



MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

Steps to Be Completed

1. Begin job description process with Human Resources by March 15th to complete draft job description by March 31st. If the new personnel request is an additional position of an existing approved job description, go to Step 2.
2. Complete Department Section of New Personnel Request Form and submit to Human Resources by March 15th.
3. Submit draft job description and fully completed New Personnel Request Form to Administration by April 1st. The County Administrator will review the draft job description, the new personnel request form and follow the process outlined in 1.10 Classification and Compensation Plans, (a) Classification Plan, (4) Establishing Positions, of the Personnel Policies & Procedures Manual.
4. If the Committee of Jurisdiction approves the new personnel request and the draft job description, it is the department's responsibility to follow the P & P Manual process to be certain item is placed on appropriate Committee agenda. The minutes of the Committee of Jurisdiction must accompany the agenda item.

Department Complete and submit to Human Resources by March 15th

Department: SHERIFF Position Type: Permanent
 Department Head: SHERIFF TERRY SAUVE Seasonal (14 wks max)
 Position Title: TEMPORARY DETECTIVE Project (6 mos-2yrs)
 Old Position Title: DEPUTY SHERIFF -?? could not LTE (599 hours max)
 Justification for Position: See Reverse Side *eliminate Deputy Sheriff position? *temporary*

Human Resources Complete and submit to Finance

- | | |
|---|---|
| <input type="checkbox"/> AFSCME LOCAL 1752 (Courthouse) | <input type="checkbox"/> AFSCME LOCAL 1752A (Professional) |
| <input type="checkbox"/> AFSCME LOCAL 1752 (Library) | <input type="checkbox"/> IUOE, Local 139 (Highway Union) |
| <input checked="" type="checkbox"/> WPPA (Deputies) | <input type="checkbox"/> Non-Union (Chapter 4, Code of Ordinance) |

Union Acknowledgement:

Name (Print): _____
 Signature: emailed letterance attached
 Date: 1/2/11 *KA*

Position Status:

- New Position
 Modified Position
 Additional of Current Position

Hours per Week: 80
 Hours per Year: 7000

Effective Start Date of Position: ASAP if approved

Human Resources Initials: KA

Finance Complete and submit to Administration

Account Number: 100-52-52125 - Investigation
 Funding taken from: 100-52-52120 - Patrol

Cost of Request:

Wages: \$ _____	Workers Comp: \$ _____
FICA: \$ _____	Life Insurance: \$ _____
Retirement: \$ _____	Longevity: \$ _____
Other (explain): _____	\$ _____

Total Cost: \$ <1,708 > Savings (SEE Attached) Finance Initials: PK 8/3/2011

Approval

Department Head:	<u>Terry Sauve</u>	<u>08/01/11</u>
County Administrator:	<u>Robert D. Hart</u>	<u>08/04/11</u>
Committee of Jurisdiction Chair:	_____	<u> / /</u>
Personnel Committee Chair:	_____	<u> / /</u>
Finance Committee Chair:	_____	<u> / /</u>
County Board Chair:	_____	<u> / /</u>

if applicable



OFFICE OF
MARINETTE COUNTY SHERIFF



Jerome T. Sauve, Sheriff

James M. Hansen, Chief Deputy

RECEIVED
JUL 28 2011

July 27, 2011

Mr. Roger DeGroot
Marinette County Interim Administrator
1926 Hall Avenue
Marinette, WI 54143

Dear Roger:

After much thought and consideration I have made the decision that I will need to appoint an officer from our department to the position of Detective on a temporary basis. This is due to the absence of Detective O'Neill who is out for medical reasons. I have been involved with Human Resources and my understanding is this issue could be for a significant amount of time.

The felony matters are piling up and this is a necessary move. I want to be clear; I am not requesting a new position. Instead, I would be reluctantly moving someone from patrol to investigations until O'Neill's situation is resolved.

Therefore, I am requesting your guidance and support as I move this request through the proper committees of the County Board. I believe we have the necessary funds in our budget to cover the modest cost involved to pay the temporary Detective wage.

Thank you for your anticipated and thoughtful consideration of my request. Please contact me with any questions you may have in this important matter.

Sincerely yours,

Jerome T. Sauve, Sheriff
Marinette County

JS/fo

Cc: Jennifer Holtger, Human Resources
Pat Kass, Finance Director
Law Enforcement Committee Members
Kathy Cleven, Business Manager

Justification for Position (be specific)

We currently have an absence of a Detective due to medical issues. It looks like this will be for a significant amount of time before it is resolved. With only three detectives in our investigative division this absence causes a real void.

I am proposing to make a temporary appointment of an officer to detective and pay the modest difference in pay from savings in our own budget.

Shoaff Remy Sauve

August 1st, 2011

2011 PROPOSAL FOR:										
Temporary Detective										
		2011 Rate	Hours	SALARY	Benefits				TOTAL	
					7.65% SOCIAL SECURITY	2011 16.60% RETIREMENT	2012 16.80% RETIREMENT	FAMILY HEALTH & DENTAL		2.50% WORKER'S COMP
Temporary Detective	9/1-10/15/11	\$ 24.53	256	\$ 6,280	\$ 480	\$ 1,042			\$ 157	\$ 7,961
Temporary Detective	10/16-12/31/11	\$ 25.19	440	\$ 11,084	\$ 848	\$ 1,840			\$ 277	\$ 14,048
Temporary Detective	1/1/12-2/29/12	\$ 25.19	344	\$ 8,665	\$ 863		\$ 1,456		\$ 217	\$ 11,001
Deputy-12 hr-48 mo	9/1-12/31/11	\$ (24.53)	732	(17,956)	(1,374)	(2,981)			(449)	(22,759)
Deputy-12 hr-48 mo	1/1/12-2/29/12	\$ (24.53)	384	(9,420)	(721)		(1,582)		(235)	(11,958)
				\$ (1,347)	\$ (103)	\$ (98)	\$ (127)	\$ -	\$ (34)	\$ (1,708)

By using a 12 hr deputy as the temporary detective for a six month period, and not replacing the deputy, there will be an estimated salary and fringe benefit savings of \$1,708.

