DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES

Policy # 127.4	Approval Date: 11/3/2020
Policy Title**: Special Assignments**	Effective Date: 7/14/2021; 01/01/2024; 01/01/2027, 10/13/26
Owner **Human Resources Committee**	Revision Date(s): 5/5/2021; 7/7/2021; 7/12/2022, 11/8/2022, 11/29/2022; 05/23/2023; 06/09/2026, 10/13/26

I. PURPOSE

The purpose of this policy is to clarify payment of Special Assignment Pay for non-exempt personnel for the various departments.

II. POLICY

Policies for specific departments are noted in the following paragraphs. Eligibility is determined by employee's current position and specific work performed. Special Assignment Pay is payable only for actual hours worked during designated work time.

III. GUIDELINES

A. Physical Facilities Maintenance (Non-Clearview)

Physical Facilities non-exempt employees assigned to work on in the jail will receive hazardous pay equal to an additional ten dollars ($10.00) per hour in addition to their regular rate of pay for actual hours worked in the jail while performing hazardous materials removal services.

B. Sheriff's Office

1. Corrections Training Officer and Communications Training Officer (CTO)
   a. Employees who are assigned as Corrections Training Officer and Communications Training Officer (CTO) will receive an additional one dollar and twenty-five cents ($1.25) for all hours worked as a CTO.

2. Cell Entry Response Team (CERT)
   CERT members shall be paid $75.00 per year for their services on this special team.

3. Intake Specialist
   a. Employees who are assigned as an Intake Specialist will receive an additional fifty cents ($0.50) for all hours worked as an Intake Specialist.

4. Field Training Officer (FTO)
   a. Employees who are assigned as a Field Training Officer (FTO) will receive an additional one dollar and twenty-five cents ($1.25) for all hours worked as a FTO.

5. SWAT Team
   a. SWAT Team members shall be paid three hundred ($300.00) dollars per year for their services on this special team.

6. PREA Investigator
   a. Employees trained and implementing Prison Rape Elimination Act (PREA), to include training, investigation, reporting and attending meetings will receive **an additional** one

dollar and twenty-five cents ($1.25) for all hours worked as a PREA Investigator, Coordinator, and Sergeant.

7. Specialized Units
   a. Employees assigned to a specialized unit, such as SWAT, CIT, Fatal Vision, K-9, Cadet Advisors, Community Outreach, Victim Impact Panel, Instructors, Citizens Academy, Interdiction, Rec Patrol, Honor Guard, Town Liaisons, or Fair, shall be subject to the following provisions when performing work in the specialized unit assignment. With approval of a supervisor, the employee shall adjust the employee's work schedule to accommodate work related to the specialized unit assignment so that work can be performed at straight time. Response to an activation of the specialized unit for an emergency call-in shall be at the overtime rate if the employee is not scheduled to work or flexing the work schedule to accommodate work related to the specialized unit assignment. With approval of a supervisor, specialized unit assignment work may be performed outside of scheduled work time at straight time (provided all Fair Labor Standard Act (FLSA) overtime laws are followed). All training time pertaining to the specialized unit assignment shall be at straight time. Hours worked shall continue to be subject to overtime under applicable law for hours worked in excess of 171 hours in a 28 day work period for those positions classified under the 7(k) exemption or over 40 hours in a work week for all other hourly employees.

8. Sworn Association
   a. Please refer to the Sworn Association Agreement for information regarding shift differentials.

C. Highway Department *(changes effective 01/01/2027)*

1. Class One (1) State Highways
   a. Highway non-exempt employees assigned to work on Class One (1) State Highways will receive hazardous pay equal to an additional one dollar and fifty cents ($1.50) per hour for actual hours worked on the Class One (1) State Highways.

2. E1 Equipment
   a. Highway non-exempt employees (excluding Foreman) operating E1 equipment will receive two dollars ($2.00) per hour in addition to their regular rate of pay for actual hours operating E1 equipment.
   a. E1 Equipment: Excavator, Grader, Dozer, Paver, Paver Rollers, Centerliner, Shoulder Machine, Sign Truck, Wrecker Truck, Certified Herbicide Applicators.

3. Certified Bridge Inspectors
   a. Highway non-exempt employees who are Certified Bridge Inspectors will receive) three dollars ($3.00) per hour in addition to their regular rate of pay for actual hours worked for performing bridge inspections.

4. Highway Lead
   a. Highway non-exempt employees is assigned to control a crew of three (3) or more employees, the Lead will receive an additional three dollars ($3.00) per hour for actual hours worked as a Lead.

5. Relief Superintendent
   a. Highway non-exempt employees who work an entire shift as a Relief Superintendent will receive an additional six dollars and fifty cents ($6.50) per hour

IV. PROCEDURE

None