

**A G R E E M E N T**

**BETWEEN**



**ARLANDRIA COUNTY**  
**“EMPLOYER”**

**AND**

**ARLANDRIA COUNTY DEPUTY SHERIFF’S ASSOCIATION**  
**“ASSOCIATION”**

**JANUARY 1, 2026 – DECEMBER 31, 2028**

## AGREEMENT

This Agreement is entered into to be effective the 1<sup>st</sup> day of January 2026, by and between Arlandria County, hereinafter referred to as the “Employer,” and the Arlandria County Deputy Sheriff’s Association, hereinafter the “Association.”

WHEREAS, this Agreement recognizes the mutual interests of the Employer and the Association in operating the various departments using methods that will promote cooperation and understanding between the parties and maintain the morale, well-being, and security of the employees.

WHEREAS, the County and the Association agree pronouns of masculine gender used herein refer to persons of either sex.

The contracting parties set forth the following as our will and Agreement.

### ARTICLE I - RECOGNITION

- 1.01** The Employer recognizes the Association as the exclusive bargaining agent for all regular full-time and regular part-time law enforcement employees employed in the Arlandria County Sheriff’s Department, excluding the Sheriff, Chief Deputy, Lieutenants, Sergeant, Jail Administrator, and supervisory, managerial, and confidential employees, and as their representative for purposes of collective bargaining on matters of wages, hours and conditions of employment.
- 1.02** **Non-Discrimination.** The Employer and the Association agree they shall not discriminate in administering the provisions of this Agreement relative to personnel with disabilities as defined by State and Federal Laws or Courts of Competent Jurisdiction.

### ARTICLE II - NO OTHER AGREEMENT

- 2.01** The parties agree not to enter into any agreement or contract with the employees covered by this Agreement that in any way conflicts with the terms and provisions of this Agreement. Any such agreement, without written consent of the Association, shall be null and void.

### ARTICLE III - ASSOCIATION ACTIVITY

- 3.01** **Association Business.** Except as this Article provides, no employee shall conduct Association business on County time.
- a) Association representatives having business with the officers or individual members of the Association may not confer with such Association officers or members during working hours unless permission is obtained of the command supervisor.
- 3.02** **Grievance Processing.** The County shall allow one Association representative and the aggrieved employee sufficient time to process grievances properly.
- a) Two association officers shall be granted compensatory time off to attend grievance meetings or hearings with the employer and shall not be subject to call, provided there is adequate coverage.
- 3.03** **Collective Bargaining.** The County shall allow three (3) Association Bargaining Committee members sufficient time with pay for any and all meetings scheduled with the Employer to negotiate an Agreement between the parties if such meeting is held during the employee's regularly scheduled hours of work, provided there is mutual agreement on the time of the meeting.
- 3.04** **Bulletin Boards.** The Employer agrees that Association notices directly related to the Association’s exclusive representative status, which primarily deals with wages, hours, and conditions of employment, as well as Association meeting notices, may be posted on a designated department bulletin board.
- 3.05** **Association Steward.** The Association shall have an Association steward appointed at all times and shall notify the Employer as to the name of the steward.

- 3.06 Union Officers.** The Association agrees to provide written notification to the Human Resource Director on the Monday following January 1<sup>st</sup> of each year, on the Monday following July 1<sup>st</sup> of each year, and within seven (7) calendar days following the election or selection of Association representatives, stewards, or other Association officers.

#### **ARTICLE IV - DUES DEDUCTION**

- 4.01** It is agreed that the Association, as the exclusive representative of all employees in the collective bargaining unit, will represent all such employees, member and nonmember, fairly and equally. No employee shall be required to join the Association but membership in the Association shall be granted to all employees who apply, consistent with the Association Constitution and Bylaws. No employee shall be denied Association membership because of race, creed, color or sex.
- a) An Association member desiring to revoke the dues deduction may do so at any time with thirty (30) days' written notice to the County and the Association Treasurer.
- 4.02** The Employer will deduct, once each month from the earnings of each employee in the collective bargaining unit, who individually sign a dues deduction authorization form where the Employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck an amount equivalent to the monthly dues certified by the Association as the monthly dues required of each Association member, and pay said amount to the Treasurer of the Association on or before the end of the month in which said deduction was made.
- 4.03** Changes in the amount to be deducted shall be written notification from the Association at least thirty (30) days before the effective date of any change. Still, they shall not occur more than once annually.
- 4.04** For new employees, said deduction shall begin with the first applicable paycheck following their date of employment with the County.
- 4.05** The Employer will provide the Association with a list of all employees from whom such deductions are made with each monthly remittance.
- 4.06** The Association shall indemnify, defend, and hold harmless the County and its officials, representatives, and agents against any claims, demands, suits, or other forms of liability (monetary or otherwise) and for all reasonable legal costs that shall arise out of or because of action taken or not taken by the County in complying with the provisions of this Article.

#### **ARTICLE V - SENIORITY**

**5.01 Definitions.**

- a) Bargaining Unit Seniority. The continuous length of service within the law enforcement employees' bargaining unit. Bargaining-unit seniority shall prevail in administering the wage schedule, shift selection, filling vacancies, new positions, layoffs, and recall as provided below.
- b) Countywide Seniority. The continuous length of service with Arlandria County from an employee's last hire date as a regular employee. County-wide seniority shall prevail in the selection of vacation and administration of benefits.

**5.02 Application - General**

- a) Employees Hired on Same Date. If two or more employees are hired on the same date, their seniority shall be determined by order of hiring as determined by the Employer.
- b) Loss of Seniority. Employees shall lose their seniority only for the following reasons: retirement, resignation, or discharge, if not reversed through the Grievance Procedure. Should an employee leave the bargaining unit for any county position not covered by this agreement, the employee shall forfeit all bargaining unit seniority.
- c) Seniority List. The Employer shall provide the Association with a seniority list on or about January 1<sup>st</sup> of each year.

- d) Involuntary Demotion. If an employee takes an involuntary demotion due to the elimination of his/her position, bargaining unit seniority shall prevail.
- e) Part-Time Employee Seniority. Regular part-time employees shall gain bargaining unit seniority based upon the total calendar time of continuous employment elapsed since the date of their original part-time job as regular employees with the county. Regular part-time employees shall not accrue classification seniority. If hired to a full-time position, regular part-time employees shall have their seniority pro-rated according to actual time worked in relation to a full-time employee.

**5.03 Layoff**

- a) When the County decides to lay off employees, it shall be inverse to their length of service provided the remaining employees are qualified to perform the Employer's work. Whenever so laid off, employees shall possess re-employment rights as hereinafter defined.
- b) In the event of a layoff, employees to be laid off may bump laterally within a classification or to a lower classification for which they are qualified.
- c) No regular bargaining unit employee will be laid off as long as a probationary, casual, temporary, or seasonal employee is still working within the bargaining unit, provided the regular employee is qualified to perform the available work.

**5.04 Rehire.** If the County decides to employ additional workers either in vacancies or in new positions subject to the provisions of this Agreement, former employees who were laid off within two (2) years prior thereto shall be entitled to be re-employed in such vacancies or new positions in preference to all other persons, provided, however, that the employee(s) to be returned to work is qualified to perform the available work. Employees who voluntarily lay off shall be deemed to have lost all seniority rights. On rehire, laid-off employees will be recalled by seniority provided they can perform the available work.

**5.05 Job Posting.** When the Employer desires to fill a vacancy for a bargaining unit classification, the County will post a notice listing minimum qualifications for five (5) working days, and the County will notify any employees on leave of the existence of the opening. Any interested employee may apply for the position using the process established by the County. At the end of the five (5) day posting period, qualifications being relatively equal, the position shall be awarded to the most senior qualified applicant within sixty (60) days of the posting period. In determining qualifications, factors other than seniority may be considered, including, but not limited to, examination scores, past performance, suitability for the job, and results of a face-to-face interview.

**5.06 Trial Period.** An Employee receiving a promotion (that is, movement to a higher paying position), lateral transfer within a pay range, or voluntary demotion (that is, movement to a lower paying position) shall serve a twelve (12) month trial period. During this trial period, if either the employee or the Department Head believes the status change is not suitable, the employee may return or will be returned to the position formerly held.

**ARTICLE VI - PROBATIONARY PERIOD AND GENERAL DEFINITIONS**

**6.01 Probationary Period.** The first twelve (12) months of employment shall be regarded as a probationary period to be utilized for observing the employee's work, securing the most effective adjustment of the employee to his position, and removing any employee whose performance does not meet the required work standards. If employment is terminated during the employee's probationary period, no sick leave, vacation, or other benefits shall be due to him.

- a) Probationary employees shall not be entitled to leaves of absence.
- b) Continued service beyond the probationary period shall be considered evidence of satisfactory completion of probation.
- c) A probationary employee may be discharged without cause.

**6.02 Employment Categories** – The following definitions shall apply:

- a) Regular Employee. A regular full-time or part-time employee is hereby defined as a person hired to fill a regular position.
- b) Temporary Employee. A temporary employee is one hired for a specified period of time and who will be separated from the payroll at the end of such period.

## **ARTICLE VII - GRIEVANCE PROCEDURE**

- 7.01** The Employer and the Association agree that prompt and just settlement of a grievance is of mutual interest and concern. Should a grievance arise about a question of interpretation of the Agreement or to a question relating to rules, safety, hours, wages, or other conditions of employment, the aggrieved employee shall first bring the complaint to an Association officer. All grievances shall contain the following: the specific provisions of the contract with alleged violations, the names of the aggrieved parties, the facts of the grievance, and the remedy sought. If the Association determines it that a grievance does exist, it shall be processed in the manner described below.
- 7.02 Definitions.**
- a) Individual grievances shall be defined as those that affect a specific employee and shall be signed by the aggrieved member of the Association.
  - b) Association grievances are those grievances that affect one or more classifications of employees and shall be signed by the Association Business Agent.
- 7.03 Step 1 – Immediate Supervisor.** If an Employee wishes to submit a grievance, it must be presented in person and in writing to a Lieutenant within thirty (30) calendar days of the occurrence. Any grievance not submitted within thirty (30) calendar days of occurrence will be ineligible for submission through this grievance procedure. The Lieutenant/Jail Administrator shall respond in writing within seven (7) calendar days after submitting the grievance.
- 7.04 Step 2 – Sheriff.** A grievance cannot be processed at Step 2 unless it has been processed at Step 1. The grievance shall be considered settled in Step 1 unless, within seven (7) calendar days of the Step 1 response, the grievance is submitted in writing to the Sheriff or his designee. A meeting to attempt to resolve the matter shall be held between the grievant, the Association representative, and the Sheriff or his designee within fourteen (14) calendar days of submission of the Step 2 grievance. The Sheriff, or his designee, shall respond in writing within seven (7) calendar days following the meeting.
- 7.05 Step 3 – Human Resources Director.** A grievance cannot be processed at Step 3 unless it has been processed at Step 2. The grievance shall be considered settled in Step 2 unless, within seven (7) calendar days of the Step 2 response, the grievance is submitted in writing to the Human Resource Director. A meeting to attempt to resolve the matter shall be held between the grievant, the Association representative, and the Human Resource Director within fourteen (14) calendar days of submission of the Step 3 grievance. The Human Resource Director shall respond in writing within fourteen (14) calendar days following the meeting.
- 7.06 Step 4 – Committee.** A grievance cannot be processed at Step 4 unless it has been processed at Step 3. The grievance shall be considered settled in Step 3 unless, within seven (7) calendar days of the Step 3 response, written notification is provided to the Human Resource Director that the Association wishes to proceed with a hearing before the Committee of the County Board delegated to hear grievances, hereinafter referred to as the “Committee”. A meeting shall be held with the grievant, Association representative, and the Committee in an attempt to resolve the matter within thirty (30) calendar days of submission of the Step 4 grievance. On behalf of the Committee, the Human Resource Director shall respond in writing within twenty-one (21) calendar days following this meeting.
- 7.07 Step 5—Arbitration.** A grievance cannot be processed at Step 5 unless it has been processed at Step 4. The grievance shall be considered settled in Step 4 unless either party submits the matter to grievance arbitration within thirty (30) calendar days after the last response is received or due.
- a) Subject Matter. Only grievances that constitute a violation of a specific provision of this Agreement may be submitted to arbitration as provided below.
  - b) Arbitrator Selection.

- 1) The parties shall request that the Wisconsin Employment Relations Commission (WERC) submit a panel of five (5) arbitrators who, unless the two parties agree otherwise, shall be members of the Commission staff.
- 2) The parties shall alternately strike names until one remains. The parties shall take turns striking first.
- c) Hearing. The arbitrator shall hold a hearing as promptly as possible and render their decision in writing after the final submission of briefs. The decision shall be final and binding on both parties.
- d) Costs. The fees and expenses of the arbitrator, if any, shall be divided equally between the Employer and the Association.
- e) Authority of the Arbitrator. The arbitrator shall not have the power to add to, subtract from, or alter the Agreement.

**7.08** The failure of the party to file or appeal the grievance in a timely fashion as provided herein shall be deemed a settlement of the grievance. The party who fails to receive a reply in a timely fashion shall have the right to proceed to the next step of the grievance procedure automatically. The parties' mutual written consent may extend any time limit in the procedure.

**7.09 Personnel Records.** Employees shall be given a copy of all employment actions affecting their employment status under section 555.55 of the Wisconsin Statutes.

**ARTICLE VIII - MANAGEMENT RIGHTS RESERVED**

**8.01** Unless otherwise herein provided, the management of the work and the direction of the working forces, including the right to hire, promote, transfer, demote or suspend, or otherwise discharge for proper cause, and the right to relieve employees from duty is vested exclusively in the Employer. If any action taken by the Employer is proven not to be justified, the employee shall receive all wages and benefits due him for such period of time involved in the matter.

**8.02 Contracting/Subcontracting.** Arlandria County shall have the sole right to contract for any work it chooses and to direct its employees to perform such work wherever located, subject only to the restrictions imposed by this Agreement and the Wisconsin Statutes. But if the Employer desires to subcontract any work that will result in the layoff of any Association employees, said matter shall first be reviewed with the Association.

**8.03** Unless otherwise herein provided, the Employer shall have the explicit right to determine the specific hours of employment and the length of the work week and to make such changes in the details of employment of the various employees as it from time to time deems necessary for the effective operation of its department.

**8.04** The Employer agrees that all amenities and practices related to mandatory subjects of bargaining, now in effect but not specifically referred to in this Agreement, shall continue for the duration of this Agreement.

**8.05 Work Rules.** The Employer has the right to establish reasonable work rules. The Association has the right to grieve the reasonableness of a work rule.

**ARTICLE IX - HOURS OF WORK**

**9.01 Patrol Officers.** Patrol Officers shall work a 6-3 schedule. The work shifts shall be as follows:

Day Shift	6:00 a.m. to 2:18 p.m., 7:00 a.m. to 3:18 p.m.	or
Evening	2:00 p.m. to 10:18 p.m. 3:00 p.m. to 11:18 p.m.	or
Night Shift	10:00 p.m. to 6:18 a.m. 11:00 p.m. to 7:18 a.m.	or

Patrol Officers' regular shift assignments shall be by job classification seniority preference. Further, officers assigned to a power shift (i.e., relief shift) may be assigned to a 7:00 p.m. to 3:18 a.m. shift, an 11:00 a.m. to

7:18 p.m. shift, or any other shift identified herein. It is understood that the 11:00 a.m. to 7:18 p.m. shift is typically utilized only after the 7:00 p.m. to 3:18 a.m. is filled.

**9.02 Investigators.** Investigators and Special Investigators shall normally work Monday – Friday. The workweek shall be forty (40) hours, and the work shifts shall consist of eight (8) hours. All work schedules shall be approved by the Sheriff or his designee, and the Sheriff may adjust the work schedules for operational reasons.

**9.03 Patrol Corporals.** Patrol Corporals shall work a 6-3 schedule. The work shifts shall be as follows: (R = Relief Shift)

Evening	3:00 p.m. to 11:18 p.m.	or
Late Evening Shift	7:00 p.m. to 3:18 a.m. (R)	or
Night Shift	11:00 p.m. to 7:18 a.m.	or

The Patrol Corporals are not permanently assigned and may be moved to other shifts for operational needs.

**9.04 Shift Assignments.** Shift selections will be posted on October 1 of each year and assignments will be effective January 2. If a shift opening occurs for any reason during the year, the open shift will be posted for interested employees. Changes in the work cycle may result in work days being lost or gained.

**9.05 Work Breaks.** Notwithstanding the PSLO provisions, employees are entitled to one 35-minute break per shift.

a) Prior to using a work break/lunch break, employees shall notify the Radio Operator of the time and location of the requested break. Employees shall carry a portable radio at all times during the break and be subject to call without notice.

b) Breaks may only be taken when operational conditions permit. Breaks not taken shall be considered lost, and they may not be accumulated or used to extend lunch periods or shorten the work day.

**9.06 Training.** If a training session becomes available that the Department Head wishes to send an employee to, and the employee's work schedule conflicts with such training session, the employee's work schedule may be altered by mutual consent of the affected employees and the Department Head.

**9.07 Adjustment of Starting/Ending Times.** Notwithstanding the rights afforded to, or reserved by, management in Article VIII, in order to meet the operational needs of the department, the Employer may adjust the starting and ending times for each shift by up to two hours by mutual agreement between the Employer and the Employee.

## ARTICLE X - PREMIUM PAY

**10.01 Overtime.** Regular full-time employees shall be compensated at the rate of one and one-half (1½) times their regular rate of pay for all hours worked outside of their normally scheduled hours of work. Said overtime may be accumulated in accordance with Section 10.06, or paid to the employee within the pay period it was earned.

a) Scheduled Overtime. The County shall post scheduled overtime opportunities and will assign scheduled overtime using the same procedures as for unscheduled overtime if there are insufficient volunteers. Scheduled overtime is that which the County is aware of at least twenty-four (24) hours in advance.

i) Scheduled overtime shall be offered to those employees by order of descending seniority.

b) Unscheduled Overtime. In calling Patrol Officers and Patrol Corporals for unscheduled overtime, Patrol Officers and Patrol Corporals on regular days off will be called first by seniority. Only one call shall be made to each employee.

i) If none of the employees on days off is interested, the most senior employee scheduled to work on either side of the shift will be offered the overtime; if it is declined, then the least

senior employee working a shift before or after the available overtime will be scheduled to work.

**10.02 Call-In Time.** Employees who shall be called to work at other than the regularly scheduled starting time shall be entitled to at least two (2) hours call-in pay at time and one-half (1½). Regular part-time employees shall be eligible for two hours call in at the overtime rate if the hours worked are in excess of 8.3 hours per day or 41.5 hours in a week. This provision does not apply to an employee who starts work early and continues into regularly scheduled hours or who continues past regularly scheduled hours.

- a) Canceled Subpoenas. Excepting emergency detentions, employees who are subpoenaed to appear in court on behalf of Arlandria County outside of their regularly scheduled hours of work, and receive cancelation notice after 5:00 PM the work day prior to the date of the subpoena, shall receive one (1) hour of overtime compensation.

**10.03 Shift Differential.** Patrol Officers and Patrol Corporals shall receive shift differential pay on the following basis:

\$.20/hr. - Evening Shift  
\$.30/hr. - Night Shift  
\$.25/hr. - Relief Shift

**10.04 Training**

- a) Employees requested or required by the management of the department to attend school and/or training classes shall be compensated at their appropriate straight time rate of pay for a regular work day. In addition, travel time outside of the regular work day to an out-of-county training site, in a private automobile, shall be compensated at a rate of one and one-half (1½) times the appropriate straight time rate of pay.
- b) Employees required to attend school and/or training classes out of their normal schedule of work shall receive compensation at a rate of one and one-half (1½) times their regular rate of pay for such attendance.

**10.05 Compensatory Time**

- a) In lieu of cash payment for overtime, employees may elect to accumulate a compensatory time bank of up to sixty-six and four-tenths (66.4) hours, and use said compensatory time according to the department's workload.
- b) Requests for compensatory time off shall be made at least seven (7) days in advance of the day(s) desired. The County may waive the seven (7) day minimum notice requirement. The use of compensatory time will not be allowed where it causes inadequate law enforcement coverage or requires additional overtime, in the opinion of the Sheriff or his designee.
- c) An employee's compensatory time bank shall carry over from year to year, but an employee shall not be allowed to utilize more than sixty-six and four-tenths (66.4) hours in any calendar year. At no time shall an employee's compensatory time bank exceed sixty-six and four-tenths (66.4) hours.
- d) An employee may choose to be paid for any compensatory time not used before November 1st of the calendar year, which shall be paid to the employee on the next pay period following November 1st at the pay rate in effect on that date.

**10.06 FTO Pay.** Employees designated as Field Training Officers shall receive an additional eighty cents (\$.80) per hour when assigned to those duties.

**10.07 Pyramiding of Hours.** There shall be no pyramiding or duplicating of overtime provisions. Hours compensated under one overtime provision shall be excluded from any other overtime provision. When two or more provisions requiring compensation for overtime rates are applicable, the single provision most favorable to the employees shall apply.

## ARTICLE XI - HOLIDAYS

**11.01 Observed Holidays.** All employees shall be entitled to eight (8) specific holidays with full pay. The specific holidays are as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day before Christmas, Christmas Day, and the day before New Year's Day.

a) Holidays. On the paycheck following each of the holidays mentioned above, employees shall have a full day's pay added to their paycheck at the straight-time rate of pay. Said amount shall be pro-rated for part-time employees. If the holiday falls during an employee's vacation, the employee shall have one of the following options:

- 1) Holiday Pay in Addition to Vacation Pay. The employee may elect to receive vacation pay (at straight time) in addition to the holiday pay (at straight time); or
- 2) Holiday Comp Time. The employee may accrue time into a holiday compensatory ("holiday comp") bank.
  - i) Utilization. Holiday comp will be utilized subject to the department's scheduling needs and shall be taken upon mutual agreement between the employee and management.
  - ii) Annual Payout. The bank balance on November 1<sup>st</sup> of each year shall be paid out annually on the first paycheck following November 1<sup>st</sup> at the straight-time pay rate.
  - iii) Termination of Employment. Employees terminating County employment shall have their holiday comp balances paid out on their final paycheck.

b) Work on a Holiday. Employees working on one of the specific holidays described above, as well as working on Easter Sunday, will receive pay at one and one-half (1½) the regular rate of pay for the hours actually worked.

c) Unpaid Leave. When a person is on unpaid leave and a holiday occurs during it, it will be unpaid.

**11.02 Floating Holidays.** Employees shall also be entitled to three (3) floating holidays to be taken at the mutual convenience of the County and the employee.

## **ARTICLE XII - VACATIONS**

**12.01** For computing vacation earnings, the first year of employment shall be considered a full year of employment. Employees shall have earned vacation as of January 1<sup>st</sup> of each year. Vacation must be taken by the end of the calendar year after the year earned.

**12.02** The following shall be the vacation rights granted to employees, based upon continuous length of service with the County:

One (1) year continuous service .....	one (1) week
Two (2) years continuous service .....	two (2) weeks
Eight (8) years of continuous service .....	three (3) weeks
Fifteen (15) years of continuous service .....	four (4) weeks
Twenty (20) years of continuous service .....	five (5) weeks

A week of vacation shall be defined as five (5) workdays for the classification of Investigator, and Special Investigator, and six (6) workdays for all other classifications.

**12.03 Requests for Vacation.** Vacation requests shall be made at least seven (7) days before the day(s) desired, if possible. The County may waive the seven (7) day minimum notice requirement. It is understood that Department management may allow as many employees off on vacation as management deems operationally appropriate.

a) Vacation selection will be determined by countywide seniority. Vacation selection for the following year will be picked starting on November 1st of the previous year.

- i) Once a vacation day is selected, any member with greater countywide seniority will have fourteen (14) days to bump the lower seniority member off of their vacation selection.

- ii) On the 15th day at 12:00AM the vacation selection will be locked in. However, on January 1st all vacation selections will be locked in and will not be bumped regardless of the fourteen (14) days established above.
- iii) All vacation selections made after December 31st will be first-come, first-served.
- iv) There will be no cancellation of a vacation day within ten (10) days of the selected day.
- v) Nothing in this section shall be interpreted to interfere with the management rights established in Article 8.

## ARTICLE XIII - LEAVES

### 13.01 Sick Leave

- a) No employee shall be absent from the job unless for unavoidable circumstances without first notifying the Employer.
- b) Accrual. All employees shall earn one (1) day of sick leave per month to a maximum of twelve (12) days per calendar year. Total sick leave accumulation shall not exceed one hundred fifty (150) days. Said leave shall continue to be earned when employees are on any paid leave authorized under the provisions of this Agreement.
- c) Utilization. Accrued sick leave may be used for the following reasons:
  - 1) Personal illness
  - 2) Bodily injuries
  - 3) Maternity or paternity
  - 4) Medical or dental appointments not able to be scheduled outside of working hours.
  - 5) Required attendance for the care of immediate family as allowed above. Immediate family includes mother, father, spouse, son or daughter, including stepparents and stepchildren.
  - 6) Other leaves taken under Federal Family and Medical Leave Act and Wisconsin Family and Medical Leave Act as allowed by law.
- d) Sick leave will be administered in accordance with the Federal/Wisconsin Family Leave Act.

**13.02 Funeral Leave.** An employee will be allowed three (3) working days leave with pay for the death of the employee's spouse, mother, father, son, daughter, stepmother, stepfather, stepson, or stepdaughter.

An employee will be allowed up to three (3) working days leave with pay for the death of the employee's brother, sister, step-brother, step-sister, mother-in-law, or father-in-law.

An employee will be allowed one (1) working day of leave with pay for the death of the employee's grandparent, grandchild, uncle, aunt, niece, nephew, daughter-in-law, son-in-law, brother-in-law, or sister-in-law. The last working day for which funeral leave shall be granted, as defined in this paragraph, is the day after the funeral.

This section means that an employee is entitled to funeral leave as provided above for the death of his spouse's relative only when the deceased relative is the spouse's mother, father, brother, or sister. Funeral leave shall not be available for an ex-spouse(s) or the death of relatives of an ex-spouse(s).

When a person is on unpaid leave, and a funeral occurs during it, it will be unpaid.

**13.03 Leave Requests.** All leave requests (*vacations, sick, funeral, personal, etc.*) shall be submitted to the Lieutenant on duty. If a Lieutenant is not on duty, the request shall be submitted to the next available command officer.

**13.04 Jury Duty.** During any period of jury service, the employee will receive pay from the County equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received by the employee shall be given to the County Treasurer. The Treasurer will cash the check, retain the portion representing per diem payments, and give the employee the check's mileage and meal reimbursement portions. An employee is expected to return to his regular job if released early. Overtime pay

will not be allowed for such leave. Employees, at their option, may use paid time off for a day of jury duty and thereby retain the jury pay and full pay for the day(s).

- 13.05 Subpoenaed Witness Leave.** If subpoenaed for County business reasons, the employee will receive pay for his regular hours of work and any other hours for which he may be required to testify outside his normal working hours. All compensation fees received by the employee shall be given to the County Treasurer. The employee shall be allowed to retain any reimbursement for mileage and meals. An employee is expected to return to his regular job if released early. If subpoenaed for personal business, the conditions stated above do not apply. Arrangements must be made to attend to these matters on an employee's time or use paid or unpaid time off.
- 13.06 Military Leave.** In the event an employee is drafted or volunteers for the Armed Services, he shall be granted full leave without pay, provided he returns to work within ninety (90) days of the date of separation from active duty. Benefits shall accrue per Federal Statute.
- 13.07 Family Medical Leave.** Shall be provided in the manner outlined in the Personnel Policy Manual.
- 13.08 Personal Leave.** Employees who need additional leave for justifiable reasons shall apply to the Department Head, the Human Resource Director, and the County Administrator.

#### **ARTICLE XIV - CLOTHING AND CLEANING ALLOWANCE**

- 14.01** The Employer agrees to pay each bargaining unit employee seven hundred twenty-five dollars (\$725) as an allowance for uniforms, laundry, and clothing. Such uniforms shall be as prescribed by the Sheriff.
- 14.02** Payment shall be made as a lump sum on a separate check to coincide with the second payroll in January of each year.
- a) New Employees. New employees will furnish their uniform clothing and be paid one thousand dollars (\$1,000) on their first paycheck as compensation for their first year's clothing and cleaning allowance.
- b) If an employee leaves County employment before the payment of the Allowance, they shall not be eligible for payment.
- 14.03** Articles of clothing or required equipment damaged beyond repair in the line of duty will be replaced by the County.
- 14.04** The County shall provide all initially needed badges.
- 14.05** Employees shall wear required uniforms as a condition of employment.
- 14.06 Maintenance.** All employees shall be responsible for maintaining their uniforms and all equipment in good working order and in good condition. If the Sheriff, or his designee, determines that an article of clothing is not in good condition, the employee shall be required to replace the article of clothing.

#### **ARTICLE XV - WISCONSIN RETIREMENT SYSTEM**

- 15.01** Employees will contribute the full employee share to the Wisconsin Retirement System (URS) Pension Plan. The employee's share is defined as the WRS rate as actuarially determined by the WRS for general employees.

#### **ARTICLE XVI - INSURANCE**

- 16.01 Employer/Employee Health Insurance Contributions.** The Employer shall pay eighty percent (80.0%) of the monthly premium for either family or single coverage, and the Employee shall pay the difference.
- a) Increased Employer Contribution. The Employer's contribution will be increased to ninety percent (90%) provided the Employee satisfies the wellness requirements as established by the Employer.
- b) Limit of Employer Contribution. The Employer's financial responsibility shall be limited to eighty percent (80.0%), plus any applicable reduction in premium, of the lowest cost plan offered to employees.

**16.02 Dental Insurance.** The Employer shall pay the following towards the monthly dental premiums:

Family Plan .....	\$43.75 per month
Employee/Spouse Plan.....	\$31.25 per month
Employee/Children Plan .....	\$31.25 per month
Single Plan.....	\$15.00 per month

**16.03 Vision Insurance.** Enrolled employees shall be responsible for all of the monthly premium.

**16.04 Health Insurance Continuation.**

**a) Employees Hired Prior to January 1, 2010.**

- 1) At the time of retirement (*a retired employee is defined as one who is entitled to a Wisconsin Retirement Fund annuity*), disability (*a disabled employee is defined as one who is entitled to disability benefits under Social Security and/or Wisconsin Retirement Fund Annuity*), or during periods of special authorized leaves of absence, employees shall be entitled to continue coverage under the group Hospital and Surgical Insurance Plan at the group rate. The employee shall pay the cost of the single or family plan premium to the Employer, who shall forward the premium to the insurance carrier.
- 2) Upon retirement an employee shall receive one month's paid insurance for every six (6) days of unused accumulated sick leave. The maximum number of sick days that may be converted to paid insurance is one hundred and twenty (120).

**b) Employees Hired After January 1, 2010.**

- 1) *Health Insurance Continuation.* Retired employees who have been employed with the County for a minimum of ten (10) consecutive years <sup>1</sup>, disabled employees who have been employed with the County for a minimum of ten (10) consecutive years <sup>2</sup>, or employees on an authorized leave of absence, shall be entitled to continue coverage under the group insurance plan at one-hundred and four percent (104%) of the group rate. The employee shall pay the cost of the single or family plan premium to the Employer, who shall forward the premium to the insurance carrier.
- 2) *Trust Account.* The employer will establish a trust account for the purpose of reimbursing post-employment health expenses. The selection of the vendor shall be the discretion of the employer.
  - i) *Sick Leave Conversion at Retirement.* Upon retirement an employee shall convert their sick leave into their trust account at the rate of twenty-one dollars and seventy-three cents (\$21.73) per hour of accrued time; rounded to the nearest hour. At the time an across-the-board wage increase is implemented, the rate contained in this section will be indexed to the across-the-board wage increase noted for that year effective the date of that wage increase.
  - ii) *Bi-Weekly Contribution.* For employees hired after January 1, 2010, the County will contribute to each employee's trust account a flat dollar amount of ten dollars (\$10.00) on bi-weekly basis.

**16.05 Life Insurance.** The Employer shall provide the State of Wisconsin basic life insurance policy for all employees at no cost to the employee. Coverage shall be equal to 100% of the employee's previous calendar year earnings, as reported to the retirement system, rounded to the next higher thousand dollars.

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<sup>1</sup> A retired employee is defined as one who is entitled to a Wisconsin Retirement System benefit, and has verification that they will be receiving said benefit.

<sup>2</sup> A disabled employee is defined as one who is entitled to disability benefits under Social Security and/or the Wisconsin Retirement System, and has verification that they are or will be receiving said benefits.

- 16.06 Worker's Compensation.** In the event an employee is injured on the job and covered by Worker's Compensation, the Employer shall pay the difference between normal take-home pay and the amount provided by Worker's Compensation for a period not to exceed six (6) months.

### **ARTICLE XVII - PRO RATA BENEFITS**

- 17.01** Regular part-time employees working sixty percent (60%) or more FTE per week averaged over the calendar year shall receive all benefits on a pro-rated basis, including: dental insurance, life insurance, holidays, vacation, sick and funeral leave, etc., except as otherwise expressly provided for herein.

### **ARTICLE XVIII - SEPARABILITY**

- 18.01** Should one of the provisions of this Agreement be found to be in violation of any State or Federal law, all other provisions of this Agreement shall remain in full force and effect for the duration of the Agreement. The parties agree that they will enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for the article or part of this Agreement so in violation.

### **ARTICLE XIX - PAY PERIODS**

- 19.01 Payday.** Employees shall be paid every other Friday. If a payday falls on a federal banking holiday, employees shall be paid on the preceding work day.
- 19.02 Direct Deposit.** All employees shall participate in direct deposit for all of their pay through up to three banking institutions of their choosing.

### **ARTICLE XX - WAGE SCHEDULE**

- 20.01** Employees shall be paid according to attached the wage schedule. All staff members who are members of this bargaining unit and who are on the payroll on the date the Agreement is ratified by the County Board shall be entitled to retroactive pay.
- a)** *External Lateral Transfer.* To enhance the recruitment and retention of qualified law enforcement personnel, the County may utilize an "External Lateral Transfer" process. This process is designed to recognize verified years of full-time service with another law enforcement agency for the purpose of determining initial salary and vacation benefits.
- i) **Salary and Vacation Benefit Determination:** Eligible applicants may have their starting salary and initial vacation benefits determined based, all or in part, on their verified years of full-time service with another law enforcement entity. These initial placements will be at the sole discretion of the Employer, and in alignment with the terms of this agreement.
  - ii) **Wage Progression and Vacation Accrual:** Deputies hired through the "External Lateral Transfer" process will receive wage increases and accrue vacation days as outlined in the current contract. Advancement on the wage and vacation schedules will be calculated based on the time, in years or months, needed to reach the next higher level from their initial placement on the wage or vacation schedule.
  - iii) **Limitations on Seniority:** Deputies joining through the 'External Lateral Transfer' process will accrue seniority from their hire date, irrespective of any advanced wage or vacation benefits they may receive upon joining.
- 20.02 Special Investigator.** When a Special Investigator returns to his original position, and the individual's original position was paid less than that of Special Investigator when entering the classification, the individual's rate shall be red-circled until the rate of the original position exceeds the red-circled rate.

### **ARTICLE XXI - RESIDENCY**

- 21.01** If the State requires an employee to reside in Arlandria County to perform his or her assigned duties, the County shall also require residency as a condition of continued employment.

## ARTICLE XXII – POLICE SCHOOL LIAISON

- 22.01** The Police School Liaison (PSL) shall be filled through the normal posting procedure and appointed by the Sheriff for an initial appointment of up to four (4) years. The assignment to PSL may be renewed for an additional one (1) year term upon approval of the Sheriff. The PSL may request to be reassigned to the position they held before accepting the PSL position provided that the request is made before April 1<sup>st</sup> of the current school year.
- 22.02 Hours of Work.**
- a) *School Year.* The normal workday will be eight (8) hours, Monday through Friday, between 7:30 a.m. and 3:30 p.m., with a 20-minute lunch period. To accommodate for coverage of school athletic and parent/teacher events, the hours of the PSL may be shifted on Fridays a maximum of ten (10) times and other weekdays ten (10) times during the school year to the hours of 1:00 p.m. to 9:00 p.m. without paying overtime, however shift differential will apply. The PSL will work approximately 5.75 extra days through the school year and will be compensated at straight time for those hours.
- b) *Shift Assignment.* The PSL will select a shift pursuant to Article 9.04, which shall be a relief shift (a.k.a. power shift). The shift rotation to which the PSL is assigned shall be at the discretion of management. When the PSL is not scheduled to work in the school (e.g., during summer break, winter break, etc.), the PSL shall be assigned to said relief shift as a Patrol Officer.
- 22.03 Holidays.** If the school is closed on a County holiday, the PSL will not work and will be subject to holiday provisions. When school is not in session on days other than County holidays, the Sheriff may assign the PSL to work at the school, work a patrol shift, or take a vacation day.
- 22.04 Vacation.** The PSL will be removed from the patrol vacation selection list. The PSL will be allowed to take one week of vacation while school is in session during the school year. There is no limit on vacation on days school is not in session due to holidays, breaks, summer vacation, etc.

## ARTICLE XXIII - LABOR MANAGEMENT MEETINGS

- 23.01** At the request of the Association or County, representatives of the Association and the County shall meet to discuss matters of mutual concern. Agendas for these meetings shall be agreed upon and shall not include matters currently in the grievance procedure or negotiation. Further, issues discussed that pertain to mandatory, permissive, or prohibited subjects of bargaining shall not bind the parties in any current or future negotiations or extensions thereof.

## ARTICLE XXIV - PRINTING OF AGREEMENT

- 24.01** The Employer shall prepare the Agreement and make it available electronically to all members of the bargaining unit.

## ARTICLE XXV - DURATION

- 25.01** This Agreement shall be in full force and effect from January 1, 2026, until December 31, 2028. It shall continue in full force and effect unless either party, in writing, on or before July 15, 2028, or any anniversary thereof, notifies the other party of its request to modify, alter, or otherwise amend the Agreement.
- a) *Retroactivity.* Retroactive pay and benefit changes will duly apply to employees on the payroll on the date the Arlandria County Board ratifies this Agreement.
- 25.02** In the event of unforeseen circumstances that prevent the signing of a new Agreement by January 1<sup>st</sup> of any year, all provisions of said new Agreement shall be retroactive to January 1<sup>st</sup>.
- 25.03** Neither party of this Agreement by such act at the time hereof or subsequent hereto agrees to nor does waive any rights possessed by it or them under our State or Federal laws, regulations, or statutes.

This Agreement made and entered into this 30<sup>th</sup> day of August, 2025.

## 2026 WAGE SCHEDULE

*(3.0% Wage Increase Eff. 01/02/2026 – Starting with the 6:00 a.m. Shift)*

	<b>Classification</b>	<b>Step 1</b> <i>Start</i>	<b>Step 2</b> <i>6 mo.</i>	<b>Step 3</b> <i>12 mos.</i>	<b>Step 4</b> <i>36 mos.</i>	<b>Step 5</b> <i>60 mos.</i>	<b>Step 6</b> <i>84 mos.</i>	<b>Step 7</b> <i>144 mos.</i>
E10	Investigator	\$30.96	\$32.32	\$33.81	\$33.97	\$34.24	\$35.85	\$36.09
E20	Patrol Officer	\$29.40	\$30.80	\$32.15	\$32.26	\$32.61	\$34.28	\$34.53
E20	Police School Liaison Officer	\$29.40	\$30.80	\$32.15	\$32.26	\$32.61	\$34.28	\$34.53

## 2027 WAGE SCHEDULES

*(2.0% Wage Increase Eff. 01/01/2027 – Starting with the 6:00 a.m. Shift)*

	<b>Classification</b>	<b>Step 1</b> <i>Start</i>	<b>Step 2</b> <i>6 mo.</i>	<b>Step 3</b> <i>12 mos.</i>	<b>Step 4</b> <i>36 mos.</i>	<b>Step 5</b> <i>60 mos.</i>	<b>Step 6</b> <i>84 mos.</i>	<b>Step 7</b> <i>144 mos.</i>
E10	Investigator	\$31.58	\$32.97	\$34.49	\$34.65	\$34.92	\$36.57	\$36.81
E20	Patrol Officer	\$29.99	\$31.42	\$32.79	\$32.91	\$33.26	\$34.97	\$35.22
E20	Police School Liaison Officer	\$29.99	\$31.42	\$32.79	\$32.91	\$33.26	\$34.97	\$35.22

*(1.5% Wage Increase Eff. 07/02/2027 – Starting with the 6:00 a.m. Shift)*

	<b>Classification</b>	<b>Step 1</b> <i>Start</i>	<b>Step 2</b> <i>6 mo.</i>	<b>Step 3</b> <i>12 mos.</i>	<b>Step 4</b> <i>36 mos.</i>	<b>Step 5</b> <i>60 mos.</i>	<b>Step 6</b> <i>84 mos.</i>	<b>Step 7</b> <i>144 mos.</i>
E10	Investigator	\$32.05	\$33.46	\$35.01	\$35.17	\$35.44	\$37.12	\$37.36
E20	Patrol Officer	\$30.44	\$31.89	\$33.28	\$33.40	\$33.76	\$35.49	\$35.75
E20	Police School Liaison Officer	\$30.44	\$31.89	\$33.28	\$33.40	\$33.76	\$35.49	\$35.75

## 2028 WAGE SCHEDULES

*(4.04% Wage Increase Eff. 09/08/2028 – Starting with the 6:00 a.m. Shift)*

	<b>Classification</b>	<b>Step 1</b> <i>Start</i>	<b>Step 2</b> <i>12 mos.</i>	<b>Step 3</b> <i>36 mos.</i>	<b>Step 4</b> <i>60 mos.</i>	<b>Step 5</b> <i>84 mos.</i>	<b>Step 6</b> <i>132 mos.</i>
E10	Investigator	\$33.34	\$36.42	\$36.59	\$36.87	\$38.62	\$40.02
E20	Patrol Officer	\$31.67	\$34.63	\$34.75	\$35.13	\$36.92	\$38.28
E20	Police School Liaison Officer	\$31.67	\$34.63	\$34.75	\$35.13	\$36.92	\$38.28