



COUNTY OF KENOSHA

Division of Human Resources
Clara-lin Tappa, Director

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MEMORANDUM

DATE: June 10, 2021

TO: The Honorable Chairperson and Members of the Finance/Administration Committee

FROM: Clara-lin Tappa, Director, Division of Human Resources

SUBJECT: Request for Special Assignment Wages – Corrections and Admissions/Release Supervisors

The Kenosha County Sheriff's Department is seeking approval to offer special assignment wages to corrections supervisors and admissions/release supervisors who accept a regular shift assignment outside of their salaried responsibilities. The department continues to have high demand which creates a significant number of involuntarily assigned overtime shifts. Allowing supervisors to work these shifts, and not force CO/DSO's, will expand the available pool of corrections professionals and admissions/release specialists and alleviate the burden of all of the overtime shifts being assigned to hourly employees.

Supervisors would be limited to two additional shifts per pay period and may not substitute paid time off for a special assignment shift. No corrections supervisor or admissions/release supervisor would be allowed to sign up for a special assignment shift which takes away the opportunity from an hourly employee who wishes to work overtime. The special assignment wage would be what a top of the scale corrections professional or admissions/release specialist makes at time and one half.

The practice of allowing detentions operations supervisors to accept shift assignments on a special needs basis has been approved by the Committees in the past, with annual sunsets. This special assignment approval would sunset on June 30, 2023.