

BEFORE THE BOARD OF COUNTY COMMISSIONERS,
FRANKLIN COUNTY, WASHINGTON

**CHANGE OF STATUS FROM INTERIM TO PERMANENT AND ESTABLISHING AN
EMPLOYMENT AGREEMENT FOR FRANKLIN COUNTY CORRECTIONS
CAPTAIN JEREMY JANSKY**

WHEREAS, the Board of Franklin County Commissioners recognizes that the position of Corrections Captain is a necessary position that requires a high level of skill, knowledge and experience to serve the Corrections Department and Franklin County; and

WHEREAS, the position of Corrections Captain is currently being filled on an interim basis by Jeremy Jansky and the Board of Franklin County Commissioners and the Corrections Chief deem Jeremy Jansky to be the best candidate to fulfill the role of Corrections Captain on a permanent basis; and

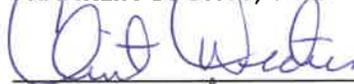
WHEREAS, the Board of Franklin County Commissioners deems entering into an Employment Agreement with the Corrections Captain to be in the best interest of the County.

NOW, THEREFORE, BE IT RESOLVED, the Franklin County Board of Commissioners hereby approves the change of status of Jeremy Jansky from interim Corrections Captain to Corrections Captain.

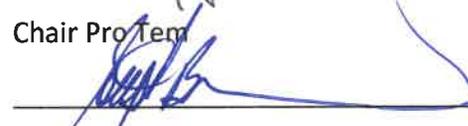
BE IT FURTHER RESOLVED, the Franklin County Board of Commissioners approves the attached Employment Agreement for Jeremy Jansky as the Corrections Captain.

APPROVED this 11 day of JUNE, 2025.

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON



Chair 

Chair Pro Tem 

Member

ATTEST:



Clerk to the Board



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

- New Hire
 Re-Hire
 Position Change
 Pay Change
 Employment Separation
 Leave

Employee Name: Jeremy Jansky Effective Date of Change: 06/11/2025

Department: Corrections Submitted Date: 06/11/2025

- New Hire
 Position Change*
 *Action Type: Promotion
 Re-Hire
 Pay Change*
 Performance Evaluation: Select one

For position changes/new hire/re-hire
Please select at least one from each column below

| | |
|---------------------------------------------------------------------|---------------------|
| Job Title: | Corrections Captain |
| Department Title: | Corrections |
| Department ID #: | 101540 |
| Grade/Step: <small>(If N/A, enter Salary or Hourly rate)</small> | 22 / 5 |
| Resolution #: <small>(If Applicable)</small> | 2025-0181 |

- | Employment Type | | Schedule | |
|------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------|---------------------------------------------------|
| <input checked="" type="checkbox"/> Full-Time | <input type="checkbox"/> 7.5 Hours/Day | <input type="checkbox"/> 8 Hours/Day | <input checked="" type="checkbox"/> Public Safety |
| <input type="checkbox"/> Part-Time | <input type="checkbox"/> Seasonal/ Temporary | <input type="checkbox"/> Flex | <input type="checkbox"/> Hourly |
| <input type="checkbox"/> # of Months: _____ <small>(Maximum 120 Working Days)</small> | <input type="checkbox"/> Variable/ On-call | # Hours/Day: _____ | # Days/Week: _____ |
| <input type="checkbox"/> Provisional | | | |

Comments:

Change from Interim Corrections Captain to permanent status of Corrections Captain.

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____

- Voluntary Termination
 Involuntary Termination

Leave hours to Pay Out?

- Yes* No

* Please submit payout form to HR following employee's last date physically worked

Leave:

Last Date Physically Worked: _____

- Family and Medical Leave (Report hours used to HR for tracking) Paid
 Military (Report hours used to HR for tracking) Unpaid
 Administrative
 Other (Please Specify): _____

Leave Begin Date: _____

Leave End Date: _____

Authorization/Approval Signatures

| | | | |
|----------------------------------|---|--------------------|------------------|
| Commissioner (If Applicable) | X | <u>[Signature]</u> | <u>6/11/2025</u> |
| Elected Official/Department Head | X | _____ | ____/____/20__ |
| Supervisor (If Applicable) | X | _____ | ____/____/20__ |
| Human Resources | X | _____ | ____/____/20__ |

For Human Resources Use Only:

- Original Document- HR
 Electronic Copy- Payroll
 Electronic Copy- EO/Dept. Head
 Salary Matrix Wage Verification - Matrix Resolution #: _____
 Entered into One Solution - PCN #: _____
 Term Cd 2: _____
 Entered into Benefits Admin System
 HR Audit _____

EMPLOYMENT AGREEMENT

THIS AGREEMENT IS MADE AND ENTRED INTO BY AND BETWEEN Franklin County, a political subdivision, with its principal office at 1016 North 4th Avenue, Pasco, Washington 99301 (hereinafter the “County”) and Jeremy Jansky (hereinafter the “Employee”).

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. **POSITION OF EMPLOYMENT.** The Employee is currently employed by the County in the position of Corrections Captain as an ‘at will’ confidential employee. The County retains the right to change the Employee’s job title, duties, and reporting relationships as may be determined to be in the best interest of the County; provided, however, that any such change in Employee’s duties shall be consistent with Employee’s training, experience, and qualifications. The terms and conditions of the Employee’s employment shall, to the extent not addressed or described in this Employment Agreement, be governed the County’s Personnel Policies and existing practices. In the event of a conflict between this Employment Agreement and the Personnel policies or existing practices, the terms of this Agreement shall govern.
2. **TERM OF AGREEMENT.** This agreement shall begin on June 11, 2025, and end on, 2027, unless extended by mutual agreement of the parties. This contract may be extended by the parties for an additional two-year term. The termination of this agreement in no way effects the employment of the employee.
3. **COMPENSATION AND BENEFITS.** Employee will move to the 8-hour Non-Bargaining Seven Step Matrix at a Grade 22, Step 5 and will be eligible for an annual step increase as outlined in the counties Personnel Policy. The employee is entitled to the Non-Bargaining benefits associated with the position of Corrections Captain.
4. **DUTIES AND PERFORMANCE.** The Employee acknowledges and agrees that they have been offered a position of employment by the County with the understanding that the Employee possesses a unique set of skills, abilities, and experience, which will benefit the County and they agree that their continued employment with the County, whether during the term of their Employment Agreement or thereafter, is contingent upon their successful performance of their duties in the position of Corrections Captain or in such other position to which they may be assigned.
 - A. Confidential Employee: The Corrections Captain position is considered to be a confidential employee for the purposes of labor relations and management. This position will in the regular course of his or her duties, assists in a confidential capacity the Head of the Franklin County Department of Corrections to formulate,

determine, and effectuate management policies with regard to labor relations, and will, in the regular course of his or her duties, have authorized access to information relating to the effectuation or review of the employer's collective bargaining policies, and assists or aids the Head of the Department.

5. TERMINATION OF EMPLOYMENT. Employee's employment with the County is "at will" and may be terminated by the Employee or County at any time.

- A. Termination by Employee. The Employee may terminate their employment at any time during the course of this agreement by giving 45 days' notice, in writing to the Corrections Chief and the Department Head of Human Resources. During the notice period, Employee must fulfill all duties and responsibilities and use their best efforts to train and support their replacement, if any. Failure to comply with this requirement may result in Termination for Cause, but otherwise Employee's salary and benefits will remain unchanged during the notification period. Provided the employee gives the required notice, the employee is entitled to cash out any banked PTO up to the maximum allowed under County Policy for non-bargaining employees.
- B. Termination by County without Cause. The County may terminate Employee's employment at any time during the course of this agreement. If the County terminates Employee's employment, WITHOUT CAUSE (or "For Cause" reason 5(C)(1) as listed below), the County will pay, as severance, three months' salary and benefits.
- C. Termination by County for Cause. The County may, at any time and without notice, terminate the Employee "for cause". Termination by the County "for cause" shall include but not be limited to termination based on any of the following grounds:
 - (1) Fraud, misappropriation, embezzlement, or acts of similar dishonesty;
 - (2) Conviction of a felony involving moral turpitude;
 - (3) Illegal use of drugs or use of alcohol in the work place;
 - (4) Intentional and willful misconduct that may subject the County to criminal or civil liability;
 - (5) Willful disregard of County policies and procedures;
 - (6) Insubordination or deliberate refusal to follow any legal instructions of supervisor.

D. Termination by Death or Disability. The Employee's employment and right to compensation under this Employment Agreement shall terminate if the Employee is unable to perform the duties of their position due to death or disability that cannot be reasonably accommodated and lasting more than 90 days, and the Employee's heirs, beneficiaries, successors, or assigns shall not be entitled to any of the compensation or benefits to which Employee is entitled under this agreement, except:

- To the extent specifically provided in this Employment Agreement;
- To the extent required by law;
- To the extent that such benefit plans or policies under which Employee is covered provide a benefit to the Employee's heirs, beneficiaries, successors or assigns.

6. **AMENDMENTS AND TERMINATION OF AGREEMENT.** This Agreement may not be amended or terminated prior to the expiration date except in writing, signed by both parties.

This Agreement constitutes the entire agreement of the County and the Employee relating to the subject matter hereof and supersedes all prior oral and written understandings and agreements relating to such subject matter.

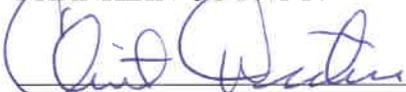
EMPLOYEE:



Jeremy Jansky

Dated: 6/10 / _____, 2025

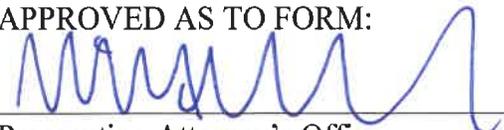
FRANKLIN COUNTY:



Chair, Board of County Commissioners

Dated: 6/11/25 / _____, 2025

APPROVED AS TO FORM:



Prosecuting Attorney's Office



FRANKLIN COUNTY JOB DESCRIPTION

Corrections Captain

| | |
|-----------------------------------------|----------------------------------------|
| Effective Date: MAY 2025 | Bargaining Unit: NON-BARGAINING |
| Department: CORRECTIONS | FLSA Status: EXEMPT |
| Reports to: CORRECTIONS CHIEF | PCN: 1540CORCPT |
| Grade/Salary Schedule: Grade 22, | |

SUMMARY

The Corrections Captain plans organizes and manages the daily administrative and operational functions of the Corrections Department. Placing a primary concern for the safety and security of employees and the general public. This position is considered to be a confidential employee for the purposes of labor relations and management.

ESSENTIAL FUNCTIONS OF THE JOB

- Manages assigned functions to achieve goals with budgeted funds and available personnel.
- Plans, organizes, and monitors workloads and staff assignments.
- Carries out supervisory responsibilities in accordance with the organization's policies and procedures, and applicable laws. Responsibilities include but are not limited to: interviewing, hiring, and training employees; planning, assigning, and directing work; completing performance evaluations, rewarding and disciplining employees, addressing complaints, and resolving problems.
- Directs changes in priorities and schedules as needed to maintain the security and safety of employees and the general public.
- Develops, recommends, and implements policies, procedures, safety requirements and performance standards related to division operations.
- Assists is a confidential capacity the Corrections Chief to formulate, determine and effectuate management policies with regard to labor relations and will have access to authorized information related to review of the County's collective bargaining polices.
- Meets with other management staff to discuss policies, procedures, and programs that affect the operations of the FCCC. Participates as needed to assist with department-wide planning and program development. Attends meetings as required to represent Corrections as a whole.
- Will have authorized access to information relating to the effectuation or review of the employer's collective bargaining policies and assists or aids the Corrections Chief.
- Manages the required programs related to the housing, booking, and releasing of offenders. This includes but is not limited to: ensuring offenders are informed of FCCC rules; proper offender detention and release dates are accurate; that FCCC is maintaining fire and safety codes as required; and that FCCC is fully compliant with and participating in the overall offender shuttle system.
- Investigate crimes occurring in the Franklin County Corrections Center.
- Researches, plans, organizes, and conducts FCCC training as required. Ensures training of FCCC personnel in compliance with the State's certification program. Attends training programs as required to keep current on issues affecting FCCC operations. Coordinates and administers FCCC in-service training programs.

FRANKLIN COUNTY JOB DESCRIPTION

Corrections Captain

- Utilizes a wide variety of specialized computer systems to complete data, and prepare data for program evaluation requirements. Utilizes data information for reporting, and for planning, organizing, and implementing program changes as required.
- Ensures that offender complaints are investigated. Manages all aspects of the offender disciplinary program and proceedings; providing due process as required by law.
- In the absence of the Corrections Chief, will fulfill all job functions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate accurately and clearly both orally and in writing
- Knowledge of computer hardware, software, and accessories
- Knowledge of State Statues
- Knowledge of safe working procedures
- Ability to be flexible and adaptable to change
- Ability to keep accurate records and make detailed reports
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships
- Ability to interpret basic descriptive statistical reports
- Ability to use influence in a variety of situations, such as supervising, managing, leading, teaching, directing, and controlling
- Ability to exercise judgment, decisiveness, and creativity in situations involving the direction, control, and planning
- Ability to operate, maneuver, and/or steer equipment and machinery requiring simple but continuous adjustments, such as a vehicle, Taser, restraint devices, calculator, recorder, computer terminal, first aid equipment, air pack, preliminary breath tester (PBT), and camera systems
- Ability to perform assigned duties with or without reasonable accommodation
- Performs other related duties as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - constantly: office environment, outdoor environment
 - occasionally: in vehicle
 - Frequently: corrections environment
- The noise level in the general work environment is usually quite to moderate, a typical office environment. Can be occasionally loud and echoey which is typical for corrections environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

FRANKLIN COUNTY JOB DESCRIPTION

Corrections Captain

disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry
 - frequently: sitting, standing, walking, typing
 - occasionally: climbing, balancing, crawling
- carry or transport items:
 - frequently: lifting, carrying, pushing and pulling
 - occasionally: kneeling, crouching, stooping
 - constantly: grasping, squeezing
- have the following vision abilities: Recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, and odors associated with job-related objects, materials & tasks.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

College-level coursework relating to police science, Bachelor's or AA degree preferred, and ten years of progressively responsible experience in law enforcement, including three years of management or administrative responsibilities, or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the work.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- Certified (or eligible to be certified) as a Certified Peace Officer Law Enforcement by the Washington State Training Commission and or related Certification in the law enforcement field.
- Possess or complete First Level Supervision and Mid-Mgt Certification-CJTC
- Must have a valid Washington State driver's license with no restrictions
- Must be 21 years of age

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements, and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add, or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.