

**MEMORANDUM
HONORABLE JOHN M. ULLSVIK
JEFFERSON COUNTY CIRCUIT COURT
BRANCH 1**

Lori S. Zastrow
Judicial Assistant
(920) 674-7178

Julane Immekus
Court Reporter
(920) 674-7218

TO: Administrator Gary Petre
FROM: Judge Ullsvik
DATE: December 15, 2008
RE: Judicial Assistant employment hours

JMU.

In case you did not know, I enclose a copy of Judge Koschnick's December 2, 2008 email modifying Judicial Assistant assignments. You will see that Terry Schwefel, who primarily works for Judge Koschnick, is to work from 7:00 a.m. until 3:30 p.m. This means that for the last hour of each work day, there will be two Judicial Assistants for the four judges, and when a Judicial Assistant is on vacation or ill, there will be one JA for the four judges during the last hour of each work day.

These special hours of employment for Ms. Schwefel, are a continuation of long-running special treatment by Judge Koschnick. When he was a new judge, we discovered he was approving over-time pay for Ms. Schwefel for work from 7:00 a.m. until 8:00 a.m. Some of us objected to the impact of such over-time pay to our budget and we were assured it would stop. Later we learned Ms. Schwefel was continuing to begin work at 7:00 a.m. and was receiving compensatory time resulting in many weeks of additional vacation time for her.

The present resumption or continuation of special work hours for Ms. Schwefel will, as aforesaid, leave the judges short of needed JA help, and affords Ms. Schwefel work hours designed for her convenience rather than the county's needs.

John Ullsvik - J A Assignments

From: Randy Koschnick
To: Erwin, Jackie; Hue, William; Rue-Miller, Michelle; Schwefel, Terry; Ullsvik, John; Zastrow, Lori
Date: 12/2/2008 9:08 AM
Subject: J A Assignments

Given the fact that the Family/Civil caseload apparently requires significantly greater Judicial Assistant staffing than the other caseloads, I am modifying the JA assignments effective Dec. 8, 2008 as follows:

Chelle will normally work 8 hours per day for Branches 1 and 3 (primarily 3);
Terry will normally work from 7 a.m. until 3:30 p.m. for Branches 2 and 4;
Lori will normally work for Branches 1 and 3 from 8 a.m. until 3 p.m. and then for Branches 2 and 4 from 3 p.m. until 4:30 p.m.

When Terry is sick, on vacation or otherwise unavailable to work, then Lori will work for Branches 2 and 4 from 8 a.m. until 4:30 p.m and Chelle will work for Branches 1 and 3 from 8 a.m. until 4:30 p.m.

If Lori or Chelle are unavailable to work, then the other downstairs JA will work for Branches 1 and 3 from 8 a.m. until 4:30 p.m. Terry will then work for Branches 2 and 4 from 8 a.m. until 4:30 p.m.

Basically, Lori and Chelle are switching roles to accommodate shifting workloads in the upcoming rotation change. All other previous policies concerning JA's remain unchanged.

Please feel free to call or write with any questions or concerns.