

# Clark County



## Corrections Division

---

### Work Rules

EFFECTIVE FEBRUARY 19, 2024

---

# CONTENTS

---

---

HOURS OF WORK.....	2
OVERTIME.....	2
OVERTIME CALL IN PROCEDURE:.....	2
VACATIONS / PTO.....	3
UNANTICIPATED ABSENCES.....	3
SWITCHING OF DUTY HOURS.....	3
HOLIDAYS AND ALTERNATE HOURS.....	4
TRAINING.....	4
EMPLOYEE COMPENSATION.....	5
SPECIAL DISCIPLINES AND DISCIPLINE PAY.....	5

## HOURS OF WORK

---

The work period for personnel assigned to the Correction's 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.

All full-time employees who work the night shift 4p-4a, 5p-5a or 6p-6a will receive \$2.00 an hour night shift differential pay regardless if it's an overtime shift or their normal scheduled shift. .

To provide an incentive of \$25.00 per shift, for Telecommunications – 911 Dispatch and Correctional Employees who volunteer or are ordered in to work open, hard to fill shifts due to staffing shortages.

All weekends or holidays will receive incentive pay.

This incentive pay does include reserve employees.

## 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 switch 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	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 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.
7. Out of county training
  - a. A motel room will be provided for any out of county training where the training location is over 1 hour from the Sheriff's Office or your residence, whichever is closer. If you choose to not take a motel room and you are over 1 hour away from the training, you will forfeit your mileage for travel to/from the training.
  - b. On a case by case basis, the Sheriff, Chief Deputy or your division Captain may supersede the above rule (7.a)
  - c. You may be required to share motel rooms if required by your supervisor, Chief Deputy or Sheriff.

## EMPLOYEE COMPENSATION

Newly hired full time employee wages will follow the following procedure for compensation.

Upon being Hired – Start Step 1

Upon completion of FTO in Jail Step 2

Upon completion of Jail School or 12 months (Whichever is sooner) Step 3

New Hired Employees may start at Step 2 if they have previous experience. If employee starts at Step 2 then Waiver of Jail School/Completion of Jail School or 12 months from hire would advance them to Step 3.

The pay progression will be realized on the first full pay period following the completion of each phase.

Upon reaching step 3, the Administrative and Compensation Policy would be in effect and regular step increases would utilize their last step increase date.

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

Reserve wages are based upon the scale below:

<b>Sheriff's Office</b>		
<b>Reserve Position</b>	<b>Untrained/uncertified</b>	<b>Trained/Certified</b>
Telecommunicator	\$20.53	\$21.82
Corrections	\$20.53	\$21.82
Patrol Deputy	\$20.53	\$24.90

Night differential an additional \$2.00 per hour from 5p to 5a.

To provide an incentive of \$25.00 per shift, for Telecommunications – 911 Dispatch and Correctional Employees who volunteer or are ordered in to work open, hard to fill shifts due to staffing shortages.

All weekends or holidays will receive incentive pay.

This incentive pay does include reserve employees.

## **SPECIAL DISCIPLINES AND DISCIPLINE PAY**

---

1. Special Disciplines include Crisis Negotiator, Tactical Communicator (CREEPS), Corrections Emergency Response Team (CERT) and Emergency Response Team (ERT), **Peer Support, Therapy Canine** and Field Training Officer (FTO)
  - a. Discipline pay will also be included for additional duty assignments for those assigned to Electronic Monitoring (EMP), Medication Assisted Treatment (MAT) and Volunteer Coordinators.
2. 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.
3. 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.
4. Employees shall be paid an additional \$500 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.
5. 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.
6. 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.

7. Within each pay period, the K9 Therapy Dog Handler(s) will work eleven (11) hours per day on their scheduled day to work with an additional on (1) hour paid each shift to account for care for the K9.

Updated:

February 1, 2014

April 1, 2020

July 26, 2021

December 19, 2021

June 16, 2022

April 13, 2023

July 10, 2023

July 17, 2023

October 23, 2023

December 6, 2023

January 19, 2024