

Approved 2/1/14  
Pers. Comm.

**Clark County**

**Corrections Division**

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**Work Rules**

**Effective February 1, 2014**

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## HOURS OF WORK

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The work period for personnel assigned to the Communications division is fourteen (14) days.

Within each work period, the full time employees in that division shall work twelve (12) hours per day and shall be scheduled to work two (2) days, have two (2) days off, work three (3) days, have two (2) days off work two (2) days and have three (3) days off.

Regular part time employees will work the same schedule but shall work between four (4) and twelve (12) hours per day.

Employee's time sheets will be itemized daily per each week. One week the employee will be scheduled and paid for 36 hours worked and the other week they will be scheduled and paid for forty eight hours worked.

Shifts worked which cross two calendar days will be credited to the date when the shift first began (i.e. you begin work on the second Saturday of the pay period at 10 p.m.; hours worked will be included in that pay period rather than the next).

## OVERTIME

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All regular and part time employees covered by this shall be paid one and one half (1 ½) times their normal hourly rate for all time actually worked in excess of 40 hours in a work week.

### OVERTIME CALL IN PROCEDURE:

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1. Overtime within the department shall be offered starting with the reserve division:
  - a. Qualified reserves will be placed on a list by longevity; once a shift has been filled the next open shift will be offered to the next reserve on the list first, unless the reserve would have more than 40 hours worked in the week.
  - b. Overtime shifts with a bona fide occupational qualification (BFOQ) for gender will be hired as required by Wisconsin Administrative Code.
2. Once the shift has been offered to everyone on the reserve list and it isn't filled it will then be offered to full-time employees starting with the most senior. Once a shift is filled the next open shift that would be offered to full-time employees will start directly beneath the fulltime deputy that took the last overtime shift.
3. Senior employees unavailable for the overtime shift will be skipped in the seniority list and will be treated the same as those refusing the offer.
4. Employees are subject to call twenty-four (24) hours a day in case of emergency.
5. When there is an immediate need for overtime, and the above procedure cannot reasonably be adhered to, overtime may be assigned to any member of the department at the discretion of the department head or his/her designee.
6. Employees will be required to stay until their replacement is physically in dispatch. If someone calls in sick for the next shift they may be required to stay an additional four (4) hours and someone from the following shift will be required to come in four (4) hours early.
7. Order ins will be done with half shifts. For example if someone from the afternoon shift is off, someone from the day shift will be ordered to fill the first half of the shift and someone from nights will be ordered to cover the second half of the shift.

## VACATIONS / PTO

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1. PTO shall accrue in accordance with the Clark County Employee Handbook.
2. PTO or the use of the vacation cash balance account may be taken at any time during the year upon sixty (60) days' notice to individuals designated by the Clark County Law Enforcement Committee (LEC) to receive such notice.
3. The maximum number of staff allowed off is one person per shift or two per day. Exceptions to this may be made based on significant events (i.e. Graduations, funerals etc.)
4. Communications members who have the most seniority within the division shall receive first choice of vacation with approval of designee of Clark County LEC.
5. Vacation requests turned in less than sixty (60) days will be on a first come basis.
6. All vacation requests must be turned in forty-five (45) days in advance.
  - a. Less than 45 days may be granted if it doesn't result in overtime.
7. Vacation requests made with less than sixty (60) days' notice may be granted at the discretion of the department.
8. A vacation request may be denied based upon the needs of the department.
9. Approval of all planned and unplanned PTO is granted at the discretion of the Department Head.
10. Pre-planned PTO of three-days or greater should be scheduled at minimum sixty days (60) prior to the date of absence (at the discretion of the Department Head.)
11. It is the expectation of Clark County Sheriff's Department that employees will be punctual and in regular attendance. Poor attendance, failure to report or excessive tardiness is disruptive to the work environment. Either may lead to disciplinary action, up to and including termination of employment.

## UNANTICIPATED ABSENCES

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1. Employees unable to report to work shall notify their supervisor or designee of an absence at least three (3) hours before their shift begins.
2. Use of an employee's "banked sick leave cash balance account" must comply with the provision of the Clark County Employee Handbook.
3. Employees are expected to continue advising the supervisor of expected return if the unanticipated absence is longer than one day.
4. If an employee is aware that they may have an absence, which involves illness or injury, which will extend beyond three (3) days, the employee should contact the Office of Personnel to discuss applicability of Family and Medical Leave time.
5. Absences in excess of three (3) days, which involve illness or injury, must be verified by a doctor.
6. All employees shall fill out the Clark County Sheriff's Department Unanticipated Absence/Leave Form.

## SWITCHING OF DUTY HOURS

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Employees may be allowed to change shifts and/or days off with one another provided the following:

1. The switch does not generate overtime for either employee;
2. Employees participating in the shift are cognizant of the BFOQ needs for the jail and the impact the switch may have on Administrative Code requirements for same gender supervision of inmates.
3. The switch is completed within the same pay period (does not cross two separate pay periods).
4. An employee has not been "ordered in" for the particular day in question; and
5. The applicable supervisor(s) have approved the switch.

The employees involved in the switch shall be responsible for being present at their newly approved work hours for duty and will be subject to disciplinary action by the Law Enforcement Committee or designee if they fail to do so without sufficient reason. Switches will not be allowed on days when any staff are "ordered in."

## HOLIDAYS AND ALTERNATE HOURS

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### **HOLIDAYS OBSERVED:**

January 1 – New Year's Day	Thanksgiving Day
Friday before Easter	Veterans Day
Memorial Day	December 24 – Christmas Eve Day
July 4 – Independence Day	December 25 – Christmas Day
Labor Day	

Holiday pay will not be paid to part-time, temporary, or casual employees.

### **SCHEDULED HOLIDAY PAY:**

If an employee is scheduled to work a holiday listed, the employee shall be paid time and one-half for the hours of the shift worked on the holiday, plus eight (8) hours of holiday pay at the employee's regular rate of pay.

### **UNSCHEDULED HOLIDAY PAY:**

1. If an employee is not scheduled to work a holiday, but accepts an overtime shift on one of the holidays listed, the employee shall be paid time and one-half for the shift, plus be allowed sixteen hours (16) of holiday pay at the employee's straight time rate.
2. If an employee is scheduled to work a holiday and takes off, they shall forfeit their 8 hours of holiday pay to the full time deputy that works their shift.
3. If an employee is not scheduled to work a holiday listed and does not work, the employee shall be paid eight (8) hours of holiday pay at the employee's regular rate of pay.
4. Employees will receive a minimum of 2 hours pay when called in for unscheduled holiday work.

## TRAINING

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1. The actual training hours for all required training which occurs within Clark County shall be counted as hours of work and included in the total hours worked in a given work period.
2. When required training occurs outside of Clark County, both travel time and training time shall be counted as hours of work.
  - a. If the mandatory training was offered on site at the Sheriff's Department and the employee is unable to attend, the employee will be responsible for their travel time and mileage to attend the same training at another location.
3. Required training which occurs during an employee's shift shall be paid at their regular rate of pay.
4. Required training hours in excess of hours to which an employee is normally scheduled will be compensated at an overtime rate once they have reached 40 hours actually worked in a week.
5. Training requested by an employee, but not required by the department for an employee's current position, may be allowed as a sponsored employee of the Department but will not be counted as hours of work.