

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION expressing the support of the Legislature for the creation of a new pay structure for the sworn personnel of the Sheriff's Office.

RESOLUTION #17626, July 11, 2011

INTRODUCED BY Dennis Waits, Theresa Garza Ruiz, Crystal Williams, Fred Arbanas, Scott Burnett, James D. Tindall, Dan Tarwater, Greg Grounds, and Bob Spence, County Legislators

WHEREAS, by Resolution 17404, dated October 25, 2010, the Legislature did authorize the execution of a Memorandum of Understanding (MOU) with the West Central Missouri Regional Lodge 50 of the Fraternal Order of Police (FOP) as the bargaining representative for certain employees within the Sheriff's Office, and the Lodge's bargaining unit later ratified the MOU; and,

WHEREAS, pursuant to article 18, section 3 of the MOU, a committee was established to undertake an independent compensation study of the wage and benefits of bargaining unit members, focused on the sworn personnel; and,

WHEREAS, the committee studied a variety of options and comparisons with other law enforcement agencies and has recommended a new pay structure and updated job descriptions; and,

WHEREAS, the committee recommends implementation of the compensation study in

lieu of merit increases for bargaining unit employees, authorized in the County's 2011 annual budget, and the FOP supports this recommendation; and,

WHEREAS, under the plan, employees will be moved to the minimum of the new pay grade depending on their qualifications and, if an employee already falls within the new pay grade, the employee will be afforded a merit increase based on his or her performance evaluation; and,

WHEREAS, employees not covered by the pay structure will be eligible for a performance-based merit increase; and,

WHEREAS, the wage increases will be effective retroactive to July 1, 2011, and are in the best interest of the health, safety, and welfare of the citizens of Jackson County, now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the County hereby expresses its support for the implementation of the wage and benefit compensation study plan for employees of the Jackson County Sheriff's Office.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

Chief Deputy County Counselor

County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17626 of July 11, 2011, was duly passed on _____, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

[Signature]
Chief Deputy County Counselor

[Signature]
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution #17626 of July 11, 2011, was duly passed on July 11, 2011 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 8

Nays 0

Abstaining 0

Absent 1

7.12.11
Date

[Signature]
Mary Jo Spino, Clerk of Legislature

REQUEST FOR LEGISLATIVE ACTION

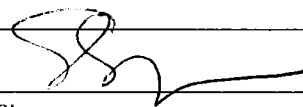
Completed by County Counselor's Office:

Res/Ord No.: 17626

Sponsor(s): Dennis Waits

Date: July 11, 2011

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution supporting the creation of a new pay structure for sworn personnel in the Sheriff's Office.</u></p>												
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="337 562 1218 873"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$163,335 **</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$163,335 **</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT</td> </tr> <tr> <td></td> <td>TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>** This includes the merit pool for the entire Sheriff's office. The new pay structure addressed in this Resolution is applicable to the sworn deputies only, based on new job descriptions.</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): NA Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$163,335 **	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$163,335 **	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT		TO ACCT
Amount authorized by this legislation this fiscal year:	\$												
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Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT												
	TO ACCT												
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Shelley Kneuvean, Deputy Chief Administrative Officer</p>												
<p>REQUEST SUMMARY</p>	<p>Pursuant to Article 18, Compensation, Section 3, Compensation Study, a committee convened to conduct a compensation study for the Sheriff's Office focused on the sworn positions. The goal of the study was to ensure a competitive starting salary and a plan for advancement within the department to encourage retention of sworn personnel. A variety of options were explored and ultimately through a comparison of other area Sheriff's Offices and comparable positions, a new pay structure has been developed. The job descriptions have been updated to include the new qualifications and requirements for promotions within the grades.</p> <p>Implementation of the compensation study will be undertaken in lieu of merit increases for the employees. The FOP has supported this approach and has been actively involved in the development of this new structure. The new pay structure will be put into place and employees moved to minimum of the respective grade depending on their qualifications. If an employee already falls within the new pay grade, the employee will be afforded a merit</p>												

	<p>increase based on their performance evaluation. However, sworn employees will not receive both a merit increase and a compensation study implementation adjustment. For employees not covered by the new sworn pay structure, they will be eligible for a performance based merit increase based on their evaluation. In order to fund this implementation within the allotted pool for the merit increases, the wage increases will go into effect retroactive to July 1, 2011.</p> <p>Adoption of this resolution will affirm support for this plan as implementation of the compensation study results.</p>	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Summary of New Pay Structure	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: 	Date: 7/6/11
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #4285
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

**SHERIFF'S OFFICE SWORN PERSONNEL
2001 PAY STRUCTURE**

Title	Grade	Range Status	Hourly Rate	Monthly Salary	Annual Salary	Qualifications
Entrant Deputy	SP 1	Minimum	14.04	2,433.60	29,203.20	Successfully pass Deputy Exam Cadet attending the Missouri Post Academy 95% of Probationary Deputy pay rate
		Midpoint	N/A			
		Maximum	N/A			
Probationary Deputy & Courthouse Security Deputy	SP 2	Minimum	14.78	2,561.87	30,742.40	Missouri Post Certification Successful passage of the deputy exam; Begin FTO program OR Assignment to Courthouse Security Deputy Detail
		Midpoint	N/A			
		Maximum	16.33	2,830.53	33,966.40	
Deputy 1	SP 3	Minimum	16.34	2,832.27	33,987.20	Successful completion of Field Training Officer Program Successful completion of the probationary period (1 year after FTO prgm)
		Midpoint	18.33	3,177.20	38,126.40	
		Maximum	20.32	3,522.13	42,265.60	
Deputy 2	SP 4	Minimum	20.33	3,523.87	42,286.40	Minimum of 8 years experience as a Deputy 1 Eligible for special assignment & acting sergeant Continuing education (such as NIMS) required
		Midpoint	22.33	3,870.53	46,446.40	
		Maximum	24.33	4,217.20	50,606.40	
Sergeant 1	SP 5	Minimum	24.34	4,218.93	50,627.20	Minimum of 6 years experience as a Probationary Deputy, Deputy 1 or 2 Successful passage of the sergeant exam Ability to complete courses in personnel supervision
		Midpoint	26.34	4,564.73	54,776.80	
		Maximum	28.33	4,910.53	58,926.40	
Sergeant 2	SP 6	Minimum	28.34	4,912.27	58,947.20	Minimum of 5 years experience as a Sergeant 1 Specialized assignment of special units Ability to complete advanced education at law enforcement institute Completion of approved supervision and leadership training programs
		Midpoint	30.34	5,258.93	63,107.20	
		Maximum	32.34	5,605.60	67,267.20	
Captain 1	SP 7	Minimum	32.35	5,607.33	67,288.00	Minimum of 5 years as a Sergeant 1 or 2 Bachelor's degree preferred; associates required
		Midpoint	33.69	5,838.73	70,064.80	
		Maximum	35.02	6,070.13	72,841.60	
Captain 2	SP 8	Minimum	35.03	6,071.87	72,862.40	Minimum of 3 years as a Captain 1 Successfully complete FBI Nat'l Academy or equivalent institution
		Midpoint	36.37	6,303.27	75,639.20	
		Maximum	37.70	6,534.67	78,416.00	

* Above qualifications are in addition to the minimum qualifications to be a police officer in the State of Missouri and other job qualifications outlined on the applicable job description. Above listing of qualifications highlights the changes to the job descriptions as part of this pay structure implementation.