

January 24, 2024

Holly Ellickson

Dear Holly:

This is to confirm your appointment as District Chief, effective as of the date of this letter, by the Cross Plains Area EMS District Board.

The appointment is an at will, exempt appointment that serves at the pleasure of the Board. In addition, there is a one-year probationary period. Salary for the appointment is \$70,000 annually based on a 40-hour week. The appointment includes WRS, retirement, health, dental, income continuation and life insurance. Additional position information is in the 2019 Personal Policies Manual.

In addition to information in the Personal Policies Manual, the following polices apply to the appointment.

The position:

- Primarily performs administrative and management duties and incidentally emergency medical services.

- Permits flexing hours based on the weekly requirements.

- Includes evening and weekend work.

- Routinely participates in delivery of emergency medical services within the weekly schedule.

Bonus compensation, at a straight time hourly rate, is paid for emergency medical services work for schedule vacancies that occur with less than 72-hour notice and cannot be filled by a volunteer, a limited term employee, a permanent employee. Bonus compensation is subject to additional limitations at the discretion of the Board.

The Chief is not required, and may require permanent employees, to fill these schedule vacancies.

The Chief shall document the compliance with the process and report at least quarterly on the payment of bonus compensation and overtime pay.

On Behalf of the Cross Plains Area EMS District Board,

Greg Hyer,
President