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Office of the Sheriff

Jesse Jahner, Sheriff

August 26, 2024

Mr. Chad Peterson, Chair
Cass County Commission
Via email

Chairman Peterson,

I am writing today to request consideration of the Commission for the purposes of considering and approving extension of a hiring practice of Roster employees to the newly transitioned nursing staff.

Approximately 6 years ago, the Commission approved for the hiring and scheduling of Correctional Officers in a Roster classification. These positions were created as a non-benefit earning, and fixed-wage position, for the purposes of scheduling "as-needed" and on an intermittent basis. These positions are filled by people who are fully trained, but unable to commit to any of the available part-time or full-time schedules. They serve to fill in wherever shifts are vacant due to sick leave, vacation leave, training leave, military leave, transitional duty due to injury, or simply where any other vacancy exists. They are scheduled to reduce our reliance on overtime, and thus have a reduced impact on the budget.

Approximately 3 years ago, this practice was authorized by the commission and extended into the field operations of the Sheriff's Office, with similar success using Peace Officer Licensed Deputies in a Roster capacity.

This is a common practice in the nursing field (known as PRN or "as needed") nursing, and now that the Sheriff's Office will be hiring nurses as direct employees of the jail as of September 3rd, I am requesting Commission approval to extend this practice to nursing employees, and to allow for up to two Roster nursing positions to be used intermittently to fill hours due to vacancy or qualified leave of full-time employees.

Proposed Motion – *"Move to authorize two Roster nursing positions for the Sheriff's Office, in a non-benefit earning capacity, with a fixed wage adjusted annually at the current Step One wage for the full-time pay scale for the appropriate credential level of Licensed Practical Nurse or Registered Nurse."*

Capt. Andrew Frobig
Jail Administrator

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