

Agreement between

JACKSON COUNTY  
WISCONSIN PROFESSIONAL POLICE ASSOCIATION LAW  
ENFORCEMENT EMPLOYEE RELATIONS DIVISION

**SHERIFF'S DEPUTIES**

**and**

**JACKSON COUNTY**

January 1 – December 31

2019 - 2021

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## **AGREEMENT**

This Agreement is made and entered into by and between Jackson County, Wisconsin, a Municipal Corporation, hereinafter called the "Employer", and the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association, for and on behalf of the Jackson County Professional Police Association, hereinafter called the "Association".

### **ARTICLE I – RECOGNITION**

Section 1: The Employer hereby recognizes the Association as the exclusive bargaining agent for the purpose of conferring and negotiating on questions of wages, hours, conditions of employment and the adjustment of employee complaints and employee grievances for all regular law enforcement employees employed in the Sheriff's Department of Jackson County, excluding the Sheriff, the Under sheriff, supervisory employees above the rank of sergeant, clerical employees, temporary and all other employees.

Section 2: The Employer or its duly authorized representatives will meet with the duly selected Association Contract and/or Grievance Committee within a reasonable time following a request for a meeting, in writing, indicating the meeting's purpose and the items to be discussed. A "reasonable time" shall not be less than five (5) calendar days, unless otherwise mutually agreed to. The Association shall keep the Employer currently informed as to its officers, committees, and committee members.

Section 3: The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form supplied by the WPPA/LEER. In addition, the Local Association may authorize local dues which shall be deducted in conjunction with the WPPA/LEER dues. The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA or Local Association if applicable, in one lump sum not later than the 15<sup>th</sup> of each month. Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with either the WPPA or Local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color or sex.

The Association, as the exclusive representative of all the employees in the bargaining unit, will represent all such employees, Association and non-Association, fairly and equally, and all employees in the unit will be required to pay, as provided in this Article, their proportionate share of the costs of representation by the Association. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees who apply consistent with the Association constitution and by-laws. No employee shall be denied Association membership because of race, creed, color or sex. Hereinafter the term "Bargaining Unit Member," "Bargaining Unit Employee," and "Association Member" shall be derived to include all employees covered by this Agreement.

### **ARTICLE II – MANAGEMENT RIGHTS**

Section 1: Except to the extent expressly abridged by a specific provision of this Agreement, the County reserves and retains, solely and exclusively, all of its Common Law, Statutory, and inherent rights to manage its own affairs. Such rights include, but are not limited to the following:

- A. To direct all operations of the County;
- B. To establish work rules and schedules of work;

- C. To hire, promote, transfer, schedule and assign employees in positions within the County;
- D. To suspend, demote, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties;
- F. To maintain efficiency of County operations;
- G. To take whatever action is necessary to comply with State or Federal law;
- H. To introduce new or improved methods or facilities;
- I. To change existing methods or facilities;
- J. To determine the kinds and amounts of services to be performed as pertains to County operations; and the number of positions and kind of classifications to perform such services;
- K. To contract out for goods or services;
- L. To determine the methods, means and personnel by which County operations are to be conducted;
- M. To take whatever action is necessary to carry out the functions of the County in situations of emergency.

Nothing herein contained shall divest the Association from any of its rights under Wisconsin Statutes, Section 111.70 as amended.

### **ARTICLE III – GRIEVANCE PROCEDURE**

Section 1: A grievance is defined as any difference or dispute regarding the interpretation, application or enforcement of the terms of this Agreement. The grievance procedure shall not be used to change existing wage schedules, hours of work, conditions of employment and fringe benefits.

Section 2: The failure of the party to file or appeal a grievance in timely fashion as provided herein shall be deemed a settlement and waiver of the grievance. The party who fails to receive a reply in a timely fashion shall have the right to automatically proceed to the next step of the grievance procedure. However, if it is impossible to comply with the time limits specified in the procedure because of lack of work schedules, illness, vacation, etc. these limits may be extended by mutual consent in writing.

Section 3: Any grievance shall be considered settled at the completion of any step in the procedure if all parties concerned are mutually satisfied. Dissatisfaction is implied in recourse from one step to the next.

#### Section 4 - Steps in the Procedure:

Step 1: The employee, individually or with an Association representative, shall present and discuss the written grievance with the employee's immediate non-union supervisor within ten (10) calendar days of the date the employee knew or should have known of the matter giving rise to the grievance. The supervisor shall discuss the grievance with the Chief Deputy or Sheriff and shall inform the grievant and Association Steward of the decision in writing within ten (10) calendar days after the receipt of the written grievance. In the event of a grievance, the grievant shall continue to perform his/her assigned task and grieve his/her complaint later.

Step 2: If a grievance is not settled satisfactorily at Step 1, it shall be presented in writing within 10 calendar days after the receipt of the decision in Step 1 to the Personnel Department. The Personnel Director will discuss the grievance with management and union and shall inform the grievant and Association Steward of a decision in writing within ten (10) calendar days after the discussion with management and the union.

Step 3: If a grievance is not settled satisfactorily at Step 2, it shall be presented in writing, to the Chief Deputy within ten (10) calendar days after receipt of the decision in Step 2. The Chief Deputy will present the grievance to the Law Enforcement Committee of the Jackson County Board for consideration at its next regularly scheduled meeting, the grievant, with such Association representation as he/she desires, shall meet with said Committee to discuss the grievance. The committee shall respond, in writing, to the grievant and Association Steward within ten (10) calendar days following said meeting. The Association will reply, in writing, within thirty (30) calendar days of receipt of the Committee's written response, indicating whether or not they wish to drop the grievance or proceed to final and binding arbitration.

Step 4: Any grievance, which cannot be settled through the above procedure, may be submitted to final and binding arbitration as follows:

The parties shall first attempt to mutually agree on the selection of a Wisconsin Employment Relations Commission (WERC) staff member to serve as arbitrator. If the parties are unable to agree, the WERC shall appoint a member of its staff to serve as arbitrator. The decision of the arbitrator shall be limited to the subject matter of the grievance. The award of the arbitrator shall not add to nor delete from the express terms of the contract. Both parties shall share equally the costs and expenses of the arbitration proceedings, if any, including transcript fees and fees of the arbitrator.

#### **ARTICLE IV – DISCIPLINE AND DISCHARGE**

The County shall have the right to discipline, demote, suspend or discharge any employee for just cause. Any such disciplinary action shall be communicated in writing to the affected employee and the WPPA Union Representative. Such written communication shall set forth specifics upon which the discipline is based.

#### **ARTICLE V – SENIORITY**

Section 1 – Department Seniority Defined: Seniority is the continuous service of an employee with the Employer compiled by time actually spent on the payroll, plus properly approved absences. Seniority shall accrue from the first day of employment within the bargaining unit. Employment, for the purposes of determining seniority, shall include time for vacations, leaves of absence properly applied for and granted, layoffs up to one (1) year, compulsory military service prescribed by law, illness or accident under the sick leave provisions hereinafter set forth, or by mutual agreement between the Employer and the Association.

Seniority shall also be determined within classification, rank, and by date of promotion within such rank for purposes of selecting vacations.

Section 2 - Seniority Classifications: For the purpose of seniority rights there shall exist separate classifications as follows:

- A. Patrol Deputies
- B. Recreational Deputy
- C. School Resource Deputy
- D. Detective

Seniority rights shall be exercised within the respective classifications.

Section 3 – Loss of Seniority: Seniority in the employment relationship shall be broken and terminated if an employee: (1) quits; (2) is discharged for just cause; (3) is absent from work without justification for three (3) consecutive working days without notification to the County; (4) is laid off and fails to report to work within ten (10) working days after having been recalled by registered mail; (5) is absent from work for any reason for twenty-four (24) months; (6) fails to

report for work at the termination of a leave of absence or after expiration of a vacation period or period for which Worker's Compensation was paid; (7) if an employee on a leave of absence for personal or health reasons accepts other employment without permission or (8) if employee is retired.

**Section 4 – Probationary Status:** All new employees shall serve a probationary period of one (1) year, during which time they may be discharged by the Employer without recourse to this Agreement or to the grievance procedure. For the purpose of this Agreement, a new employee shall be defined as a person newly hired by the Department. Upon satisfactory completion of said probationary period, the employee's seniority shall date back to the original date of hire. During the probationary period the newly hired employee shall accumulate vacation benefits, but they may not be used. All provisions of Article X (sick Leave) shall apply to newly hired employees.

**Section 5 – Layoffs:**

- (a) When it becomes necessary to reduce the number of employees, the emergency, special, temporary, part time or provisional employees, if any, shall be dismissed first, and thereafter employees shall be dismissed in the order of the shortest length of service in the Department, unless the Department can demonstrate that the efficiency of the Department will be affected by so doing.
- (b) The name of an employee dismissed for any cause set forth in this section shall be left on an eligible re-employment list for a period of two (2) years after date of dismissal. If any vacancy occurs, or if the number of employees is increased within the Department, such vacancy or new position shall be filled by persons on such list, provided they are qualified for the position, in the inverse order of the dismissal of such persons.
- (c) In the event of a lay-off, the Employer shall give the affected employee a two (2) week notice thereof.

**ARTICLE VI – JOB POSTING**

**Section 1:** It will be the policy to fill positions with the most qualified candidate. Whenever a vacancy occurs, or a new position is created within the bargaining unit, said vacancy or new position shall be posted for seven (7) consecutive days in overlapping weeks to include the weekend. Said posting shall contain the date, title of the position, rate of pay and qualifications necessary for the position. Each bargaining unit employee interested in applying for the job shall sign his/her name on the posting indicating such interest.

**Section 2:** The following is the process that shall be followed in selecting a person to fill the position.

- a) Qualified persons signing the posting and any outside applicants shall be required to take a written competitive examination from the State of Wisconsin.
- b) All persons exceeding a cutoff score established by the employer shall be invited to an oral interview to be conducted by members of the Law Enforcement Committee, the Personnel Director and a representative of Sheriff's Department management. In addition to those exceeding the cutoff score, any other current employees of the bargaining unit shall be invited to participate in the oral interview.
- c) Upon completion of the oral interview, an additional five (5) points shall be added to the oral interview score of all current employees of the bargaining unit.
- d) All scores shall be converted to a percentage of the total possible score. The scores of the written examination and oral interview shall then be combined with a weight of 40% on the written examination and 60% on the oral interview.

- e) The names of the top three (3) candidates shall then be given to the Sheriff for his/her final decision. The Sheriff may reject candidates for cause and in such case the next highest-ranking candidate shall be added to the final list. In the event that more than one position is being filled, an additional name shall be added to the list of three (3) for each additional opening. In any case of a tie throughout the process, a current bargaining unit member shall be given priority. In any case of a tie throughout the process among bargaining unit members, the bargaining unit member with the most seniority shall be given priority.

Section 3: Successful bargaining unit applicants shall be allowed up to six (6) months to satisfactorily perform the work on an awarded position. Bargaining unit members not able to satisfactorily perform the work of an awarded position within the period granted should be returned by the Employer to the position formerly held. If the successful bargaining unit applicant is not satisfied with the new position, he/she may return to the position formerly held within thirty (30) calendar days with his/her wages determined as if he/she had never left the former position.

Section 4: The Employer shall have the right to make temporary assignments to positions which are temporarily vacant because of recruitment, posting, vacations, absenteeism, sickness, injury and professional schooling.

#### **ARTICLE VII – HOURS OF WORK**

Section 1: The normal work schedule for Patrol Deputies shall be six (6) days on duty followed by three (3) days off duty. The normal work schedule for Detectives shall average forty (40) hours per week based on a (5-2) or (4-3) cycle. The normal work day for all employees shall be eight (8) hours or ten (10) hours as set forth below:

##### Patrol Deputies

- A. 5:00 a.m. to 1:00 p.m.
- B. 10:00 a.m. to 6:00 p.m.
- C. 1:00 p.m. to 9:00 p.m.
- D. 7:00 p.m. to 3:00 a.m.
- E. 9:00 p.m. to 5:00 a.m.

##### Patrol Deputies

A/C This is a split shift on which an employee works the first half (1/2) of his/her cycle on “A” shift and the last half (1/2) of his/her cycle on “C” shift

D/E This is a split shift on which an employee works the first half (1/2) of his/her cycle on “D” shift and the last half (1/2) of his/her cycle on “E” shift

B/D This is a split shift on which an employee works the first half (1/2) of his/her cycle on “B” shift and the last half (1/2) of his/her cycle on “D” shift

C/E This is a split shift on which an employee works the first half (1/2) of his/her cycle on “C” shift and the last half (1/2) of his/her cycle on “E” shift

##### Detectives

- A. Monday through Friday 7:00 a.m. to 3:00 p.m.
- B. Monday through Friday 10:00 a.m. to 6:00 p.m.
- C. Monday through Thursday 10 a.m. to 8 p.m. (10-hour days)
- D. Tuesday through Friday 7 a.m. to 5 p.m. (10-hour days)
- E. Monday through Thursday 8 a.m. to 6 p.m. (10-hour days)
- F. Monday through Thursday 9 a.m. to 7 p.m. (10-hour days)

The hours of work for the detectives may be flexible subject to the mutual agreement of the employee and his/her supervisor. Detectives will be assigned their 40-hour work schedule and hours of work thirty (30) calendar days before February 1 of each calendar year. Detectives shall have at least one weekend off per month.

The parties have also agreed that the Sheriff and representatives of the Union may meet to discuss the issue of implementing an alternate schedule of work shifts. If the parties reach an agreement, the parties shall draft a side letter of agreement, which shall set forth the parameters for implementing the alternate schedule of work shifts on a trial basis. It is understood and agreed that in offering shifts for seniority selection, pursuant to Section 5, Article VII, not all of the above listed shifts need to be offered; however, shifts which are offered shall only come from the above respective lists.

#### Recreational Deputy

Hours of Work - The normal work schedule for the Recreational Deputy will constitute (40) hours per week. The normal work day is ten (10) hours per day. Shifts are subject to mutual agreement between employee and management. Days of work and days off may be flexible based upon the needs of the department. The Recreational Officer will be scheduled off one weekend (Saturday and Sunday) per month. A side letter agreement for the recreation deputy hours of work will be in effect as of January 1, 2019.

#### School Resource Deputy (SRD)

Subject to side letter.

#### Rovers

Rover positions are utilized to fill vacancies in the regular monthly work schedule to accommodate the agency's needs, sick leave, comp days, personal leave days, leaves of absences, etc. for all employees covered under this collective bargaining agreement.

Rover positions will be posted and available for shift selection February 1 of each year. The position will maintain a 6-3, 6-3 rotation. Two rover positions shall exist; one position shall include the A, C, or A/C split shift and one position shall include the C, E, or C/E split shift. Rover positions are not subject to the 18-day rule as outline in Article VII, Section 5 unless at such time a rover is scheduled for shifts other than what the position is responsible for (Example: the C/E rover is scheduled to work an A shift – then the 18 day rules does apply. Any shifts between C/E would not count against the 18-day rule).

Section 2: Employees shall be granted a thirty (30) minute paid meal period, as close as reasonably possible to the middle of the shift and shall also be granted two (2) ten (10) minute breaks, one in each half of the shift.

Section 3: All employees shall receive time and one-half (1 ½) pay for all work in excess of eight (8) hours per day, and for all hours worked in excess of their regularly assigned schedule. All employees shall receive time and one-half (1 ½) pay for all work in excess of ten (10) hours per day in excess of their regularly assigned schedule for those employees working these shifts. Time and one-half (1 ½) shall not be paid in such cases upon mutual agreement of the affected employee and the Employer. Overtime shall be worked only with the prior approval of the Sheriff or his designee. All overtime worked shall be compensated for at time and one-half (1 ½) or compensatory time off at the time and one-half (1 ½) rate, at the discretion of the employee, subject to the approval of the Sheriff or his designee. No employee shall accumulate more than twenty-four (24) hours of compensatory time. An exception to this limit will allow those employees working the regularly assigned schedule of 10 hour shifts to accumulate 30 hours (The 24 hour or 30-hour cap contemplated here includes compensatory time earned  
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under this section).

Section 4: Employees covered by this Agreement who are called to duty, per supervisory authority, outside their regular schedule of hours, or who report to work as scheduled and are sent home, shall receive a minimum of two (2) hours of pay at time and one-half (1 ½).

Section 5: Patrol Deputies, shall have the opportunity to rotate their respective shifts, based on seniority, on a yearly basis, changing on February 1 of each calendar year. Not less than ten (10) days prior to shift change, said deputies shall be given an opportunity to select which shift they wish to work. The work schedule for the eighteen (18) day period for Patrol Deputies following February 1 for of each calendar year may be adjusted by the employer in order for the transitions to occur. The employer will schedule all deputies for no more than twelve (12) and no less than eleven (11) days at the straight time rate during the eighteen (18) day period. Any shifts scheduled beyond eighteen (18) days for Patrol Deputies shall be at the overtime rate with the exception of the first day of the eighteen (18) day periods, wherein an assignment may be more than an eight (8) hour shift due to the transition. Shift assignments shall be made consistent with said selections. However, the Employer may reassign deputies for up to eighteen (18) days per calendar year to fill shifts which are temporarily vacant. Reassignments beyond eighteen (18) days per calendar year shall be compensated pursuant to Article VII, Section 4. In the event more deputies select a shift than there are openings on such shift, seniority shall be the deciding factor.

Section 6. Probationary employees, while in the (FTO) Field Training Officer program, are waived from the 18-day shift assignment provision above.

#### Section 7. K-9 Officers

This is an agreement between the parties where both parties agree to certain specific items relating to the Jackson County Sheriff's Department K-9 Deputies.

1. K-9 Deputies serve in the capacity as representatives of the Jackson County Law Enforcement Agency.
2. K-9 Deputies are compensated at a rate of eight (8) hours of straight time per month for the care and custody of their canine. This payment is paid to each deputy the first payroll of the month, January through December.
3. Jackson County pays for or reimburses K-9 Deputies for all veterinary bills, food, equipment, and training of the canine for departmental purposes as long as the K-9 program exists in Jackson County.
4. Jackson County will pay boarding fees for the canine at a rate of up to \$15.00 per day in order that K-9 deputy may observe his/her vacation without burden of boarding expenses. Maximum allowable days Jackson County will reimburse officer for boarding his/her canine will be commensurate with the number days of vacation the deputy is entitled to each year (Example: 12 years of service with the county equals up to 18 days of boarding fees the county will reimburse the officer).

It is also understood by the parties, that Jackson County retains the right to discontinue any K-9 operations at any time for any reason.

### **ARTICLE VIII – VACATIONS**

Section 1: Regular, full time employees shall earn and accumulate up to twenty-four (24) days or 192 hours of vacation as follows:

1. During the first through the fifth year of service, one (1) day per each month of Service: (1-5 years = 12 days/96hours)
  2. During the sixth through fifteenth year of service, one and one-half (1 ½) days per each
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- month of service: (6-15 years = 18 days/144 hours)
3. After fifteen years of service, one and two-thirds (1 2/3) days per each month of service: (16-20 years = 20 days/160 hours)
  4. After 20 years of service, two and one-twelfth (2 1/12) days per each month of Service: (21 years plus = 25 days/200 hours)

All employees hired as of January 1, 2012 are subject to the following vacation schedule:

1 – 2 years	10 days/80 hours
3 – 5 years	12 days/96 hours
6 – 9 years	15 days/120 hours
10 – 14 years	18 days/144 hours
15 – 19 years	20 days/160 hours
20+ years	25 days/200 hours

Vacation time may be taken in units of less than one (1) day; minimum of one-hour increments.

Section 2: The number of employees on vacation at any period shall be determined by the Sheriff and/or Chief Deputy. Choice of vacation time shall be requested in writing at least thirty (30) calendar days in advance of the commencement of the vacation. The written request shall be submitted to the employee's non-union supervisor or designee who shall approve or deny such request within six (6) calendar days. Each employee shall also post his vacation request on the Association bulletin board and within five (5) days thereof an employee of greater seniority within the respective seniority unit may claim part or all of the vacation time requested and the less senior employee shall select a different vacation period. Said approval or denial shall be determined on the issue of whether or not such request interferes with the Departmental program. Exceptions to time limits may be granted upon approval and in the sole discretion of the Sheriff and/or Chief Deputy.

Section 3: Personal days and off days shall not be considered as part of vacation. Should they occur during an employee's vacation they shall be granted credit for the same. Benefited time may be taken in minimum increments of one hour.

Section 4: Any employee who is laid off, retired, or resigns from the service of the Employer prior to taking vacation, shall be compensated in cash for the unused vacation accumulated at the time of separation; provided, however, that any employee who resigns must give the Sheriff or Chief Deputy and the Personnel Department two (2) weeks' notice thereof to be eligible for said accrued vacation pay.

Section 5: As of Side Letter dated 2/1/2007, vacation selection will no longer be by respective seniority unit and will be by seniority within designated shifts.

#### **ARTICLE IX – PERSONAL DAYS**

Regular full-time employees are entitled to ten (10) personal days/80 hours commencing January 1 and ending December 31 of each year. Personal days may be requested at the discretion of the employee with prior approval of the immediate supervisor. Up to five (5) personal days/40 hours may be used on a regularly scheduled day off. No employee may use Personal Days for the purpose of achieving any overtime pay under this contract. Personal Days remaining on December 31 each year will be forfeited.

- a) Ten personal days 80 hours will be given to each employee the first day of each year to use throughout the year with prior approval by the employee's supervisor.
- b) For purposes of terminations, retirements, and hiring's, personal days will be pro-rated at 6.67 hours each month. This calculation is as follows: 80 hours of personal day time divide 12 months per year equals 6.67 hours per month. If an employee leaves before the 15<sup>th</sup> of the month they get ½ of that amount – if they leave after the 15<sup>th</sup> of the month they would get the full monthly accrual. This would also work for people getting hired – If they're hired before the 15<sup>th</sup> of the month they would get the full months accrual and if hired after the 15<sup>th</sup> they would get ½. For example, an employee starts April 1<sup>st</sup>, he/she would be eligible for accruals from April through December based on this formula.
- c) Personal days are to be taken in a minimum of one-hour increments.

**ARTICLE X – SICK LEAVE**

Section 1: Regular, full time employees shall accrue one (1) day per month sick leave. A maximum of ninety (90) days/720 hours sick leave may be carried over from one calendar year to the next. Any excess accumulation of sick leave over the maximum of ninety (90) days/720 hours at the end of the calendar year will be compensated for at the rate of fifty percent (50%) during the first pay period of the following year. After payment, the employee affected will begin the year with an accumulation of ninety (90) days/720 hours. An annual record of sick leave earned and used shall be kept, and this record shall be available to employees on request. Sick leave shall not be taken in units of less than thirty (30) minutes.

Section 2: Sick leave shall begin on the first day of absence and shall continue until the employee returns to work or has used all accumulated sick leave. Sick leave shall not accrue during leaves of absence. Employees who are sick and unable to report to work shall notify their immediate on-duty supervisor or the officer in charge at least one (1) hour before the start of the shift for all shifts. In the case of a physician defined emergency this section will not be applicable.

Section 3: An employee who leaves the service voluntarily after twenty (20) years continuous service or an employee who has fifteen (15) years or more of service who must mandatorily retire, shall receive either terminal leave or payment in money for accumulated sick leave up to but not exceeding fifty percent (50%) of the maximum accumulated days of sick leave. The employee shall notify his/her supervisor ninety (90) days prior to date of separation from service as to his/her preference to payment in money or leave (days off) time. A day shall be defined as a regular working day in computing the terminal leave or payment in money. Payment shall be made in full on the next regular pay day after retirement. Money earned under this provision shall be available to a surviving heir in the event of an employee's death. This provision is only available to regular, full time employees. All current union employees as of 12/31/2004 are grandfathered with this provision. All employees hired after 1/1/2005 will be subject to sick leave payout as printed in the county ordinance, Chapter 4 – Personnel Policy.

**ARTICLE XI – FUNERAL LEAVE**

Regular full-time employees shall be granted five consecutive (5) days paid leave in the event of the death of the employee's spouse. The employee may use three consecutive (3) days for funeral leave plus two (2) days of his/her accumulated sick leave.

Regular full-time employees shall be granted three (3) consecutive days paid leave in the event of the death of the employee's children, parents, brother or sister and one (1) day paid leave in the event of the death of an employee's grandparents, grandchildren, mother-in-law or father-in-law.

## **ARTICLE XII – RETIREMENT**

Section 1: Employees shall retire as provided for by law.

Section 2: All employees will pay the full amount of the employee contribution as defined by the Wisconsin Retirement System (WRS) and as determined by the employee trust fund board for the Protective Category Employees.

## **ARTICLE XIII – INSURANCE**

Section 1: Employees who are participating in the county insurance plan shall contribute monthly premiums as follows.

January 1, 2019    12%

Section 2: The Employer agrees to enroll in the State of Wisconsin Life Insurance Plan during the term of this agreement. The Employer shall purchase for the employees, what is defined as the Basic Life Plan – coverage equal to 100% (one hundred percent) of the employee's prior year's WRS earnings. Any additional life insurance through the plan must be purchased at the employee's own expense. The Employer shall pay the additional premium necessary to insure the employee to fifty (50%) percent of earnings for age sixty - seven (67) and over under the Wisconsin Life Insurance Plan.

Section 3: Employees shall be permitted to enroll in the County's Dental Health Plan as provided to other employees. Employees will pay 50% of the plan premium. Employer retains the right to change the terms, conditions, and premiums for said plan at their sole discretion.

Section 4 – Section 125 Plan: Employees shall be entitled to participate in the County's Section 125 Plan without cost to the employee under the same terms and conditions as other employees. Additional services or policies offered by the County's Section 125 Plan shall be available to the employees under the same terms and conditions as that of other County employees.

Section 5 – Income Continuation Insurance: The Employer shall pay the base premium for Income Continuation Insurance as offered through the Wisconsin Department of Employee Trust Funds. Employees shall be entitled to purchase additional coverage at their own expense under the terms and conditions of said program.

## **ARTICLE XIV – UNIFORMS**

The Employer agrees to furnish the first complete uniform as required by the Employer. The Employer further agrees to pay each employee an annual uniform maintenance and replacement allowance of six hundred dollars (\$600) commencing on January 1 of 2019 and each year thereafter. In the event an employee terminates employment, the Employer shall be entitled to recover the appropriate prorated portion of said allowance. For purposes of computing any pro-ration of uniform allowance, if an employee terminates employment on the 14th or earlier in any month, he/she owes for the entire month and, if an employee terminates employment on the 15th or later, he/she owes nothing for that month. The Employer shall also replace or repair any clothing or items damaged in the line of duty, at the discretion of the Law Enforcement Committee. Anyone not completing the probationary period will be required to turn in said uniforms. The Employer operates the uniform allowance under a voucher system. Employees may order uniform articles through vendors and have the purchase amount be deducted from their employee account of \$600. Individual items purchased by the employee may be reimbursed through the voucher system by bringing in a receipt from the retail agency. Reimbursable items must go through the county voucher system. Items allowed for reimbursement by the county voucher system must be part of the required uniform. Employees

may carryover any unused balance of their uniform allowance for the sole purpose of applying the balance towards body armor. Employees are not entitled to any monies in their voucher account at retirement or termination of employment and no monies will be paid out.

All new hire employees will not receive a uniform allowance until a successful probationary period has been completed.

#### Bullet Proof Vests

The stipulations for bullet proof vests are as follows:

- 1) Jackson County will provide up to \$500 towards a bullet proof vest purchase for employees covered under this bargaining agreement on a rotating basis.
- 2) Employees selecting a vest beyond the \$500 allowed under this agreement will be required to pay for the remaining portion from their own personal finances or the voucher system if funds remain. Payment must be complete and full upon receipt of the vest.
- 3) National standards indicate the life of a bullet proof vest is five (5) years therefore this resolution is based upon the current 15 bargaining unit members; there will be a five (5) year vest rotation where each year three full-time bargaining unit members may be allowed to purchase a vest.
- 4) At the five-year expiration of a Deputies' vest, union members may in writing make a request to the Chief Deputy for a new bullet proof vest. Where there are three or more requests, the department will supply vests as needed in accordance with the five-year rotation.

### **ARTICLE XV – PRIVILEGES OF THE ASSOCIATION**

Section 1: The Employer agrees to furnish and maintain a suitable bulletin board to be used by the Association for Association business only. The Association shall limit its postings of notices and bulletins to such bulletin board.

Section 2: The Association and its representatives may have the privilege of using the headquarters building at all reasonable hours for meetings concerning bargaining unit business, provided that established procedure is followed in requesting such use and no additional costs are incurred by the Employer.

Section 3: Duly authorized representatives of the Association may be permitted to transact official bargaining unit business in the headquarters building; provided that this shall not interfere with or interrupt normal Department operations, and provided further that established procedure is followed in requesting such use.

Section 4: When bargaining meetings are scheduled, the number of Association officers permitted to attend during regular working hours shall be limited to one (1) employee from one (1) shift on duty.

Section 5: Employees are prohibited from using the Employer's office machines and supplies for the benefit of the Association without prior approval of the Sheriff or his/her designee.

**ARTICLE XVI – VALIDITY**

Should any portion of this Agreement be found to be in violation of any Federal or State law by a court of competent jurisdiction, such provision shall be immediately renegotiated and all other provisions of this Agreement shall remain in full force and affect.

**ARTICLE XVII – WAGES**

Section 1: The wage scale for all classifications covered by this contract shall be set forth in Schedule “A.” Pay day for all Association members shall be every other week.

**SCHEDULE A – WAGES**

<b>2019</b>		
		2.25%
	12/31/2018	Eff. 1/1
Start	22.38	22.88
1 year	23.48	24.01
3 years	24.30	24.85
6 years	26.59	27.19

<b>2020</b>			
		1.25%	1.25%
	12/31/2019	Eff. 1/1	Eff. 7/1
Start	22.88	23.17	23.46
1 year	24.01	24.31	24.61
3 years	24.85	25.16	25.47
6 years	27.19	27.53	27.87

<b>2021</b>		
		2.50%
	12/31/2020	Eff. 1/1
Start	23.46	24.05
1 year	24.61	25.23
3 years	25.46	26.10
6 years	27.87	28.57

The rate for the Detective is \$0.75 over the top patrol rate.

Employees shall progress through the step plan system according to their length of service with the Employer. New employees shall be paid at the probationary rate during the probationary period and shall commence to the next step after one (1) year and shall thereafter receive steps according to corresponding months/years of service.

Section 2: The reimbursement rate for meal expenses incurred by all officers outside Jackson County while in the performance of their official duties will be in accordance with the County policy.

Section 4: Employees working any of the evening hours of 7:00 p.m. through 7:00 a.m., shall receive a \$.10 (ten cent) per hour night shift differential.

### **ARTICLE XVIII – Work Rules and Misc. Provisions**

Section 1 – Work Rules: The Employer may establish reasonable work rules. Work rules are defined as anything an employee may be disciplined for. The Employer agrees to furnish each employee in the bargaining unit with a copy of the work rules. New employees shall be provided with a copy of the work rules at the time of hire. It is further agreed that management has an obligation to explain any rules and regulations to employees and, accordingly, it is also agreed that said employees shall sign an appropriate document indicating that such explanation has occurred. In the event of a conflict between the terms and conditions of this Agreement and any County or Department resolutions, ordinances, policies, or rules and regulations, the terms and conditions of this Agreement shall prevail.

Section 2 – Work Rules: Employees shall comply with all rules that are not in conflict with the terms of this Agreement, provided the rules are uniformly applied and uniformly enforced.

Section 3 – Work Rules: Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the grievance procedure.

Section 4 - Training: The County agrees that it will continue to assume full responsibility for training employees in the bargaining unit under the guidance of qualified personnel in the work in which they are assigned. Each employee assumes full responsibility for learning and knowing material presented in training sessions and further agrees to maintain a level of professional competence and physical and mental fitness necessary to perform the work assigned. Each employee further assumes full responsibility for learning and knowing all of the rules and regulations, policies and procedures of the Department.

Section 5 – Written Reprimands: The Law Enforcement Committee may issue written reprimand notices to an employee, and copies of such notices shall be forwarded to the Association. The Association agrees to cooperate with the County by attempting to eliminate unsatisfactory work and violations of reasonable work rules.

Section 6 – Verbal Warnings: Documented verbal warnings shall be removed from employees' personnel records after one year.

Section 7 – Evaluations: Evaluations are conducted annually (one time per calendar year).

### **ARTICLE XIX – LEAVE OF ABSENCE**

Section 1: Requests for leave of absence shall be submitted in writing by the employee to the Law Enforcement Committee of the Jackson County Board. The request shall state the reason for such request and the length of time required. The Law Enforcement Committee shall reply in writing within a period of ten (10) working days following its next regularly scheduled meeting as to whether or not the leave is granted and if not, the reasons therefore. An employee, upon approval of the Law Enforcement Committee, may be granted a leave of absence for attendance at conventions or other professional or technical meetings. No employee shall be absent when scheduled for duty without permission from the Sheriff or his designee. After three (3) days of absence unexplained satisfactorily to the Sheriff or his designee, the position may be declared vacant by the Sheriff, his designee, or the Law Enforcement Committee of the Jackson County Board. Except for leave authorized above for attendance at conventions or other

professional or technical meetings, vacations, sick leave and other benefits may not accrue during a leave of absence. In no case shall a leave of absence be granted for the purpose of accepting other employment or self-employment.

Section 2: Employees who are members of a military service shall be granted a leave of absence for any required annual tour of two (2) weeks. Employees called to active duty shall be granted a military leave of absence.

Employees receiving leave for annual two (2) week tours shall be paid the difference between their military pay and the pay they would have normally earned had they worked for the County.

An employee drafted or ordered into military service shall be entitled to return to his/her former job at the current rate of pay with no loss in seniority and benefits, providing said employee returns to work within ninety (90) days of discharge from mandatory service. Seniority shall accrue while in the service on active duty.

Section 3: For employees who have used all sick leave, vacation and compensatory time and are required to be absent due to extended illness, disability due to accident or pregnancy, a leave of up to six (6) months shall be granted by the Law Enforcement Committee, provided a physician's certificate is furnished to substantiate the need for the leave and state the expected date the employee can safely return to work, if determinable by a physician. An extension for such leave may be granted by the Law Enforcement Committee, provided a physician's certificate is furnished as requested to substantiate the need for continuing the leave, along with a physician's statement of expected date the employee can safely return to work, if determinable by a physician. The County may require a second medical opinion at the County's expense. No fringe benefits or seniority shall accrue to the benefit of the employee during a leave of absence. An employee on leave of absence under this section is eligible to participate in the group health plan at the employee's expense. Such approved leaves are required for the employee to maintain County employee status.

All employees returning from leaves for personal illness, accident or pregnancy, shall present a doctor's release prior to returning to work.

## **ARTICLE XX – DURATION AND EXECUTION**

Section 1: This Agreement shall be binding and in full force and effect from January 1, 2019 through December 31, 2021.

Section 2: In the event the parties to this Agreement have not agreed to a subsequent Labor Agreement by the expiration date defined above, this Agreement shall continue in full force and effect until a new Agreement is reached. Conferences and negotiations shall be carried on between the County and the Association as follows:

Step 1 - On or before July 15<sup>th</sup> of the expiration year of this Agreement, the Association shall notify the County of intent to open the Agreement for negotiations on a Successor Agreement.

Step 2 - The parties shall commence bargaining at a mutually agreeable date and time. Written proposals shall be exchanged at the first bargaining session.

Step 3 – The parties shall attempt to begin bargaining no later than September 15<sup>th</sup> of the expiration year of the Agreement.

This timetable is subject to adjustment by mutual written agreement of the parties consistent with the progress of negotiations.

## **ARTICLE XXI – NO STRIKE AGREEMENT**

Section 1: Neither the Association nor any officers, agents or employees will instigate, promote, encourage, sponsor, engage in or condone any strike, slow down, concerted work stoppage, or any other intentional interruption of work during the term of this Agreement.

Section 2: Upon notification by the County to the Association that certain of its members are engaged in violation of this provision, the Association shall immediately, in writing, order such members to return to work, provide the County with a copy of such order, and a responsible official of the Association shall cooperate with local news media in publicly ordering the members to return to work. In the event that a strike or other violation not authorized by the Association occurs, the Association agrees to have a responsible official appear in the County and urge the members to return to work as promptly as possible. Failure of the Association to issue the order to take the action required herein shall be considered in determining whether or not the Association caused or authorized the strike.

Section 3: - Penalties:

- A. Any or all of the employees who violate the provisions of this Section may be discharged or disciplined by the appropriate Committee, including the loss of compensation and the forfeiture of seniority, vacation benefits and personal day pay which would have accrued during the time of the acts described in Section 1 of this Article.
- B. The County at its election, may seek payment of any liquidated damages owed under this provision in State suit proceeding.
- C. In addition to penalties provided herein, the Employer may enforce any other legal rights and remedies to which by law it is entitled

**ARTICLE XXII – ENTIRE MEMORANDUM OF AGREEMENT**

This Agreement supersedes the previous Agreement between the County and the Association, and constitutes the entire Agreement between the parties. Any Amendment or Agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

The parties further acknowledge that during the negotiations which resulted in this Agreement, they each had the unlimited right and opportunity to make demands and proposals with respect to any subject and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the County and the Association for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement unless otherwise mutually agreed by the parties. If a law is changed that makes a change in this Agreement necessary, the parties may negotiate with respect to such changes.

**ARTICLE XXIII – UNILATERAL RIGHTS**

Rights claimed in this Agreement shall be consistent with those rights and responsibilities conferred upon the Employer and the Association by applicable State and Federal Statutes.

Nothing contained in this Agreement shall be interpreted as granting to either party hereto authority to unilaterally establish any matter, which is subject to collective bargaining pursuant to Wisconsin Statutes.

**ARTICLE XXIV – AMERICANS WITH DISABILITIES ACT**

The Association and the employer recognize the legal obligation to make reasonable accommodation for all employees with disabilities as defined by the American with Disabilities Act. The proposed accommodation shall be the subject of bargaining with the Union prior to implementation if it violates an employee's contractual rights.

The employer and the Association mutually agree that an employee who is a qualified individual with a disability as covered by the Americans with Disabilities Act is eligible for, upon request, reasonable accommodation as defined by the Act. The employer may make reasonable and necessary accommodations, which do not impose an undue hardship as defined by the ADA including, but not limited to, modified work schedules or reassignment to a vacant position within or outside the bargaining unit.

In the event the employer must accommodate the disability of an applicant or an employee whose work is within the parameters of Article I Section 1 – Recognition, by modifying job responsibilities, job assignment or work schedule, it will inform the Association of the need and reasons of the accommodations to be made. No such accommodation made will be deemed an amendment of the terms of this agreement or otherwise be treated as preferential.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

County of Jackson, By:

Jackson County Professional Police Association (JCPPA)  
Local of the Law Enforcement Employee Relations Division  
(LEER) of the Wisconsin Professional Police Association  
(WPPA)

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