



# COUNTY OF KENOSHA

## Division of Human Resources

Clara-lin Tappa, Director

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## MEMORANDUM

DATE: October 7, 2021

TO: The Honorable Chairpersons and Members of the  
Judiciary & Law Committee and the Finance & Administration Committee

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

SUBJECT: Request for Special Compensation/Schedule Provisions – Exempt Staff

The Kenosha County Sheriff's Department is seeking approval to offer special compensation and scheduling provisions to their exempt staff as outlined below to be effective Jan. 1, 2022. These provisions will be contingent upon approval of the corresponding salary allocation and handbook language in the 2022 Budget.

### **Proposed Department Command Staff Language:**

Exempt sworn command staff employees (sergeants, lieutenants and captains) may with their supervisor's advance approval flex their schedule to accommodate required training, administrative or in-service meetings of significant length outside of their regular shift. This is not intended to be an hour for hour trade or comp time. It is intended for situations such as to allow a third shift command staff member the ability to forego their regular shift to attend such an event on first shift the following day or a second shift member to forego their shift on the day of a first shift event.

Exempt sworn command staff (sergeants, lieutenants and captains) employees who are required to work above and beyond their regular work day in the field and in non-administrative work (~~i.e.~~ hostage negotiation, TRT, bomb unit, marine unit, ~~etc.~~), responding by need and not by choice, with the approval of a captain or higher rank may be eligible for a stipend. Exempt Sheriff's Department employees are also eligible for a stipend for more than 80 hours worked in a pay period during a state of emergency declared for the Sheriff's department. In this circumstance, the Sheriff will coordinate with the Human Resources Director before stipends will be paid. The stipend for the above circumstances will be paid at one and a half times the then hourly rate equivalent of the current minimum salary of their respective rank. Submissions for stipends must be submitted no later than the pay period following the eligible time worked.

If during a declared state of emergency, hours worked exceed 120 hours in a pay period, the Sheriff may provide an additional day off to those exempt staff for each such pay period to be utilized within 60 days of the end of the declared emergency with advance approval of the Sheriff or his designee. These days will not decrement PTO or vacation and cannot be paid out in lieu of time off.