided with the written disciplinary decision.

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

7. Appeal/Grievance Procedure for Suspensions and Terminations

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

8. Appeal for Review

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

9. Decision of the Joint Services Board

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

XXVI. 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.

XXVII. Military Leave

A. Armed Forces

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

1. Reinstatement

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

B. Reserve Training

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

XXVIII. Funeral Leave

A. Funeral Leave for Immediate Family

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

B. Funeral Leave for Other Relatives

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

1. Rate of Pay

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

XXIX. Insurance

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

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

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

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

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

XXX. 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.

XXXI. 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.

XXXII. 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.

XXXIII. 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.

XXXIV. 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.

XXXV. Part Time Employee Benefits

A. Part Time Employees

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

B. Vacations

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

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

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

C. Paid Holidays and Floating Holidays

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

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

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

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

D. Sick Leave

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

XXXVI. Temporary Employees

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

XXXVII. Acknowledgement

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

Appendix A: Position Grade Assignment

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

Appendix B: Pay Scale ~~2018~~2019

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

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 ~~2018-2019~~ employee handbook and my signature indicates I understand the information contained within.

Print _____

Signed _____

Date _____

Kenosha Joint Services Employee Handbook



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

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

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

II. Management Rights

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

III. Equal Employment Opportunity

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

IV. Workplace Violence

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

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

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

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

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

V. Harassment

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

VI. Ethics

All employees of Joint Services must observe in their official acts the highest standard of ethics and discharge faithfully the duties of their office regardless of personal consideration. All who are employed with Joint Services must comply with the Joint Service's 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. Workplace Safety and Grievance Procedure

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

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

A. Grievance Procedure and Dispute Resolution

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

B. Verbal Grievance

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

C. Written Grievance Submission

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

D. Administrative Response

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

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

E. Appeal - Impartial Hearing

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

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

F. Appeal for Review

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

G. Decision of the Joint Services Board

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

X. Length of Service

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

A. Orientation Period

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

Telecommunicators will have an orientation period of 18 months from date of hire.

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

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

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

B. Length of Service - Personnel Actions

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

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. Safety Devices

Joint Services will furnish proper safety devices for all work.

XVI. Hours of Work

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

A. Joint Services Clerks

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

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

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

Shifts:

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

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

B. Fleet Maintenance

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

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

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

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

C. Telecommunicators

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

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

Shifts:

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

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

D. Identification Technicians

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

Shifts:

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

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

the Evidence/Identification Supervisor will work a standard workweek of Monday through Friday.

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

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

E. Administrative Clerk

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

XVII. 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.

XVIII. Job Posting - Vacancies

A. Procedure

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

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

XIX. Shift Vacancies

A. Procedure

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

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

XX. Wages

A. Wages, See Appendix A and B

B. Premiums and Shift Differential

1. Certified Training Officer

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

2. Shift Premiums

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

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

3. Telephone Premium

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

4. Emergency Medical Dispatch

A \$0.50 per hour premium shall be paid to employees, in addition to their base pay, classified as 911 telecommunicator, who possess EMD certification, and have successfully completed training in call taking. Employees will maintain the EMD certification as a condition of their employment.

5. Automotive Fleet Technician

The Lead Automotive Technician shall be paid a \$ 0.50 per hour premium for all hours worked. All Automotive Technicians shall receive a \$225 per calendar year for the purchase of hand tools used in the performance of their duties as approved by the Manager. Each Technician is required to wear shoes or boots with protective toe boxes and will be reimbursed \$100 per calendar year for the purchase of such footwear.

C. Pay Period

Pay periods are bi-weekly with the payday being Friday, one week following the actual time worked. For pay purposes only, each pay period shall consist of 80 hours plus any applicable overtime and/or premium. However, any unpaid time off or tardiness shall be

deducted from said 80 hours. The pay system is an automatic deposit to the employee's bank account.

D. Payment of Raises

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

XXI. Overtime

A. Overtime Rate of Pay and Hours Worked

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

B. Work on a Paid Holiday

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

C. Overtime Distribution

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

D. Call-in Pay

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

E. Requirements for Overtime to be Mandatory

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

F. Training

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

G. Overtime Approval

Overtime must be approved by management.

XXII. Vacations

A. Vacation Entitlement

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

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

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

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

B. Payment Upon Termination

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

C. Vacation Preference

Vacations will be selected on the basis of length of service with selections starting January 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.

D. Vacation Usage

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

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

XXIII. Holidays

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

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

B. Floating Holidays for 5/2 Schedule.

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

C. Holiday on Saturday or Sunday for 5/2

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

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

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

XXIV. Sick Leave

A. Earning of Sick Time

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

B. Use of Leave

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

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

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

C. Call-in Procedures

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

D. Sick Leave Monitoring

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

E. Accumulation

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

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

F. Payment Upon Termination

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

XXV. Discipline and Discipline Appeal

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

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

A. Discipline

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

B. Procedure

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

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

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

C. Levels of Disciplinary Action

1. Verbal Reprimand

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

2. Written Reprimand

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

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

3. Disciplinary Suspension

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

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

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

4. Disciplinary Probationary Period

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

5. Discharge/Termination

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

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

D. Internal Review

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

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

The following procedure will be adhered to:

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

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

2. Meeting to show cause:

- Department supervisor and/or manager review results of investigation and recommend level of discipline to the director

- A maximum level of discipline will be authorized by the director based on equitable and uniform discipline agency-wide.

3. Written notice to employee:

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

4. Pre-disciplinary hearing:

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

5. Results of pre-disciplinary hearing:

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

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

6. Written Notice to Employee:

Written notice of disciplinary action to be taken, if any, shall be given to the employee stating effective dates and time of action. The decision of the director shall be final unless the employee files a written appeal requesting a hearing before an Impartial

Hearing Officer.* Written notice of the employee's right to appeal the decision will also be provided with the written disciplinary decision.

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

7. Appeal/Grievance Procedure for Suspensions and Terminations

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

8. Appeal for Review

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

9. Decision of the Joint Services Board

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

XXVI. 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.

XXVII. Military Leave

A. Armed Forces

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

1. Reinstatement

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

B. Reserve Training

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

XXVIII. Funeral Leave

A. Funeral Leave for Immediate Family

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

B. Funeral Leave for Other Relatives

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

1. Rate of Pay

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

XXIX. Insurance

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

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

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

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

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

XXX. 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.

XXXI. 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.

XXXII. 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.

XXXIII. 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.

XXXIV. 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.

XXXV. Part Time Employee Benefits

A. Part Time Employees

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

B. Vacations

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

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

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

C. Paid Holidays and Floating Holidays

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

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

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

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

D. Sick Leave

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

XXXVI. Temporary Employees

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

XXXVII. Acknowledgement

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

Appendix A: Position Grade Assignment

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

Appendix B: Pay Scale 2019

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

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 2019 employee handbook and my signature indicates I understand the information contained within.

Print _____

Signed _____

Date _____

Kenosha Joint Services

Policy and Procedure Manual

Subject: Information Systems Security

Effective Date January 29, 2019

Last Revised: November 28, 2017

Policy Number

Distribution All Personnel

Re-evaluation Date Annually

Number of Pages 4

DRAFT

I. PURPOSE

The purpose of this policy is to provide employees of Kenosha Joint Services guidance on how to maintain security of information systems and respond to potential risks to the security of any information system.

II. POLICY

It is the policy of this agency that all employees remain aware of potential risks to the information systems utilized by Kenosha Joint Services. Employees are to immediately report any potential security incident to an appropriate authority to assist in mitigating any potential risk.

III. DEFINITIONS:

- A. CJIS: Criminal Justice Information Systems
- B. Information System: The set of components (hardware and software) used for collection, storing, processing, and providing information, knowledge, and digital products.
- C. KJS: Kenosha Joint Services
- D. KSD: Kenosha Sheriff's Department
- E. Remote Access: Using an electronic device to access an information system from outside of the KJS secure network including but not limited to use of cellular, private or public networks.
- F. Security Incident: a violation or possible violation of policy that threatens the confidentiality, integrity or availability of any information system.
- G. TIME: Transaction Interface for the Management of Enforcement System. This system is run by the CIB and employees of KJS will use this system to access CIB databases as well as Department of Transportation, Department of Natural Resources, the National

Crime Information Center (NCIC), and the National Law Enforcement Telecommunications System databases.

IV. PROCEDURE

A. Information Systems Hardware.

1. All information systems' hardware utilized by KJS employees to access the TIME system will be installed or stored in physically secure locations within KJS facilities.
2. Access to these physically secure locations will be limited to those authorized by the Director of KJS and comply with the policy Physical Security.

B. Virus/Spam/Spyware and Malicious Code Protection

1. KJS will employ virus protection mechanisms to detect and eradicate malicious code (e.g., viruses, worms, Trojan horses) at critical points throughout the network and on all workstations, servers and mobile computing devices on the network.
2. KJS will implement spam and spyware protection. This agency will employ spam protection mechanisms at critical information system entry points (e.g., firewalls, electronic mail servers, remote-access servers), and employ spyware protection at workstations, servers or mobile computing devices on the network.
3. KJS will ensure malicious code protection is enabled on all critical points and information systems and ensure resident scanning is employed. This agency will ensure malicious code protection is kept current (i.e. most recent update available).
4. Users should be cautious when downloading internet content or clicking on web-based pop-ups/windows, unknown emails, email attachments or embedded objects. Removable devices such as flash drives, CDs, etc. may also possibly introduce viruses and malware; caution should be used before being introduced to the system. When in doubt, contact a supervisor before downloading content, clicking on pop-ups, or attaching removable devices to the system.
5. KJS will monitor applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws. System patches will be installed in a timely manner.

C. Mobile Devices

1. As electronic handheld devices continue to become more integrated into the mobile workforce, security measures must be employed since such devices may be used outside of physically secure locations. Wireless devices, even in physically secure areas, are susceptible to penetration, eavesdropping and malware. Furthermore, compromised or lost wireless devices may introduce risk to the overall security of an agency's network, criminal justice information and/or the TIME/NCIC Systems.
2. The use of electronic handheld devices and/or laptops to access TIME/NCIC information is allowed, provided the security requirements for such access as outlined in the CJIS Security Policy are implemented. This may include advanced authentication, encryption, security-related updates, official use guidance, data at rest encryption, and prevention

of data compromise in case of possible loss of the device. The requirement to use or not use advanced authentication is dependent upon the physical, personnel and technical security controls associated with the user location as specified in the CJIS Security Policy.

3. A personal firewall must be employed on all devices that are mobile by design (i.e. laptops, handhelds, personal digital assistants, etc.).
- D. Passwords. Any system used by KJS personnel to access the TIME system will follow the secure password attributes listed below to authenticate an individual's unique ID. Passwords will:
1. Be a minimum length of 8 characters on all systems.
 2. Not be a dictionary word or proper name.
 3. Not be the same as the user id.
 4. Expire within a maximum of every 90 calendar days.
 5. Not be identical to the previous ten (10) passwords.
 6. Not be transmitted in the clear outside the secure location.
 7. Not be displayed when entered.
- E. Unsuccessful login attempts for systems accessing the TIME system. KJS will enforce a limit of no more than five (5) consecutive invalid access attempts by a user. In the event more than five (5) consecutive invalid access attempts are made, the user account will be locked for at least a 10 minute period unless released by an administrator.
- F. Session Inactivity. The information system will initiate a session lock after a maximum of 30 minutes of inactivity. The session lock will remain in effect until the user reestablishes access using appropriate identification and authentication procedures. Users can directly initiate session lock mechanisms to prevent inadvertent viewing when a device is unattended. A session lock is not a substitute for logging out of the information system. Devices in the Records and Communications Department are exempt from this requirement for officer safety reasons. Note: an example of a session lock is a screen saver with password.
- G. Temporary Remote Access. KJS will allow remote access to information systems for the purposes of maintenance provided the user's connection meets advanced authentication requirements and connections are encrypted to CIJIS requirements. Users with remote access will be limited to:
1. KJS Management Personnel
 2. KJS IT Support Staff
 3. Vendor Support Staff
- H. Auditing for systems accessing the TIME system.
1. KJS will maintain audit logs for systems that access the TIME system for a minimum of **35 days one (1) year**. Audit logs will only be accessible by users authorized by the Director of KJS.
 2. Audit logs will track successful and unsuccessful system log-on attempts, attempts to change passwords; attempts to access, create, write, delete or change permissions on a user account, file directory or other system resource; actions by privileged accounts, attempts for users to access, modify or destroy audit log files.

3. Audit logs will include date and time of event, type of even, identification of user, software and/or hardware where the event occurred, outcome (success or failure) of the event.
 4. **The KJS System Administrator or designee will review the audit logs on a weekly basis for suspicious activity.**
- I. Account Management
 1. KJS will keep user logins and accounts current. When a user is terminated, leaves employment or job duties no longer require TIME System access the user's system account will be disabled. This agency will validate information system accounts at least annually and will document the validation.
 2. User TIME access will be assigned according to the principle of 'least privilege'. Least privilege means giving a user account only those privileges which are essential to perform assigned duties. Assigned authorizations will control access to the system and system information.
 3. Users may only have one active computer session accessing the TIME/NCIC Systems at a time. **Multiple concurrent active sessions for one user are prohibited except in the Communications, Evidence/ID and Records Departments where users need to move from one position to another without impeding work that may be occurring on a given computer session.**
 - J. Security Incident Response
 1. Indicators of a security incident may include system crashes without a clear reason, new files with novel or strange names appearing, changes in file lengths or modification dates, unexplained poor system performance, etc.
 2. If agency personnel notice unusual occurrences on the system, or observe any indicators of a possible security incident, they should immediately report the possible security incident to their supervisor and/or the helpdesk. Personnel will follow the instructions of supervisors and/or helpdesk personnel regarding appropriate actions to take to protect the security of the information system.
 3. Supervisory and helpdesk staff should document any security incidents including possible or attempted security incidents, and ensure the information is promptly reported to the Crime Information Bureau. Evidence of the security incident may need to be collected and retained to conform to the rules of evidence in case of legal action (either civil or criminal).

V. TRAINING

All members of this agency will receive training on this policy/procedure. As specific information or alerts about potential risks to information systems become available, the helpdesk will provide employees with updates and specific actions to be taken.

Kenosha Joint Services

Policy and Procedure Manual

Subject: Information Systems Security

Effective Date November 28, 2017

Last Revised:

Policy Number

Distribution All Personnel

Re-evaluation Date Annually

Number of Pages 4

I. PURPOSE

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 3. Audit logs will include date and time of event, type of event, identification of user, software and/or hardware where the event occurred, outcome (success or failure) of the event.

I. Account Management

1. KJS will keep user logins and accounts current. When a user is terminated, leaves employment or job duties no longer require TIME System access the user's system account will be disabled. This agency will validate information system accounts at least annually and will document the validation.
2. User TIME access will be assigned according to the principle of 'least privilege'. Least privilege means giving a user account only those privileges which are essential to perform assigned duties. Assigned authorizations will control access to the system and system information.
3. Users may only have one active computer session accessing the TIME/NCIC Systems at a time. Multiple concurrent active sessions for one user are prohibited unless a business need for such multiple session access can be documented.

J. Security Incident Response

1. Indicators of a security incident may include system crashes without a clear reason, new files with novel or strange names appearing, changes in file lengths or modification dates, unexplained poor system performance, etc.
2. If agency personnel notice unusual occurrences on the system, or observe any indicators of a possible security incident, they should immediately report the possible security incident to their supervisor and/or the helpdesk. Personnel will follow the instructions of supervisors and/or helpdesk personnel regarding appropriate actions to take to protect the security of the information system.
3. Supervisory and helpdesk staff should document any security incidents including possible or attempted security incidents, and ensure the information is promptly reported to the Crime Information Bureau. Evidence of the security incident may need to be collected and retained to conform to the rules of evidence in case of legal action (either civil or criminal).

V. TRAINING

All members of this agency will receive training on this policy/procedure. As specific information or alerts about potential risks to information systems become available, the helpdesk will provide employees with updates and specific actions to be taken.

Kenosha Joint Services

Policy and Procedure Manual

Subject: Time Clock

Effective Date January 29, 2019
Last Revised: October, 2008
Policy Number
Distribution All Personnel
Re-evaluation Date Annually
Number of Pages 2

DRAFT

I. PURPOSE

The purpose of this policy is to establish procedures to track employees work hours and to ensure employees are paid appropriately and in accordance with state and federal laws.

II. POLICY

All employees will document all time worked and paid time off using the Aladtec Scheduling Software. Employees who fail to accurately account for their work hours in accordance with this policy are subject to progressive discipline up to and including termination of employment.

III. DEFINITIONS:

- A. **Non-Exempt Employees** are those whose job description is classified as being entitled to overtime pay through the Fair Labor Standards Act.
- B. **Exempt Employees** are those whose job description is classified as not being entitled to overtime pay through the Fair Labor Standards Act.

IV. PROCEDURE

- A. Exempt employees are required to track their work time using the Aladtec Scheduling Software and will not utilize the web-based Aladtec Time Clock Software.
- B. Non-exempt employees must clock-in and clock-out using the web-based Aladtec Time Clock Software to document all work time. Employees must clock-out to record times they are not on-duty.
- C. Employees may not share log-ins or passwords with another employee under any circumstances. If a non-exempt employee is working off-site they will notify their

supervisor who will document the work time on the employee's time clock record in Aladtec.

- D. In cases where an employee failed to clock-in or clock-out the employee must notify their supervisor who will adjust the employee's time clock record in Aladtec and document the reason.
- E. Employees must clock-in no more than six minutes before the shift beginning or clock-out six minutes after the shift ending unless overtime has been approved by their supervisor.

V. TRAINING

New employees will be trained in this procedure through their departments training program. Employees will read the policy and then sign, using an approved form, that they have read and understand the policy.

TIME CLOCK (Rev. 3/86, 6/86, 4/89, 11/89, 5/94)Policy

All hourly employees are required to punch their department's assigned time clock to record attendance.

Rule

Members must punch their own timecards. Members must punch the time clock(s) to record times they are temporarily absent from the building or work for personal or nonpaid duties. Members should punch the time clock as close to their shift beginning and ending times as possible.

Overtime will be paid to members who are required to remain at their work stations to perform official duties for more than six (6) minutes past their shift ending time. Overtime will be calculated at six (6) minute increments. Example:

07 - 12 minutes worked 12 minutes pay
13 - 18 minutes worked 18 minutes pay

Overtime must be based on situations that are beyond the control of the employee and must be supported by an overtime slip and approved by Management.

Kenosha Joint Services

Policy and Procedure Manual

Subject: Tardiness

Effective Date January 29, 2019

Last Revised: July 1994

Policy Number

Distribution All Personnel

Re-evaluation Date Annually

Number of Pages 2

DRAFT

I. PURPOSE

The purpose of this policy is to establish rules and procedures to handle situations when a non-exempt employee clocks-in after their scheduled start time.

II. POLICY

An employee is considered to be tardy when not clocked in and ready to begin work at their scheduled time. An employee who is going to be tardy is responsible for notifying their supervisor as soon as possible.

III. DEFINITIONS:

- A. **Tardiness** is defined as an employee not being clocked-in, in accordance with the Time Clock Policy, and at their assigned work station ready to begin work at the employee's scheduled start time.
- B. **Non-exempt employees** are those whose job description is classified as being entitled to overtime pay through the Fair Labor Standards Act.

IV. PROCEDURE

- A. Non-exempt employees may be permitted to make up missed time, during the same shift, with approval of their supervisor. The supervisor will determine the exact amount of time the employee will be allowed to make up; however, overtime will not be incurred as a result of making up missed time. Supervisors must be consistent in allowing employees to make up time within their department.

- B. Employees who are tardy and do not make up the time will substitute vacation time in one hour increments. In cases of tardiness when there is insufficient vacation time, reductions to the employee's time record will be recorded in tenths of an hour.
- C. An employee who is tardy more than four (4) times in a six (6) month period will be subject to progressive discipline. The six month period is a rolling six month period calculated by counting back six months from the most recent tardy date.
- D. Any member who believes their clock-in time is incorrect should immediately notify a management member to verify the time.

V. TRAINING

Employees will read this policy and then sign, using an approved form, that they have read and understand the policy.

TARDINESS (Rev. 3/89, 4/89, 7/94)Policy

All members are expected to be present and able to begin work at their designated shift starting time.

Rule

An employee is not considered to be present unless they are at their assigned work stations or department and ready to begin work.

Employees who are more than six (6) minutes late will have their pay reduced in six (6) minute increments. Example:

07 - 12 minutes	12 minute reduction
13 - 18 minutes	18 minute reduction

A tardiness problem employee is defined as a member who has more than four (4) documented tardies in a six (6) month period. This six month period is a rolling six month period that is calculated by counting back six months from the most recent tardy date. Progressive discipline will apply to all tardies in excess of four within any said six month periods.

Any member who is tardy and feels the time on the time clock is incorrect should immediately notify a management member to verify the time.



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

ADMINISTRATION

Thomas W. Genthner
Director

Joshua D. Nielsen
Assistant Director

Francine I. Hooper
Finance Assistant

Beverly M. Sebetic
Human Resource Coordinator

MANAGEMENT

Michael S. Blodgett
Dispatch/Communications

Stephanie W. Lorenzo
Records/Public Counter

Patrick W. Sepanski
Fleet Maintenance

Mark D. McMullen
Evidence/Identification

TO: Kenosha Joint Services Board

JSM 19-012

FROM: Bev Sebetic, Human Resource Coordinator

REFERENCE: **2019 Meeting Dates**

DATE: January 17, 2019

The Kenosha Joint Services Board meets monthly on the fourth Tuesday at 4:30 p.m. in the Joint Services Administration conference room.

The remaining Board meeting dates for 2019 are anticipated to be as follows:

- February 26
- March 26
- April 23
- May 28
- June 25
- July 23
- August 27
- September 24
- October 22
- November 26

Please note, variations in the meeting dates are provided in advance to the members.

For your information, additional meeting dates may be scheduled as necessary during the budget approval process and in keeping with the requirements of the IGA document. Also, the December meeting date falls on Christmas Eve day. In recent years, we have scheduled the November and December meetings as one date to conduct any necessary business.

Thank you.

bs

Dispatch Wages and Benefits Local Communities

CenCom E 911 Round Lake Beach, IL, Collective Bargaining Agreement Dispatch Chapter # 591

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
22.79	23.93	24.53	25.74	27.03	29.05	30.52	32.05	32.49

FYE 2019 +1.50 %

FYE 2020 +1.75 %

FYE 2021 +1.75 %

FYE 2022 +2.00 %

Kenosha Joint Services Telecommunicators 1/01/2019

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
	19.9733	20.5725	21.1897	21.8253	22.4801	23.1545	23.8491	24.5646	25.3016
1 % increase	20.173	20.7782	21.4015	22.0436	22.7049	23.3861	24.0876	24.8103	25.5546
1.75 % Increase	20.3228	20.9325	21.5605	22.2072	22.8735	23.5597	24.2665	24.9945	25.7444

Lake County IL. S.O. Radio Dispatchers 2019

Start	Year 1	Year 2	Year 3	Year 4	Year 6	Year 8
27.72622	29.10262	30.56711	32.08666	33.69429	35.37901	38.78147

Pleasant Prairie, WI Dispatch Wages 1/01/2019

Step 1	Step 2	Step 3
19.01	21.10	22.33

Racine County, WI Dispatch Wages 1/01/2019

Minimum	Mid-point	Maximum
20.389	23.4525	26.5159

Eight years to maximum level

Increase based on yearly evaluations - 0 to 3 % increase per year

Walworth County, WI Dispatch Wages 1/01/2019

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
19.91	20.41	20.91	21.44	21.98	22.53	23.08	23.66

Dispatch Wages and Benefits

Local Communities

Health Insurance

CenCom	\$2,500/\$5,000 with alternate reimbursement. Employee 1st \$500, organization 2,d \$500. 50/50% split for last remaining.
Kenosha Joint Services	\$1,000/2,000 deductible \$4,000/8,000 out of pocket max. In-network
Lake County	Premium contributions
Pleasant Prairie	\$2,500 deductible/\$2,500 HRA. Wellness Program.
Racine County	Premium Sharing County 85 % Employee 15 % Out of pocket max \$2,000/4,000 In-network
Walworth County	Unk
Gurnee PD, IL	Unknown Wages and Benefits

Appendix A: Position Grade Assignment

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

Appendix B: Pay Scale 2018

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

**Kenosha Joint Services
Pay Scale - 2019 plus 1%**

Pay Scale - 2019									
Grade	1	2	3	4	5	6	7	8	9
1	37,344.13	38,464.46	39,618.39	40,806.94	42,031.15	43,292.08	44,590.85	45,928.57	47,306.43
2	39,584.78	40,772.32	41,995.49	43,255.36	44,553.02	45,889.61	47,266.30	48,684.29	50,144.82
3	41,959.87	43,218.66	44,515.22	45,850.68	47,226.20	48,642.99	50,102.28	51,605.34	53,153.50
4	44,477.46	45,811.78	47,186.14	48,601.72	50,059.77	51,561.57	53,108.41	54,701.66	56,342.71
5	47,146.11	48,560.49	50,017.30	51,517.82	53,063.36	54,655.26	56,294.92	57,983.76	59,723.28
6	49,974.87	51,474.12	53,018.34	54,608.89	56,247.16	57,934.57	59,672.61	61,462.79	63,306.67
7	52,973.37	54,562.57	56,199.44	57,885.43	59,621.99	61,410.65	63,252.97	65,150.56	67,105.07
8	56,151.77	57,836.32	59,571.41	61,358.55	63,199.31	65,095.29	67,048.15	69,059.59	71,131.38
9	59,520.87	61,306.50	63,145.69	65,040.07	66,991.27	69,001.01	71,071.04	73,203.17	75,399.26
10	63,092.13	64,984.89	66,934.44	68,942.47	71,010.74	73,141.07	75,335.30	77,595.36	79,923.22
11	66,877.65	68,883.98	70,950.50	73,079.02	75,271.39	77,529.53	79,855.42	82,251.08	84,718.61
12	70,890.31	73,017.02	75,207.53	77,463.76	79,787.67	82,181.30	84,646.74	87,186.14	89,801.73
13	75,143.73	77,398.04	79,719.98	82,111.58	84,574.93	87,112.18	89,725.55	92,417.31	95,189.83
14	79,652.36	82,041.93	84,503.18	87,038.28	89,649.43	92,338.91	95,109.08	97,962.35	100,901.22
15	84,431.50	86,964.44	89,573.37	92,260.58	95,028.39	97,879.25	100,815.62	103,840.09	106,955.29
16	89,497.39	92,182.31	94,947.78	97,796.21	100,730.10	103,752.00	106,864.56	110,070.50	113,372.61
17	94,867.23	97,713.25	100,644.64	103,663.98	106,773.90	109,977.12	113,276.43	116,674.73	120,174.97
18	100,559.26	103,576.04	106,683.32	109,883.82	113,180.34	116,575.75	120,073.02	123,675.21	127,385.47
19	106,592.82	109,790.60	113,084.32	116,476.85	119,971.16	123,570.29	127,277.40	131,095.72	135,028.59
20	112,988.39	116,378.04	119,869.38	123,465.46	127,169.43	130,984.51	134,914.04	138,961.47	143,130.31

Pay Scale Converted to Hourly Rate - 2019 plus 1%									
Grade	1	2	3	4	5	6	7	8	9
1	17.9539	18.4925	19.0473	19.6187	20.2073	20.8135	21.4379	22.0810	22.7435
2	19.0311	19.6021	20.1901	20.7958	21.4197	22.0623	22.7242	23.4059	24.1081
3	20.1730	20.7782	21.4015	22.0436	22.7049	23.3861	24.0876	24.8103	25.5546
4	21.3834	22.0249	22.6856	23.3662	24.0672	24.7892	25.5329	26.2989	27.0878
5	22.6664	23.3464	24.0468	24.7682	25.5112	26.2766	27.0649	27.8768	28.7131
6	24.0264	24.7472	25.4896	26.2543	27.0419	27.8532	28.6888	29.5494	30.4359
7	25.4680	26.2320	27.0190	27.8295	28.6644	29.5244	30.4101	31.3224	32.2621
8	26.9960	27.8059	28.6401	29.4993	30.3843	31.2958	32.2347	33.2017	34.1978
9	28.6158	29.4743	30.3585	31.2693	32.2073	33.1736	34.1688	35.1938	36.2496
10	30.3328	31.2427	32.1800	33.1454	34.1398	35.1640	36.2189	37.3055	38.4246
11	32.1527	33.1173	34.1108	35.1341	36.1882	37.2738	38.3920	39.5438	40.7301
12	34.0819	35.1043	36.1575	37.2422	38.3595	39.5102	40.6955	41.9164	43.1739
13	36.1268	37.2106	38.3269	39.4767	40.6610	41.8809	43.1373	44.4314	45.7643
14	38.2944	39.4432	40.6265	41.8453	43.1007	44.3937	45.7255	47.0973	48.5102
15	40.5921	41.8098	43.0641	44.3560	45.6867	47.0573	48.4690	49.9231	51.4208
16	43.0276	44.3184	45.6480	47.0174	48.4279	49.8808	51.3772	52.9185	54.5061
17	45.6092	46.9775	48.3868	49.8385	51.3336	52.8736	54.4598	56.0936	57.7764
18	48.3458	49.7962	51.2901	52.8288	54.4136	56.0460	57.7274	59.4592	61.2430
19	51.2465	52.7839	54.3675	55.9985	57.6784	59.4088	61.1911	63.0268	64.9176
20	54.3213	55.9510	57.6295	59.3584	61.1391	62.9733	64.8625	66.8084	68.8126

Grade 3	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
1.75% Increase	20.3228	20.9325	21.5605	22.2072	22.8735	23.5597	24.2665	24.9945	25.7444

Wage Increase for 2019

2019-2

2019 Requested 0 %

Department	Annual	Overtime	Shift	WRS	FICA		Total
Administration	358,629	0	0	16,251	27,435		402,315
Communication	2,044,725	169,757	26,167	146,763	171,410		2,558,821
Records	1,011,088	44,449	11,671	69,902	81,641		1,218,752
Admin Services				0	0		
Fleet Maintenance	414,242	19,630	0	28,419	33,191		495,482
Evid/Identification	427,202	35,916	1,966	30,463	35,579		531,126
Total	4,255,886	269,752	39,804	291,797	349,256	5,206,496	5,206,496
*No WRS on Director's Wages							

2019 Requested +1 %

Department	Annual	Overtime	Shift	WRS	FICA		Total
Administration	361,551	0	0	16,370	27,659		405,580
Communication	2,064,551	171,454	26,167	148,172	173,056		2,583,400
Records	1,021,199	44,894	11,671	70,574	82,449		1,230,787
Admin Services	0	0			0		
Fleet Maintenance	418,374	19,826	0	28,702	33,522		500,424
Evid/Identification	431,542	36,275	1,966	30,765	35,938		536,486
Total	4,297,217	272,449	39,804	294,583	352,624	5,256,677	5,256,677
*No WRS on Director's Wages							

\$50,182

2019 Requested 0 % July 1, 2019

Department	Annual	Overtime	Shift	WRS	FICA		Total
Administration	180,741	0	0	8,165	13,827		202,733
Communication	1,050,709	169,757	14,103	80,864	94,445		1,409,878
Records	515,834	44,449	6,159	37,102	43,333		646,877
Admin Services							
Fleet Maintenance	208,383	19,630	0	14,935	17,443		260,391
Evid/Identification	215,655	35,916	1,134	16,552	19,332		288,589
Total	2,171,322	269,752	21,396	157,618	188,380	2,808,468	2,808,468
*No WRS on Director's Wages							

2019 Requested +1 % July 1, 2019

Department	Annual	Overtime	Shift	WRS	FICA		Total
Administration	182,216	0	0	8,225	13,940		204,381
Communication	1,060,865	171,454	14,103	81,641	95,351		1,423,414
Records	520,993	44,894	6,159	37,469	43,762		653,277
Admin Services							
Fleet Maintenance	210,462	19,826	0	15,084	17,617		262,989
Evid/Identification	217,791	36,275	1,134	16,616	19,523		291,339
Total	2,192,327	272,449	21,396	159,035	190,193	2,835,400	2,835,400
*No WRS on Director's Wages							

\$26,932

Money Available for Transfer

2019 Insurance	Projected	Budgeted	Available
Health	1,356,276	1,372,004	15,728
Dental	89,558	94,726	5,168

Vacancies	Projected Saving per Month		
5 - Communications Telecommunicators	5,420		81,300
1 - Records Clerk	5,276		10,552
1 - Evidence/ID Technician			0
			91,852
Total Available			112,748

Projected Hiring Timeline

(1 Employee - January 1)(2 Employees - March 15)(2 Employees - June 1)

(1 Employee -March 1)

(1 employee - March 1)* vacation payout