



POLICY & PROCEDURE

ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **JOB CLASSIFICATIONS**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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INDEX AS: Job Classifications
Light Duty
Reclassification of Jobs
Out of Class Pay

PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for job classifications within the Elkhart Lake Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

I. POLICY

- A. The Elkhart Lake Police Department shall ensure that job classifications are based on an analysis of position requirements including job tasks and the frequency with which they are performed, as well as assignment of requisite skills, knowledge, and abilities.
- B. The Department will develop and maintain job classifications for all positions within the Department to ensure all employees understand their job duties and responsibilities. Employees will be encouraged to participate in all job task analyses designed to create, update or revise the tasks, duties and responsibilities of each position.

- C. Certain positions in the Department will have, in addition to a job description, a list of job tasks which may be utilized to more clearly delineate, for evaluation purposes, the numerous tasks which make up a particular job.
- D. The job classifications are approved by the Chief of Police and issued with his/her authorization.

II. PROCEDURE

- A. The Elkhart Lake Police Department's personnel practices, salary plan, provision for salary augmentation, and benefits are governed by Village Ordinance and the labor contracts negotiated for personnel in represented positions.

B. Position Classification

1. For assignment and compensation purposes, every job in the Elkhart Lake Police Department is categorized by class on the basis of similarities in duties, responsibilities, and qualification requirements.
2. The Department will comply with the Village of Elkhart Lake's personnel policies.
3. Class specifications are outlined for every job within a class.
4. Job classifications serve as a guide to Department personnel and their supervisors regarding the specific duties and responsibilities for each position within the organization.
5. The grouping of like job requirements in classes facilitates the comparative evaluation of personnel against a common performance standard.
6. Provisions for compensation and benefits are governed by Village Ordinance.
7. As needed, new class specifications shall be developed by the Chief. The Chief shall be responsible for maintaining class specifications for existing positions.

B. Reclassification of Positions

1. Reclassification of Department members and employees is under the authority and responsibility of the Chief. Reclassification may also meet with the approval of the Village Administrator and Village Board.

C. Job Classifications

1. The Department has developed job classifications for every position in the organization.

These classifications are used to aid in identifying the specific duties and responsibilities associated with each particular position within the Department.

2. Input regarding the development and modification of job classifications is sought from affected personnel.
3. A task analysis of every class of sworn employee in the Department has been conducted, maintained on file, and includes:
 - a) Work behaviors (duties, responsibilities, functions, tasks, etc.)
 - b) Frequency with which the work behavior occurs.
 - c) Criticality of the job-related skills, knowledge, and abilities.
4. The Department maintains current job classifications covering all employees; refer to the Job Classification Manual. Each employee is issued the job classification of his/her position, and a job classification for each job within the agency is available to all personnel.

D. Specialized Assignments

1. The Chief has final approval authority for all specialized assignments.
2. Any opening for a specialized assignment will be communicated to all eligible Department personnel.
3. Criteria for selection to a specialized assignment should be based on the skills, knowledge, and abilities required for the assignment, including education, training, experience, work performance, work habits, growth potential and specialized skills.

F. Job Class Compensation:

1. An employee's compensation is directly related to his/her job classification category. Associated with each class category is a multi-step pay plan schedule. The details of each class' pay grade schedule are set forth in contractual documents, the Village of Elkhart Lake Ordinances, the Annual Budget Document, and related pay plan documents, depending on class.

G. Modified or Light Duty Assignment

1. Situations arise where an employee may be injured and under the orders of a medical physician, not physically able to continue his normal duty responsibility. When this occurs, the employee may be assigned to a temporary assignment consistent with the restricted duty limitations set by the physician.

2. Normally, such assignments will be within the employee's classification but may include assignment to another classification, either higher or lower than the employee's current classification.

This type of assignment is to help the employee recover from his injury, continue to be productive and educational, and provide encouragement to return to normal duty status and assignment.

3. The time limitation for modified/light duty assignments are set by Village policy and is normally 3 months in duration when that much time is necessary as defined by the physician.
4. Officers that are assigned to modified/light duty assignments shall not be assigned to a field duty or other circumstance where arrest situations may arise. No employee on this type of temporary assignment shall be allowed or assigned a duty that is prohibited or restricted by the attending physician.
5. Compensation shall be at the employee's current pay schedule.
6. The Chief or designee shall be responsible for making modified/light duty assignments within the department. Doctor's orders of duty limitations as well as a release to full duty status shall be provided to the Chief.

H. Periodic Review

1. The Chief of Police will facilitate a review of the job classifications every three years and forward any changes, suggestions, comments, or concerns to the Chief.
2. Upon approval by the Chief, the Job Classifications Manual will be posted to the Department computer network. The Chief of Police is responsible for ensuring that members of the Department receive hardcopies of the current classification specific to his/her position where applicable.
3. The Administrative Division will prepare a hardcopy of the Job Classifications for the Village of Elkhart Lake Personnel Division and the Chief of Police.

NOTE: The position classifications contained in this Policy & Procedure are intended to describe the general content of the requirement for the performance of the position described. They are not to be construed as an exhaustive, all-inclusive statement of duties, responsibilities or requirements.

Michael Meeusen
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015