Clark County

Corrections Division

Work Rules

Effective June 16th 2022

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HOURS OF WORK

The work period for personnel assigned to the Communications division is seven (7) days. Within each 2 week work period, the full time employees in that division shall work (12) hours per day and shall be scheduled to work two (2) days, have two (2) days off, work 3 (3) days, and have two (2) days off, work two (2) days and have three (3) days off.

Employees are required to punch in for their assigned shifts so that hours worked are electronically logged in ExecuTime.

Employees are responsible for punching in and out on time and will provide a paper copy of their time sheet for verification. Employees are also responsible for verifying and approving their time in ExecuTime.

Employees who work the night shift 5p-5a will receive $2.00 an hour night shift differential pay.

OVERTIME

All regular and reserve 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 86 hours in a two week pay period.

OVERTIME CALL IN PROCEDURE:

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 gender requirement will be filled as necessary to meet DOC requirements.
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 full time 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 the jail. If someone calls in sick for the next shift they may be required to stay additional hours until a replacement arrives.
7. Order ins will be done at the discretion of the shift supervisor and Captain based on factors such as population and scheduled jail activities

VACATIONS / PTO

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. Correction 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

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 Jail Captain and 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

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

HOLIDAYS OBSERVED:

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

Holiday pay will not be paid to reserve employees.

SCHEDULED HOLIDAY PAY:

1. 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.
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. Any full-time employee who uses unplanned PTO on their scheduled day to work before or after a holiday, shall forfeit their 8 hours of holiday pay.(Example: If the holiday is on a Thursday and you call in sick the Tuesday before, even though you did not work Wednesday, you lose your 8 hours of holiday 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 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.
3. Employees will receive a minimum of 2 hours pay when called in for unscheduled holiday work.

TRAINING

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. Travel time hours and mileage will be computed using Google and the shortest route available from the Sheriff's Office to determine hourly pay and mileage unless otherwise approved by the Jail Captain.

4. Required training which occurs during an employee's shift shall be paid at their regular rate of pay.

5. 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 86 hours worked in a pay period.

6. Training requested by an employee, but not required by the department for an employee's current position, may be allowed by the Department but will not be counted as hours of work.

EMPLOYEE COMPENSATION

Full-time employee wages are based of the Administrative Compensation Policy Wage Scale.

Reserve wages are based upon the scale below:

Sheriff's Office		
Reserve Position	**Untrained/uncertified**	**Trained/Certified**
Telecommunicator	$19.32	$20.53
Corrections	$19.32	$20.53
Patrol Deputy	$19.32	$23.43
Night differential an additional $2.00 per hour from 5p to 5a Trainor Compensation an additional $1.00 per training hour		

SPECIAL DISCIPLINES AND DISCIPLINE PAY

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1. Special Disciplines include Crisis Negotiator, Tactical Communicator (CREEPS), Corrections Emergency Response Team (CERT) and Emergency Response Team (ERT) and Field Training Officer(FTO)
2. Discipline pay will also be included for additional duty assignments for those assigned to Electronic Monitoring (EMP), Medication Assisted Treatment (MAT) and Volunteer Coordinators.
3. When a position becomes available, the Chief Deputy will send out a posting of the available disciplines. Interested employees will be required submit a letter of application to the Chief Deputy. The letters of application should include your training and/or experience that may qualify you for the position. Separate applications should be submitted if applying for more than one discipline.
4. To receive discipline pay, an employee must attend the specified number of trainings required each year by the Sheriff, Chief Deputy or designated leader. Failure to attend the specified number of trainings each year may result in loss of discipline pay and/or removal from the discipline position.
5. Employees shall be paid an additional $300 per discipline annually per calendar year pro-rated based on the months of assignment in that capacity in that calendar year. Payment shall be made on the last payroll in December for that calendar year. Employees who terminate or transfer to another position within the County shall be paid their earned discipline pay at time of separation.
6. Employees will receive discipline pay for each discipline they are involved in with the exception of FTO which will be paid at an increase of $1.00 an hour while training.
7. Uniform Allowance flat rate of $100 dollars a quarter will be paid to Sheriff's office employees as identified in employee handbook section 6.3.4 and 6.6.4. If an employee terminates before the last period of the quarter, uniform allowance will not be paid out.