



GENERAL ORDER

MINOCQUA POLICE DEPARTMENT

SUBJECT: JOB CLASSIFICATIONS

SCOPE: All Department Personnel
DISTRIBUTION: General Orders Manual

REFERENCE:

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INDEX AS: Job Classifications
Light Duty
Reclassification of Jobs

PURPOSE: The purpose of this General Order is to establish guidelines for job classifications within the Minocqua Police Department.

This General Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. PROCEDURE

I. POLICY

- A. The Minocqua 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. DEFINITIONS

- A. Restricted/modified duty assignment: This is a temporary assignment that shall have a defined beginning and ending date, and shall be assessed on a weekly basis to determine a maximum duration of the duty assignment.
- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee, but fall within the restrictions as outlined by the employee's physician.
- C. Work related injury/illness: Any injury or illness that occurs in the course of and arises out of employment.
- D. Non-work-related injury/illness: Any injury or illness that does not occur in the course of or arise out of employment.

III. PROCEDURE

A. The Minocqua Police Department's personnel practices, salary plan, provision for salary augmentation, and benefits are governed by Town Ordinance, the Town of Minocqua Employee Handbook and the labor contract negotiated for personnel in represented positions.

B. Position Classification

1. For assignment and compensation purposes, every job in the Minocqua Police Department is categorized by class on the basis of similarities in duties, responsibilities, and qualification requirements.
2. The Department will comply with the Town of Minocqua'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 Town Ordinance, the Town of Minocqua Employee Handbook and the labor contract.
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 Town Board of Supervisors.

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 Town of Minocqua 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 and are not physically able to continue their 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.

This program is intended to provide temporary reassignment of an injured employee only until such time as:

- The employee is medically released to perform the full range of duties of his/her position.
- The restricted/modified duty assignment is discontinued at the request of the attending physician.
- The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement, or;
- The restricted/modified duty assignment is discontinued at the option of the Town.

Note: Employees who incur off-duty, long-term disability illness or injury may also be assigned to light duty when approved by the Chief of Police.

2. Restricted/modified duty assignment is a special short-term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date, and shall be assessed on a weekly basis to determine a maximum duration of the duty assignment.
3. This program shall be administered by the Chief of Police or designee. All employees and

departments are required to cooperate fully with the Chief or designee in the administration of this program.

4. The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of his/her work restrictions and the probable duration of his/her restrictions. The employee is also required to submit updated work restrictions to the Chief or designee after every doctor visit.
5. The Town reserves the right to have the employee examined by a medical or vocational expert of the employer's choice. This examination shall be provided and paid for by the employer or insurer.
6. There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case-by-case basis. It is at the discretion of the Chief or designee to determine the duty assignment.

Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Town. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

7. The following procedure is set forth to assist employees and the Department managers in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, his/her supervisor, his/her physician, the Town and the Town's Worker's Compensation insurance carrier.
 - a) An employee that has a work-related injury/illness must have his/her treating physician complete the Town's "Medical Status Report" form. (This form may be obtained from the Department Confidential Secretary or the Town Clerk) This report provides the Town with the physician's diagnosis and the following information:
 - Can the employee return to work with no limitations? If no:
 - Can the employee return to work on restricted/modified duty assignment, and if so, what are his/her limitations?
 - If the employee cannot return to work at this time, when is it expected that the employee may be able to return to restricted/modified duty assignment?
 - b) The completed form is to be returned to the Chief or designee as soon as possible after the employee's doctor's visit. This form, along with all other medical information, will be held in confidence in accordance with applicable law.
 - c) The Chief or designee will then make a determination if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. All transitional job tasks assigned to the employee will be within the restrictions as outlined by the employee's treating physician. The restricted/modified duty assignment will be in writing and will specify a starting and ending date. Any extension of the original restricted/modified duty assignment will be approved by the Chief or designee and will also be done in writing.
 - d) The employee is also required to submit updated work restrictions to the Chief or designee after every doctor visit, detailing the extent of his/her work restrictions and the probable duration of these restrictions. Any modifications to the original restricted/modified duty assignment will also be done in writing.
 - e) At no time will an employee exceed the medical restrictions of his/her physician or perform

transitional job tasks that are outside of the scope of the employee's physician's recommendations.

- f) Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from his/her treating physician.

H. Periodic Review

1. The Lieutenant 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 Lieutenant is responsible for ensuring that members of the Department receive hardcopies of the current classification specific to his/her position where applicable.
3. The Department Confidential Secretary will prepare a hardcopy of the Job Classifications for the Chief of Police.

NOTE: The position classifications contained in this General Order and Job Classifications Manual 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.

David J. Jaeger

David J. Jaeger
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 01/04/2017