



SECTION: HR  
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December, 202~~4~~<sup>3</sup>

## EMPLOYEE BENEFIT HANDBOOK

DANE COUNTY  
EMPLOYEE BENEFIT HANDBOOK  
EMPLOYEE GROUP 2634  
Effective 12/1~~5~~<sup>7</sup>/2~~4~~<sup>3</sup>

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SECTION: HR  
TOPIC: Introduction  
December, 2024<sup>3</sup>

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: INTRODUCTION

This Employee Benefit Handbook (hereinafter referred to as "Handbook") sets forth the policies and procedures of Dane County, Wisconsin. The purposes of this Handbook are: (1) to provide management with the information necessary to fulfill its responsibilities to its employees; and (2) to provide for fairness and equity in the treatment of employees. This Handbook also informs employees about what the County may generally expect from them so as to guide employees in their professional duties and in fulfilling their responsibilities as public servants.

None of the statements or policies outlined in this Handbook are meant to create a contract of employment.

To the extent this handbook conflicts with specific language in County ordinance, the specific language of the County ordinance shall control over the language of this Handbook.

Employees in positions set forth in the Handbook Wage Appendixes and defined as regular full-time or regular part-time (permanent) appointed according to the Civil Service procedure shall have all of the rights, benefits and responsibilities of this handbook. A regular full-time employee is one who is regularly scheduled to work forty (40) hours per week. A regular part-time employee is one who is regularly scheduled to work less than forty (40) hours per week.

For the sake of clarity, Employee Groups are referenced herein by the names of the local unions that historically represented the bargaining units upon which the existing Employee Groups are based. Any reference to these groups by their historical name, is not intended to reference any currently existing labor organizations, or Employee Groups Representatives.

EG 2634: Dane County Professional Social Workers

In accordance with State and Federal law, the policies contained herein will not violate the rights of or discriminate against any employee(s) or prospective employee(s) who is or may be covered by them because of sex, sexual preference, marital status, creed, race, age, disability, physical appearance, national origin, political affiliation, religious affiliations or activities, or labor Employee Group affiliation, and the application and interpretation of the provision of this handbook shall be made subject hereto.

\_\_\_\_\_  
Joe Parisi  
County Executive

\_\_\_\_\_  
Date



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: ACCOMMODATIONS FOR DISABILITIES**

**Section 1:**

1. Whenever an employee becomes unable to perform their job due to a physical or emotional disability, that employee has the right to contact the ADA Coordinator and request a reasonable accommodation that would allow the employee to perform all the essential functions of their job. The reasonable accommodation process is governed by state and federal law and overseen by the Office for Equity & Inclusion.
2. At the employee's request, Employee Group Representatives may receive any ADA-related notices and attend any meetings with the ADA Coordinator.
3. If the ADA Team determines that there is no effective reasonable accommodation that would allow the employee to perform all the essential functions of their current job, then Dane County shall offer the employee "reassignment" as a reasonable accommodation.
  - a) The Employee Relations Division (not the ADA Team) is responsible for working with the employee in the reassignment process.
  - b) "Reassignment" may only be to a current vacant position within the employee's employee group or to a vacant position in other employee groups, provided the employee meets all the minimum qualifications of the position and is able to perform all the essential functions of the new position with or without a reasonable accommodation. The vacant position may be a lateral move or a demotion position. "Reassignment" is never to a vacant promotion position.
  - c) Once the employee accepts the offer of reassignment, the employee will lose their right to return to their former position.
  - d) "Reassignment" does include an eighty four (84) day trial period. If the employee is not successful within the eighty four (84) day trial period, the employee may choose to be placed on leave of absence (if they qualify for a leave) or a layoff (if they qualify for a layoff) or a reassignment to another vacant position.
4. Once the reasonable accommodation of "reassignment" is offered by the ADA Team, the County shall notify the employees Representative, if any, of the employee's right to reassignment. If the employee has not requested involvement with the Employee Group Representative as allowed under paragraph 2 above, Dane County will only share the employee's confidential information with the Employee Group as allowed under state and federal law.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: ACTING CLASS PAY (ACP) AND ACTING CLASS PAY HOURLY (ACPH)**

**Section 1:**

**ACTING CLASS PAY (ACP)**

- a. An employee (including LTE's) who is assigned by management to perform the essential duties of a position classified in a higher pay range than their own position is classified shall, after working forty (40) hours in the higher classified position, receive additional compensation, acting class pay (ACP). A supervisor may waive the forty (40) hour requirement if they can certify that the employee has the necessary skills to perform the higher level position. The hourly rate shall not be below the rate an employee can receive for Acting Class Pay Hourly in section 2 (~~\$1.5000~~). "Position" is defined as a budgeted position number within the department, not classification title. ACP is to be paid when a position is vacant or the incumbent in the higher classified position is not available to perform the duties of the position for a block of time which consists of forty (40) hours or more. ACP is not to be used for training purposes, nor can the duties of the higher position be split amongst several employees. The County shall not rotate lower classified employees through a higher classified position for the purpose of avoiding the additional pay to the lower classified employees. In the event that it shall be determined that rotation assignments are made to avoid the higher pay, the forty (40) hour delay in payment of the higher rate shall be waived for all employees so assigned. Employees who work in bilingual positions will continue to receive bilingual pay while performing the duties of the higher position. The Acting Classification Authorization form is to be completed each pay period that the employee is eligible for ACP and is to be attached to the employee's exception time report. Acting class hours can be entered only when the employee is performing the work. The employee will not receive acting class pay when taking sick, vacation, holiday time, etc.
- b. An example would be the assignment of an Account Clerk III to an Accounting Assistant to cover the Accounting Assistant's three month leave of absence.

**Section 2:**

**ACTING CLASS PAY HOURLY (ACPH)**

- a. An employee (including LTE's) who is assigned by management to perform some but not all of the essential duties of a position classified in a higher pay range than their own position is classified shall, after performing forty (40) hours of the higher level assignments be paid an hourly rate of ~~\$1.5000~~ of ACPH. A supervisor may waive the forty (40) hour requirement if they can certify that the employee has the necessary skills to perform the higher level position. "Position" is defined as a budgeted position number within the department, not classification title.
- b. ACPH duties have to be assigned and the employee would be acting in the higher classification due to the absence of someone in the higher classification. This would be due to an employee being on vacation, calling in sick, out of the office for an extended period of time, or due to a vacancy. It is not paid when an employee is performing a task simply due to someone being at a meeting or unavailable for a short period of time.
- c. These assignments are performed in addition to an employee's primary duties and are for a shorter duration, but not less than one (1) hour for each occurrence. Fractions of hours will be paid for beyond the first hour.



SECTION: HR  
TOPIC: Acting Class Pay/Acting Class Pay Hourly  
December, 2024<sup>43</sup>

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For example if an employee performs the higher duties for 1.5 hours they will be paid for 1.5 hours ACPH. Departments may not allow employees to work in increments less than one hour and add them up to equal one hour or more. Employees who work in bilingual positions will continue to receive bilingual pay while performing the duties of the higher position. ACPH hours can be entered only when the employee is performing the work. ACPH is not to be used for training purposes nor to cover lunch breaks or meetings. The Acting Class Pay Hourly Authorization form is to be completed each pay period that the employee is eligible for ACPH. The form is to be attached to the employee's exception time report.

d. An example would be an Account Clerk III performing one job assignment of the Accounting Assistant position for two hours on Monday, Wednesday and Friday.

d.

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SECTION: HR  
TOPIC: Alternative Scheduling  
December, 202~~4~~<sup>3</sup>

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: ALTERNATIVE SCHEDULING

#### Section 1:

- a. The County places great value on promoting a family friendly workplace and employees' professional growth and development. The County realizes that alternative work schedules provide flexibility to our employees and to the people we serve. The County encourages all managers to review employee requests for an alternative work schedule and to approve them when they are practical.





SECTION: HR  
TOPIC: Bilingual Classification Pay  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: BILINGUAL CLASSIFICATION PAY

#### Section 1:

a. Bilingual Designated Position

A position where a designated Bilingual employee regularly uses their language skills to perform their essential job duties in two or more languages. When the client and worker speak the same language, designated Bilingual employees provide direct language support as they serve the clients/customers directly in the client/customer's preferred language, within the purview of the normal job duties.

When a position is identified as benefitting from a language skill based on community need, Managers/supervisors can request to designate those existing positions as bilingual, and or create new positions through the County budget process with a bilingual designation.

Additionally, an employee not in a designated bilingual position who is performing their essential job duties in two or more languages can make a request to their manager/supervisor to submit a request to Employee Relations to designate their position as bilingual.

Managers should not be requiring non designated bilingual employees to perform bilingual work in positions that are not designated bilingual. A bilingual designation does not expand the essential functions and job duties assigned to the position designated as bilingual.

b. Employees, including LTEs, who are designated bi-lingual and who are in positions designated as bi-lingual (meaning that the position provides a substantial amount of service in a language other than English) shall receive a bi-lingual pay supplement of \$2.00 per hour. Incumbents currently holding a bilingual position shall not be reclassified solely to remove the bilingual classification.

Employees will not be required to complete an exception time report to earn bilingual pay. Employees in a Bilingual Pay position will continue to receive the bilingual rate of pay for all hours except any time recorded as leave without pay.

- c. This provision shall not apply to Medical Interpreter, Medical Interpreter/Hmong or Court Interpreter positions.
- d. The compensation amount for Bilingual classification will be reviewed bi-annually (in odd years) to keep pace with inflation and industry standards.
- e. Employees who requested Bilingual designation, but did not pass the examination, may request another examination. In order to request another examination, at least four months must have passed from the first examination. Employees can also submit results of previous certifications/examinations when determining if they meet the criteria to be designated bilingual for the county's consideration.
- f. Employees who were in a designated bilingual position and transfer or promote to another position where they regularly use their language skills to perform their essential job duties in two or more languages or who



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have had an initial request for bilingual designation denied by their supervisor may request to Employee Relations to be redesignated as bilingual in their new position.

- g. The Language Access Coordinator in the Department of Human Services may submit data regarding language access requests to determine recommendations made to Employee Relations on the need for the bilingual designation fit for particular positions. Employee Relations will review the request and make a determination.
- h. The decision to designate an employee as bilingual is a managerial decision and not subject to the grievance process.



SECTION: HR  
TOPIC: Bus Passes  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: BUS PASSES

#### Section 1:

- a. County employees, including Limited Term staff, are provided bus passes at no cost if there exists a grant fund. Should the grant funding end, the County shall implement a subsidy program. Employees shall contact [www.roundtripgreatermadison.org](http://www.roundtripgreatermadison.org) or call 266-7433 to obtain a bus pass.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: CALL IN/ON CALL PAY**

**Section 1:**

- a. Call In. All County employees shall respond to a call to work outside of their regular schedule of hours by their department head or others designated by the department head. A minimum of two (2) hours shall be granted to any employee who is called to work outside of their regular schedule of hours or who reports to work as scheduled and is sent home. Only department heads or those designated by department heads shall have the authority to work more than the regular schedule of hours or direct other employee to work overtime. No employee shall be sent home or denied their regular work schedule of hours to avoid the payment of overtime.

**Section 2:**

- a. Employees who are called by a supervisor or designee, or who are authorized by a supervisor to perform work at home shall be paid for all such time worked in twelve (12) minute increments.

**Section 3:**

- a. Definition. On-Call Pay is defined as pay for when an employee would normally be off-duty and is required by their Department to immediately respond as if the employee was working.
- i) On-Call pay shall not be used for employees responding to a de minimis phone call or email from their supervisor.
  - ii) Receiving a call for overtime or other coverage is not being "on-call."
  - iii) The mere fact that a county employee has been provided a phone by the County does not mean that the employee is "on-call."
  - iv) Off-hours presentations to community groups, including participation at County Board functions are not "on-call pay."
  - v) On-Call Pay is only available to employees on an on-call assignment or on an approved on-call schedule from their department managers
  - vi) Called back means the employee is required to report to their work site or work from home.
- b. Criteria. The use of On-Call pay must meet the following criteria
- i) On-Call pay must be a rotation or schedule officially established by the Department.
  - ii) On-Call pay is designed for situations where the Department's business needs requires the Department to be able to respond immediately.
- c. Expectations. When in On-Call Pay, employees must meet the following expectations:
- i) When in On-Call pay, employees must have a County issued phone or other device or technology as specified by their Department.
  - ii) When in "on-call pay" employees must be able to return to their work site within forty-five (45) minutes of receiving a call, if necessary.
  - iii) When in "on-call pay" employees must be physically able to perform their normal work duties.



## EMPLOYEE BENEFIT HANDBOOK

- d. Ending On-Call Coverage. An employee shall be in on-call status from the time a supervisor requires an employee to be available until such time the supervisor releases the employee from on-call duty, or until the employee returns to normal duty, whichever comes first.
- e. Compensation for On-Call Pay. Compensatory time will accrue when an employee is in on-call status at the following rate:
  - i) One hour of Compensatory Time will be earned for every four hours spent in on-call status during normal weekdays and weekends.
  - ii) Two hours of Compensatory Time will be earned for every four hours spent in on-call status during holidays.
  - iii) During an on-call shift, if an employee is required to work more than two hours, the employee shall be paid overtime equivalent to the total of the hours worked in addition to Compensatory Time earned.
- f. Additional Limitations
  - i) This section does not apply to employees working under Emergency Protective Services (EG 2634 only)
  - ii) This section does not apply to LTE Morgue Transport Drivers in the Medical Examiner's Office as outlined below.
  - iii) This section does not apply to employees in EG 720, 1871 or 895 working under Standby Pay for Disease Surveillance.
  - iv) This section does not apply to employees on Standby Pay in Waste & Renewables RNG plant and the Public Safety Communications Technical Support (EG 1871).
  - v) This section does not apply to the following Departments: Highway and Airport
- g. Interaction with other forms of pay.
  - i) Employee who receive On-Call Pay may not also receive U-Pay, while receiving on call pay.
  - ii) Employees who are working their scheduled hours may not receive On-Call pay.
  - iii) A minimum of two (2) hours shall be granted to any employee who is called back to the work location. Employees who are called by a supervisor or designee, or who are authorized by a supervisor to perform work at home shall be paid for all such time worked in twelve (12) minute increments.

### Section 4:

LTE Morgue Transport Drivers in the Dane County Medical Examiner's Office, shall be paid \$50.00 for a 12-hour on-call shift. When LTE Morgue Transport Drivers are called into work, all hours worked are paid at their regular hourly rate in addition to this fee.



## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: CAREGIVER LEAVE**

#### **Section 1: General Policy**

Effective December 18, 2022, the beginning of the 2023 payroll year, all Dane County Employees will receive 80 hours (prorated for less than 1.0 FTE) of Caregiver Leave once per payroll year for a qualifying leave of absence.

The purpose of this new leave benefit is to provide employees flexibility to address situations where an employee needs to provide care to an immediate family member who has a serious medical condition.

#### **Section 2: Definitions**

1. Immediate family member – shall have the meaning it does under the federal Family Medical Leave Act. Covered family members are employee's spouse, employee's domestic partner, child, or parent.
  - a. "Spouse" means a husband or wife, including those in same-sex marriages;
  - b. "Domestic partner" is defined by Wis. Stat. 770.01 (1) and means an individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds of the county in which he or she resides.
  - c. "Child" means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and "incapable of self-care because of a mental or physical disability;"
  - d. "Parent" is defined as a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when he or she was a minor."
  - e. Family members not covered by the federal FMLA include siblings, in-laws, grandparents and other extended family members unless those individuals stood "in loco parentis" to the employee when they were a minor. Nonfamily members can also be considered to have stood in loco parentis, which is defined as having had the responsibility of providing day-to-day care to the employee and of financially supporting the employee in their childhood.
2. Eligible employee – is defined as a regular budgeted employee of Dane County who is entitled to accrue leave balances. Limited term employees are excluded from this policy.
3. Serious medical condition – shall have the meaning it does under the federal Family Medical Leave Act. Section 101(11) of FMLA defines serious health condition as "an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health care provider."

#### **Section 3: General Provisions**

1. An employee's use of Caregiver leave must run concurrently with a Leave of Absence under the Family Medical Leave Act, if an employee is eligible for FMLA. Eligible employees shall apply for and use FMLA concurrently with Caregiver Leave. Employees not eligible for FMLA shall apply for a Leave of Absence under County Ordinance 18.29(3) or under the Employee Benefit Handbook and use that leave of absence concurrently with Caregiver Leave.



## EMPLOYEE BENEFIT HANDBOOK

- Caregiver leave hours may be used in conjunction with other forms of paid or unpaid time off available to the employee. This includes, but is not limited to: sick, vacation, holiday, wellness, and unpaid time off.
- Notwithstanding Section 3, item #2, Caregiver Leave cannot be used when Paid Parental Leave is available to the employee.
- Except for employees in the Dane County Sheriff's Office, Badger Prairie Health Care Center, and Public Safety Communications (9-1-1), employees may use Caregiver Leave intermittently or in order to work part-time. Employees in the Dane County Sheriff's Office, Badger Prairie Health Care Center, and Public Safety Communications (9-1-1) must obtain prior approval from their supervisor in order to use Caregiver leave intermittently or to work on a part-time basis.
- Employees on Caregiver Leave will continue to receive non-salary fringe benefits (health insurance, dental insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) as if on the same basis as working. Employees on Caregiver Leave will also continue to receive compensation for fixed holidays on the same basis as if working.
- Employees may only be approved for Caregiver Leave once during a payroll year. Multiple FMLAs to provide care to more than one immediate family member do not provide the employee with an additional grant of 80 hours, however the total grant hours may be used for multiple family members during the same payroll year.
- Employees must provide documentation and notification in a timely manner.
- Caregiver Leave does not accrue and any time not used at the end of the payroll year will be lost.

### Section 4: Procedures

- Employees who have a family member with a serious medical condition that requires a leave of absence and wish to receive caregiver leave must fill out and complete the application for Caregiver Leave. The Caregiver Leave application will be a separate application from existing leave applications. However, the Caregiver Leave application should be submitted with the Leave of Absence request (FMLA, Employee Benefit Handbook Leave, or Ordinance Leave).
- Employees in the Dane County Sheriff's Office, Badger Prairie Health Care Center, and Public Safety Communications (9-1-1) who wish to use Caregiver Leave intermittently or to work part-time, must obtain the prior written approval of their supervisor, and include such approval with their Caregiver Leave application.
- Employees must provide timely documentation of the serious medical condition. A doctor should complete the health care certification section of the Leave of Absence request.
- Employee Relations will review the application and determine if the individual is eligible. If the application qualifies for Caregiver Leave, Employee Relations will approve the application and notify the Employee.
- Full-time employees who have had their application approved, will receive 80 hours of Caregiver Leave. Part-time employees who have had their application approved will have their benefit time prorated according to their full-time employment status. For example, 0.5 FTEs who are approved will receive 40 hours.



SECTION: HR  
TOPIC: Caregiver Leave  
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6. Employees with an existing FMLA that qualifies for Caregiver Leave, shall submit an application for Caregiver Leave. Upon receipt and review of the application, Employee Relations will notify the employee.
7. As with FMLA, employees will need to reapply for Caregiver Leave annually.





EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: CATASTROPHIC LEAVE DONATION POLICY-PAYROLL**

**Section 1:**

- a. The Employee Group Representative shall receive notice of all donated leave decisions and will be copied on any written material provided to the Personnel and Finance Committee.

**Section 2:**

The purpose of this program is to assist regular full and part time employees who are facing financial hardship because they have exhausted all of their own paid leave time and are experiencing a catastrophic illness or injury as defined below. Decisions made under this program are not grievable. Wis. Stat. § 230.35(2r)(c), provides: No employee may grieve under an agency's grievance procedure any appointing authority's decision relating to a catastrophic leave program under this subsection or appeal any such decision to the commission under s. 230.44.

The purpose of this document is to define a process through which donated leave is requested, granted, and administered. This is a voluntary program. Employees may request donated leave, or may donate their accumulated leave hours, of their own volition. The receipt or donation of leave hours is not overseen or governed by any bargaining unit or other authoritative body.

The employer may establish, by rule, a catastrophic leave program that permits employees to donate certain types and amounts of leave credits to other employees who have been absent from pay status because of a catastrophic need for which there is no paid leave benefits or replacement income available. The employer shall determine the types and amounts of leave credits that may be donated. Wis. Stat. § 230.35(2r)(b).

**DEFINITIONS**

**Catastrophic illness or injury:** Wis. Stat. § 230.35(2r)(a) defines this as an illness or injury that incapacitates or is expected to incapacitate an employee or an employee's family member and that requires the employee to be completely absent from work for an extended period of time.

**Catastrophic need:** used in this policy is a catastrophic illness or injury that creates a financial hardship for the employee. A catastrophic financial need requires an extended absence from work for which there is no leave time available and the employee is not yet eligible for disability benefits.

**Donated Leave:** Donated leave is paid leave time that is voluntarily transferred from an employee with accumulated leave balances to Dane County's donated leave bank. Paid leave balances include unused compensatory time earned, sick leave earned, vacation earned, holiday earned, or wellness time earned by an employee.

**Eligible Employee:** Any full time, or part time regular employee, employed at least one full year with Dane County, who is eligible to accrue and use paid leave time, who has exhausted his or her paid leave balances and is experiencing a catastrophic illness or need.



## EMPLOYEE BENEFIT HANDBOOK

**Extended Absence:** A continuous absence of at least one-week duration under a circumstance for which the employee was unable to accumulate leave time to cover the absence.

**Family Member:** As defined by Dane County's Family and Medical Leave Policy: Spouse or domestic partner, children, and parents.

**Committee:** Means the Catastrophic Leave Donation Committee composed of the Risk Manager, or his/her designee, the Corporation Counsel, or his/her designee, and the Employee Relations Manager, or his/her designee. The Catastrophic Leave Donation Committee will address issues related to the catastrophic leave program including reviewing applications and making eligibility determinations.

### Eligibility Criteria - Applicant

In order to be eligible to receive donated leave, an employee must meet the following criteria:

- 1) The employee or eligible family member must experience a catastrophic illness or injury that requires that the employee be completely and totally off work for a defined period of time and that creates a financial need.
- 2) The medical condition must be certified by a licensed health care provider, and require continuing treatment or supervision by the health care provider. If the request is to care for an eligible family member, the certification from the licensed health care provider must verify the need for the employee to be completely off work to provide care.
- 3) There must be no other wage continuation or replacement income available or provided to the employee at the time they are receiving donated leave. Examples include, but are not limited to, disability or other insurance benefits, care giver leave, or unemployment compensation.
- 4) Employees may not delay the onset of disability insurance benefits beyond the elimination period in order to receive donated leave. The shortest elimination period under the County's current disability plans is 42 calendar days.
- 5) The employee must be a regular full time or part time employee at the time of application (LTE's and other employees who do not earn paid leave time are not eligible).
- 6) The employee must be eligible for and have received an approved, continuous (non- intermittent), Family and Medical Leave Act (FMLA) leave or other leave of absence as defined by the Civil Service ordinance or applicable bargaining agreements, for the catastrophic medical condition for which donated leave is requested. If applicable, the employee must also apply for disability benefits.
- 7) The employee must have exhausted all of his/her available personal leave balances and would be required to take leave without pay in the absence of donated leave.



## EMPLOYEE BENEFIT HANDBOOK

- 8) The employee must complete and submit the required application along with the medical documentation (see above).
- 9) The employee must not have received donated leave of any amount within 24 months at the time of application
- 10) The employee must notify the Payroll Manager of any change in circumstances regarding their anticipated return to work, and anything else that impacts the donated leave request.

### **Eligibility criteria – Donor**

1. The donor must be employed with Dane County for a minimum of one year, and must be beyond the probationary period.
2. Donors may donate earned vacation, earned sick, supplemental sick time, comp time, holiday and wellness time. Vacation hours granted for the year in advance that have not yet been earned may not be donated. Paid leave time that would otherwise be lost if not used, such as unused carryover hours, or sick hours in excess of the year-end/retirement cap, may be donated.
3. Donations must be in whole hour increments with a minimum of 4 hours
4. The donor must retain combined leave balances of at least 160 hours for their own use after the donation.
5. Upon retirement, unused Supplemental Sick Leave will be considered donated to the Catastrophic Leave Pool.

### **Application Process**

1. Application forms are available online. All completed applications for donated leave must be returned to the County Payroll Manager.
2. An application for leave may be initiated when the applicant's combined leave balances are at or below 80 hours; however, the donated leave will not be applied until the applicant's own leave time has been exhausted.
3. The application must include the following:
  - a. pertinent employment information;
  - b. a description of the reason the applicant is requesting donated leave;
  - c. the amount of donated leave the applicant is requesting;
  - d. an authorization for the County to contact the health care provider to clarify or discuss information related to the medical condition the provider has certified;
  - e. any additional information or documentation the applicant wishes to provide.



## EMPLOYEE BENEFIT HANDBOOK

4. The application will also require certification from a health care provider of the catastrophic illness or injury and the probable duration of that health condition. If the request is to care for a family member or member of an alternative family, the certification from the health care provider must verify the need for the employee to be completely off work to provide care.

### Approval Process

- 1) The Catastrophic Leave Donation Committee will review applications and measure the facts contained in the application material against the eligibility criteria. All application material and information disclosed to the Committee regarding the employee's request for donated leave will be held in confidence.
- 2) The Catastrophic Leave Donation Committee will also review other factors related to the request, including the nature of the medical condition.
- 3) Donations will not be considered unless and until the leave is approved via the process and criteria outlined in this policy.
- 4) After completing the review process, the Catastrophic Leave Donation Committee will grant or deny the employee's application for leave. The Catastrophic Leave Donation Committee may grant the entire leave amount requested, up to 240 hours (prorated hours for part time employees based on FTE), or a portion of the leave requested. If the Catastrophic Leave Donation Committee denies the request the employee will receive a letter explaining the reasons for the denial.
- 5) If donated leave is being requested for the care of a family member and the employee has already received Caregiver Leave for the same family member, any Caregiver Leave used shall be deducted from the amount of time the employee receives.
- 6) Donated leave will not be applied prior to the date of an application for Catastrophic Leave.

### Review Process

- 1) If the employee believes the Catastrophic Leave Donation Committee misapplied the criteria set forth in this policy, the employee may request a review of the Committee's decision by the Personnel and Finance Committee. The employee must request the review in writing within 10 working days of the date of the denial letter.
- 2) The written request for review must be sent to the Personnel and Finance Committee and the County Payroll Manager.
- 3) The Personnel and Finance Committee will review the decision of the Catastrophic Leave Donation Committee. The Personnel and Finance Committee may affirm the denial of donated leave or grant the Employee's request for donated leave. The decision of the Personnel and Finance Committee shall be final.



EMPLOYEE BENEFIT HANDBOOK

**Administrative Process**

- 1) The County Payroll Manager will oversee the administrative process.
- 2) The County Payroll Manager will solicit voluntary contributions of paid leave time from employees in the 2<sup>nd</sup> and 4<sup>th</sup> quarter annually. If the pool of time becomes depleted before the next scheduled donation pool request the Payroll Manager has the authority to solicit additional voluntary donations.
- 3) Donors must respond within two weeks of the notice to donate.
- 4) The County Payroll Manager will not reveal the identity of the donors without cause.
- 5) While using donated leave, the applicant must otherwise be in an unpaid payroll status. This means that the employee must be completely and totally off the payroll, and cannot use donated hours to supplement periodic or sporadic absences from work.

Therefore, the applicant will not continue to accumulate leave time, longevity, and other benefits associated with being in paid payroll status. In addition, donated leave payments do not qualify as retirement, longevity, or incentive pay earnings. However, health and dental insurance premium contribution will continue until the later of the following: the expiration of the employee's FMLA or expiration of donated leave.

- 6) If the current payroll year ends before all of the donated leave is used the employee must begin using his/her own accrued vacation and holiday hours in the first pay period of the new year. If applicable, any remaining donated leave hours will be held and applied after the employee's own paid leave is exhausted, providing the employee is still absent from work due to the situation that prompted the initial donated leave request.
- 7) If the employee (applicant) returns to work early and has unused donated leave time remaining, that time will be returned to the County's donated leave pool.
- 8) The application can be found under forms at <https://dcinet.connect2dane.com/>



SECTION: HR  
TOPIC: Coaching Note  
December, 2024~~3~~

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: COACHING NOTE**

Dane County Coaching Note

(Performance Reasons - Non-disciplinary)

NAME OF EMPLOYEE:

EMPLOYEE WAS COACHED FOR:

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\_\_\_\_\_  
Date Supervisor Signature

To the Employee:

1. A copy of this note will be placed in your personnel file.
2. You have the right to review or authorize a representative or the employee group's representative to review your personnel file and to respond to items contained therein as provided by Wisconsin Statute 103.13.
3. Your signature below reflects only that you have received a copy of this document.
4. Coaching notes shall become invalid after one (1) year and will be removed after one year of the issue date.
5. Badger Prairie coaching notes can only be written, signed, delivered and discussed by management level supervisors.
6. Coaching notes are not grievable.

\_\_\_\_\_  
Date Employee Signature

Cc: Employee Relations, employee group's representative, if any, within twenty-four hours of being issued to employee.



SECTION: HR  
TOPIC: Communication and Dissemination of  
Information  
December, 2024<sup>43</sup>

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: COMMUNICATION AND DISSEMINATION OF INFORMATION**

#### **Section 1:**

a. The county shall provide the following for the purposes of employee information dissemination by an Employee Group's Representative or interested stakeholder:

1. Use of bulletin board space in convenient places in each work area;
2. Reasonable use of the county electronic mail system in accordance with county policies.

**Subject: Community Service Time Off**

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Pursuant to 2020 Resolution 315, effective Sunday, February 13 (the beginning of Pay Period 5A), 2022 all Dane County Employees (except LTEs) shall receive **8 hours** (prorated for less than 1.0 FTE) of Community Service Time Off per year.

The purpose of this new benefit is to provide employees additional time in order to perform Community Service. For community service in Dane County, Community Service is defined as an opportunity listed on the United Way of Dane County website <https://www.volunteeryourtime.org>. Community Service outside of Dane County is defined as an opportunity that meets the guidelines under item #6

#### **1. Eligible Employees**

- a. Any employee who is entitled to accrue leave balances is eligible for this benefit. Limited term employees are excluded from this policy.
- b. No employee who has been disciplined for absenteeism, leave usage, or attendance in the previous calendar year is eligible for this benefit.

#### **2. Procedures**

- a. Employees requesting Community Service Time off must complete the Community Service Time Off Request Form and submit the form to their supervisor two weeks prior to the proposed time off.
- b. The decision to approve the request is within the discretion of the supervisor and based upon the operational needs of the Department.
- c. Employees can only be approved for Community Service Time off that complies with the Guidelines for Community Service (Item #6 in this policy) and/or is from Community Service Opportunity listed on United Way of Dane County's website: <https://www.volunteeryourtime.org>
- d. If the supervisor approves of the request, the supervisor forwards the form and their approval to the appropriate payroll clerk in the Department.
- e. After the service, the Employee has the Community Service Organizer fill out and signs the certificate of attendance. The employee submits the certificate of attendance with their Exception Report (or with the department's time-keeping system). If the certificate of attendance is not completed, then Community Service Time Off will be switched to another form of leave.

#### **3. Time Provided**

- a. All eligible employees will receive 8 hours of Community Service Time Off per payroll year.



## EMPLOYEE BENEFIT HANDBOOK

- b. Employees who work less than 1.0 FTE shall have their Community Service Time Off prorated by their FTE percentage. For example, 0.5 FTE shall receive 4 hours of Community Service Time Off.
- c. Community Service Time Off balances will not be adjusted during a payroll year if an employee changes their FTE percentage.
- d. Community Service Time Off is reset annually. Community Service Time Off cannot be accrued or carried over into the following year.
- e. Community Service Time Off must be used during an employee's regular work schedule.

### **4. Compensation**

Employees will be paid at their normal hourly rate (including longevity and incentive pay but not overtime) to perform Community Service. Since Community Service is paid time off, the tasks that the employee performs will be outside the scope of the employee's job duties, and, therefore, the employee will not be covered by Dane County's self-insured worker's compensation program or Dane County's liability insurance.

### **5. Limitations**

- a. Community Service Time Off will not be considered hours worked for the purposes of worker's compensation and liability insurances. Employees using this benefit to volunteer for an organization must accept all of the liability terms of the Community Service Agency.
- b. For Community Service opportunities in Dane County, the opportunity must be hosted by one of the eligible organizations maintained by the United Way of Dane County at the following website: <https://www.volunteeryourtime.org>
- c. For Community Service opportunities outside of Dane County, the opportunity must comply with guidelines established in item #6.
- d. Community Service Time Off cannot be used with a Dane County Government department.
- e. Individuals cannot receive Community Service Time Off for any activity for which the individual receives any form of compensation. For example, serving on the board of directors of a non-profit where members receive a per diem payment.
- f. Community Service Time Off may not be used to volunteer for any political organizations.
- g. Dane County has established ordinances and policies prohibiting discrimination. Community Service Time Off may not be used to volunteer with organizations that violate established ordinances and policies.

### **6. Guidelines for Appropriate Community Service**

- a. All Community Service Time Off Requests in Dane County must be tied to an opportunity listed on United Way of Dane County of Dane County's website: <https://www.volunteeryourtime.org>
- b. Community Service Opportunities outside of Dane County should comply with the below guidelines:
- c. Examples of appropriate uses of Community Service Time Off
  - i. Building a house for Habitat for Humanity
  - ii. Volunteering at a food bank
  - iii. Cleaning up a park, beach, or trail as a part of an organized effort.
  - iv. Volunteering at a tutoring program
  - v. Volunteering at a hospital
  - vi. Volunteering at the Dane County Humane society
  - vii. Serving as a Big Brother/Big Sister





EMPLOYEE BENEFIT HANDBOOK

- d. Examples of inappropriate uses of Community Service Time Off
- i. Taking a ski vacation and “charitably” giving ski lessons
  - ii. Participating in Run/Walk events. However, volunteering as event staff may be appropriate.
  - iii. Coaching your child’s sports team
  - iv. Attending your child’s parent teacher conference
  - v. Participating in a field trip with your child’s school or day care.
  - vi. Attending a professional development opportunity
  - vii. Serving as your child’s scout leader
  - viii. Personal animal rescue

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SECTION: HR  
TOPIC: Death In Immediate Family  
December, 202~~4~~3

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: DEATH IN IMMEDIATE FAMILY (BEREAVEMENT LEAVE)**

**Section 1:**

- a. Permanent employees shall be allowed bereavement leave with pay, according to the schedule below, in the event of the death of the following relations of the employee, spouse or Domestic Partner. Bereavement leave may be used on a non-consecutive basis within one year of the death of the qualifying relation:
1. Death of spouse, domestic partner, child, or step-child: 80 hours
  2. Death of sponsored adult, foster children, siblings, step-siblings, parents, step-parents, foster parents, parent of a minor child, grandchildren, step-grandchildren, grandparents, step-grandparents, brother-in-law, sister-in-law, son-in-law and daughter-in-law: 32 hours
  3. Death of a member of the employee's family, other than those above: employees must use their own benefit time with supervisory approval.
  4. Such leave shall be prorated for part-time employees.
  5. Stillbirths are covered under separate policy.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: DEFINITIONS**

**Section 1:**

- a. Promotion - shall mean the permanent advancement of an employee from a position in the pay range to a position with a higher pay range.
- b. Transfer - shall mean the permanent lateral movement of an employee into a different classification within their current or another department, or into the same classification (all in the same pay range) but in another department.
- c. Demotion - shall mean the permanent movement of an employee from a position in a pay range to a position in a lower pay range.
- d. Trial Period - shall mean the eighty four (84) day period following the date of promotion, transfer or demotion wherein such employee shall be on an eighty four (84) day trial period. During the trial period the employee shall be entitled to return to the job (shift, location, rotation, work assignment and department) from which they came without prejudice against the employee if either the County or the employee so decides. Any deficiencies will be communicated in writing to the employee and their representative and the employee will be granted a reasonable opportunity, prior to return to their former position, to correct any deficiencies. In the event that the employee returns or is returned by the department, the reasons for the same will be communicated in writing. All written assessments and reasons for return shall not be maintained in the employee's personnel file. However, in the event that the demotion shall have been a demotion for just cause, the employee shall have no option to return to the previously held position. The department head may, with the employee's consent, certify satisfactory performance of such employee to the Employee Relations Manager at any time during trial period and in that event, the date of such certification shall change such employee's trial status to that of permanent appointment. For employees that are absent three or more days from their work week during a trial period, said trial period shall be extended by the length of such absence and the employee shall be notified of such by their supervisor.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: DISABILITY INSURANCE**

**Section 1:**

Disability Insurance.

- a. The County shall provide employees with Disability Insurance. No employee shall be eligible to participate in the disability plan during their first six (6) months of employment. Employees who enroll during an open enrollment will also have a six (6) month waiting period. For part-time employees all of the benefits shall be prorated based on the percent of time worked. For employees choosing to participate in the Disability Insurance Program, premiums shall be paid as follows (used sick hours refers to the prior year):

Sick Hours Used	Employee Share	County Share
0.0-- 32.0	0%	100%
32.1 -- 40.0	40%	60%
40.1 -- 48.0	60%	40%
48.1 -- 56.0	80%	20%
56.1 +	100%	0%

- b. Employees will be given the option of joining a Taxable Disability/Sick Leave Program or a Nontaxable Disability/Sick Leave Program. The ability to change options will be available to each employee in March or April of each year.

1. Taxable Disability/Sick Leave Program

The employee will not be charged FICA expense, the premiums paid by the County will not be taxable and the benefits, which are sixty-five percent (65%) of salary, will be taxed to the extent of any payment of premiums by the County. If the employee pays the entire disability insurance premium, the benefit will not be taxed.

2. Nontaxable Disability/Sick Leave Program

The employee will be charged FICA expense (currently 7.65%) on any of the County paid premiums and the premium will be taxable income to the employee. By paying the FICA expense and income tax the employee will receive a tax-free benefit.

3. Wellness Program

Employees selecting Short Term Disability/Long Term Disability insurance will be granted sixteen (16) wellness hours in the pay period in which May premiums are withheld. Employees selecting only LTD insurance will be granted eight (8) wellness hours in the pay period in which May premiums are withheld. Employees who used forty-eight (48) or less hours of sick leave during the preceding payroll year will be granted eight (8) additional wellness hours during the following year. The employee may use the wellness hours with the approval of the employee's supervisor. Wellness hours may accumulate indefinitely. Employees pay the entire premium for disability insurance. Any disability insurance benefits paid to the employee will be tax-free.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: DISCIPLINE, SUSPENSION AND DISCHARGE**

**Section 1:**

- a. Employees shall not be disciplined, suspended or discharged without just cause. The employer shall treat employees in similar circumstances consistently and shall apply its rules, orders, and penalties consistently and without discrimination to any employee. A suspension shall not exceed thirty (30) days. Written notice of the suspension, discipline or discharge and the reason or reasons for the action shall be sent to the employee with a copy to the Employee Group Representative, if any, within twenty-four (24) hours. A grievance that may result from such action shall be considered waived unless presented in writing within ten (10) days of the receipt of the notice by the employee. A grievance concerning a discharge may be started at Step 3 or, if the parties agree, may be started at the Impartial Hearing step. If the parties agree, or the Impartial hearing officer finds that such discipline, suspension or discharge was improper, such disposition of the matter may be made as appears proper.
- b. The County and the Employee Group agree that discipline should only be considered after all other viable options short of discipline have been tried (appropriate counseling, utilization of employee assistance resources, etc.) or an employee's behavior is so egregious that discipline is the only viable option left to correct a problem. Disciplinary action will always be administered in a corrective fashion concentrating on employee rehabilitation, and the principle of progressive discipline shall ordinarily be followed and shall ordinarily include an oral reprimand, written reprimand, suspension without pay, demotion or assignment to an undesirable shift or work detail, and discharge. The specific discipline imposed in any particular case will, however, depend on the facts.
- c. Upon request of the employee, documented discipline shall be reviewed one time each year, and upon mutual agreement of the County and the employee, may be removed from a personnel file.

**Section 2: Due Process**

- a. Giving due process to an employee who is being charged with an infraction is a critical ingredient of just cause. Due process generally relates to providing adequate notice of behavior that will be subject to discipline (eg. Publicized work rules) and adequate opportunity to respond to charges of misbehavior.
- ~~b.~~ Within fifteen (15) business days of the knowledge of a work rule infraction(s), the manager must schedule the pre-disciplinary meeting with the employee who allegedly committed the infraction(s). Pre-disciplinary meetings must be held within twenty (20) business days of knowledge of a work rule infraction, unless extended by mutual agreement. Extensions due to availability of employees, their representatives and managers or due to need to obtain records or other evidence, shall not be unreasonably denied.
- ~~b.~~
- ~~c.~~ The employee who allegedly committed the infraction(s) must be provided a pre-disciplinary letter three (3) days prior to the meeting. A copy shall be sent to the Employee Groups Representative, or designee, if any. The letter shall schedule the meeting and provide specific details of the issues to be discussed and the possible work rules at issue. The employee may have an Employee Group Representative or other representative present for such meetings and may caucus before, during and after the meeting to ensure the employee may respond with any mitigating circumstances or other defenses accurately and completely.

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SECTION: HR  
Diversity in Recruitment and Retention Committee  
December, 2024<sup>3</sup>

EMPLOYEE BENEFIT HANDBOOK

d. A disciplinary decision must be communicated in writing to the employee with a copy to their Employee Group Representative or designee within fifteen (15) business days following the pre-disciplinary meeting. Additional time must be mutually agreed upon.

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SECTION: HR  
TOPIC: Domestic Partner  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: DOMESTIC PARTNER

#### Section 1:

The following definitions pertain to the phrase “domestic partner”.

- a. Domestic Partner— shall mean two adults provided the adults sign an affidavit and file same in the office of the Employee Relations Manager indicating that:
  1. They are in a relationship of mutual support, caring and commitment; and
  2. They are not married (unless they are married to each other) or legally separated and, if either party has been a party to an action or proceeding for divorce or annulment, at least six (6) months have elapsed since the date of the judgment terminating the marriage; and
  3. Neither Domestic Partner is currently registered with a different Domestic Partner and, if either partner has previously been registered as a Domestic Partner in an alternative family, at least six (6) months have elapsed since the effective date of termination of that registration; and
  4. Both are eighteen (18) years of age or older; and
  5. Both are competent to contract; and
  6. They are occupying the same dwelling unit as a single, nonprofit housekeeping unit, whose relationship is of permanent and distinct domestic character and they share common cooking facilities; and
  7. They are not in a relationship that is merely temporary, social, political, commercial or economic in nature; and
  8. Both agree to notify the Human Resources Manager of any change in the status of their alternative family relationship.
- b. Domestic Partner – shall mean those adults in a registered alternative family.
- c. Dependent – shall mean one who lives with a registered alternative family and is:
  1. A biological child of the Domestic Partner; or
  2. A dependent as defined under IRS regulations; or
  3. A ward of a Domestic Partner as determined in a guardianship proceeding; or



SECTION: HR  
TOPIC: Domestic Partner  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

4. A person adopted by a Domestic Partner.
- d. Mutual support – shall mean that the Domestic Partners contribute mutually to the maintenance and support of the alternative family throughout its existence.





EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: ELECTION OFFICIALS**

**Section 1:**

- a) An employee appointed to serve as an election official is not required to work during the 24-hour period of an election day (12:00 a.m. to 11:59 p.m.). They may use personal time or county time under the following circumstances.
1. If the hours of work and the hours as an election official are concurrent:
    - a. The employee may use their vacation, holiday and earned leave time during the period of time they would have been scheduled to work and serves as an election official. In such case, the employee receives normal pay and in addition is allowed to retain any compensation received for serving as an election official, or
    - b. The employee may remain on the payroll and receive the difference between their regular salary and the amount received for serving as an election official.
  2. If the hours of work and the hours as an election official are partially concurrent:
    - a. The employee may use their vacation, holiday and earned leave during the period of time they would have been scheduled to work and serves as an election official. In such case, the employee receives normal pay and in addition is allowed to retain any compensation received for serving as an election official, or
    - b. The employee may remain on the payroll and receive the difference between their regular salary and the amount received for serving as an election official for the hours that are concurrent. The employee will retain any compensation received serving as an election official for hours not concurrent with work hours. The offset for election pay applies only to those hours that are concurrent.
  3. If the hours of work and the hours as an election official are not concurrent.
    - a. The employee may use their vacation, holiday and earned leave; the compensation received for serving as an election official does not affect the employee's compensation from the County, or
    - b. The employee may remain on the payroll; the compensation received for serving as an election official does not affect the employee's compensation from the County.
- b) An employee who serves as an election official shall provide the appointing authority with at least seven (7) days' notice of anticipated service as an election official.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: EMERGENCY PROTECTIVE SERVICES**

**Section 1:**

1. Emergency Protective Services (EPS) shall be provided by the Dane County Department of Human Services staff on a voluntary basis subject to the following conditions:
  - a. A list of volunteers will be maintained by the Emergency Protective Services supervisor. Volunteers join with the understanding that they remain on the list for a six-month period of time. To be removed from the list prior to the end of the sixth month, a volunteer shall give a 30 day notice to the EPS supervisor.
  - b. Volunteers shall be able to choose their shift preference based upon EPS seniority, with the most senior choosing first. Volunteer can choose up to a maximum of eight (8) shifts per month.
  - c. A list of non-volunteer social workers shall be maintained on a seniority basis with the least senior social worker to be selected first. Social workers exempt from non-voluntary EPS in accordance with 2. below shall remain on the non-voluntary list in their relative positions of seniority but shall be red-lined and annotated according to the exemption. The list shall be maintained by the EPS supervisor, updated every six months, and available to all social work staff.
  - d. Whenever there are insufficient volunteers to meet scheduling needs for a given month, social workers shall be assigned chronologically, if qualified, to the unfilled shifts for that month. Qualifications will not be defined by specialty.
  - e. Volunteers and non-volunteers may switch assignments within the scheduled month per the following practice:

Emergency Service schedules for a given month are given to scheduled staff by the 10th of the preceding month. It is expected that each staff person check the work schedule immediately and if there is a conflict, the scheduled worker is to find an appropriate replacement and notify the EPS coordinator or supervisor of the changes as soon as possible. Substitutions required due to unanticipated conflict or an emergency, e.g., illness, death in the family, etc., shall be made by the EPS supervisor. In the event that the EPS supervisor cannot find a current EPS volunteer to fill the shift vacancy created by the assigned social worker's emergency coverage shall be obtained in accordance with 1. D above.

2. Human Services staff shall be exempt from EPS recruitment when:
  - a. The employee has less than (2) years experience in Child Protective Services and Family with Dane County or other Child Welfare organization;
  - b. The health of the employee prevents them from performing the service
  - c. It can be demonstrated that extenuating circumstances would preclude an employee from being able to carry out EPS study
  - d. the employee has served involuntarily on EPS for the previous six (6) month period.
3. County shall provide staff with adequate training and assistance to provide emergency protective services as defined by statute.



## EMPLOYEE BENEFIT HANDBOOK

4. EPS shall be provided in nine shifts per week as follows:
  - Monday, 5 p.m. to Tuesday, 7 a.m. (14 hours)
  - Tuesday, 5 p.m. to Wednesday, 7 a.m. (14 hours)
  - Wednesday, 5 p.m. to Thursday, 7 a.m. (14 hours)
  - Thursday, 5 p.m. to Friday, 7 a.m. (14 hours)
  - Friday, 5 p.m. to Saturday, 7 a.m. (14 hours)
  - Saturday, 7 a.m. to Saturday, 7 p.m. (12 hours)
  - Saturday, 7 p.m. to Sunday, 7 a.m. (12 hours)
  - Sunday, 7 a.m. to Sunday, 7 p.m. (12 hours)
  - Sunday, 7 p.m. to Monday, 7 a.m. (12 hours)
5. Compensation shall be as follows:
  - a. Six (6) hours of pay at the employee's normal hourly rate for a 12 hour shift, and shall receive time and one-half pay on an hour for hour basis for any time worked.
  - b. Seven (7) hours of pay at the employee's normal hourly rate for a 14 hour shift, and shall receive time and one-half pay on an hour for hour basis for any time worked.
  - c. For holiday duty shifts as defined in 6 herein, the number of hours of pay shall be eight (8) hours for a twelve (12) hour holiday shift, 9 hours for a 14 hour holiday shift, and shall receive time and one-half pay on an hour for hour basis for any time worked.
  - d. EPS staff called out to respond to an EPS emergency shall also be paid one hundred dollars (\$100.00).
  - e. Compensatory time accumulated while on EPS shall be credited to the employee regardless of the employee's current compensatory time balance.
  - f. If the EPS Social Worker is called out on a case, the Supervisor or designee is responsible for obtaining back up coverage for the remainder of the shift.
7. For each County recognized holiday when offices are closed, there shall be two (2) designated EPS shifts: 7 a.m. to 7 p.m. and 7 p.m. to 7 a.m. For County recognized holidays when offices are closed but Courts remain open, there shall be two (2) EPS Social Workers scheduled for the 7 a.m. to 7 p.m. shift to ensure Court coverage.
8. Management recognizes the mutual interest in maintaining a voluntary professional EPS response. Therefore, if requested by the employee or employee representative, drafting of non-voluntary EPS staff shall be reviewed every six (6) months by CYF division management with employees and/or employee representatives with the intent to strengthen the voluntary system or to make other changes in the system as appropriate.
9. Employees who are called out to respond to an EPS emergency and who must travel to the worksite to acquire necessary equipment to respond to the emergency will be paid for travel from the employee's point of origin to the worksite in addition to other eligible mileage.



SECTION: HR  
TOPIC: Employee Group Representation Leave/Employee Group  
Representative Conferences & Conventions  
December, 2024<sup>43</sup>

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: EMPLOYEE GROUP REPRESENTATIVE LEAVE/EMPLOYEE GROUP REPRESENTATIVE CONFERENCES & CONVENTIONS**

#### **Section 1:**

##### **a. Leave for Employee Group Activity.**

1. Employees within an Employee Group, with the approval of the President of the Employee Group's Representative, may request a leave of absence for Employee Group Representational activity. If the intended duration of such leave is forty (40) hours or more in a pay period, the terms of this Section shall apply.
2. Requests for such a leave shall be directed to the employee's department head. Employees shall give as much advance notice as possible, but in no event, less than ten (10) working days notice. The department head may waive the notice.
3. The grant of such a leave is subject to the approval of the department head based on staffing, workload or other legitimate business concerns. The department head may also limit the number of employees on such leave at any one time. Such leave shall not exceed ninety (90) calendar days, except that extensions may be granted upon approval by the President of the Employee Group and the Department Head.
4. Employees on such a leave shall continue in pay status through the period of the leave. The Employee Group's Representative will reimburse the County for all direct wage and wage-related payments (hourly rate, longevity, FICA, WRS) received by the employee on leave. The County will periodically bill the Employee Group's Representative for the amount paid and the Employee Group's Representative will reimburse the County within thirty (30) calendar days of billing. All obligations under this section shall cease and any leave granted hereunder shall terminate if the Employee Group's Representative fails to reimburse when due.
5. It is expressly understood that employees who have been granted a leave for Employee Group's Representational Employee Group activity are not working within the scope of their employment during the period of such leave.
6. In the event that a Department Head and/or the Human Resources Director shall refuse to grant a leave of absence for an employee, such employee may be granted a leave of absence by the Personnel and Finance Committee.

##### **b. Conferences and Conventions.**

1. Employees within an Employee Group selected by the President of the Employee Group's Representative to participate in conferences and conventions called by the Employee Group's Representative shall be granted a leave of absence not to exceed two (2) weeks upon written request by the President of the Employee Group's Representative to the County, a reasonable time in advance of the first date of the requested leave, except that such leave may be denied when it can be shown that the employee's absence will unduly interrupt



SECTION: HR  
TOPIC: Employee Group Representation Leave/Employee Group  
Representative Conferences & Conventions  
December, 202~~4~~<sup>3</sup>

EMPLOYEE BENEFIT HANDBOOK

County services. Such leave of absence shall be without pay except that an employee shall have the option to use vacation, holidays or other earned compensatory time off.



TOPIC: Employee Group Representation and Work Related Associations  
EMPLOYEE BENEFIT HANDBOOK

SECTION: HR  
Associations  
December, 2024<sup>43</sup>

**SUBJECT: EMPLOYEE GROUP REPRESENTATION AND WORK RELATED ASSOCIATIONS**

**Section 1:**

Work Related Associations.

- a. It is the policy of Dane County to encourage employees to participate in work-related associations and activities. Reasonable time spent in the conduct of these activities with notice to the employee's supervisor shall not be deducted from the employee's pay.

**Section 2:**

Employee Group's Representatives.

- a. Employees selected by an Employee Group's Representatives to act as employee and group representatives shall be known as stewards. Employee Group's Representatives shall notify the County, from time to time of the names of stewards and the names of other officials who may represent employees on behalf of the Employee Group's Representative.
- b. Reasonable time spent in the conduct of Employee Group representational activity during the workday, including but not limited to the posting of notices, the investigation and processing of grievances and participation in discussions related to personnel relations shall not be deducted from the pay of the stewards or other officials. The number of employees who may receive pay under this provision shall continue as in the past while engaging in discussions with the County during scheduled duty hours.
- c. Employee Group Activity Outside of Scheduled work hours  
Employees shall receive hour for hour compensatory time for time spent participating in grievance hearings for oneself or as a Representative, participating in county established handbook review and committee & labor relations meetings that are conducted outside of their scheduled work hours.

**Section 3:**

Meet and Confer.

- a. While engaging in the meet and confer process, employees whose scheduled duty hours include one (1) shift that either immediately precedes or follows a meet and confer meeting shall not be required to work that shift and the meeting shall be considered as their shift for the day. Employees whose scheduled duty hours include shifts that immediately precede and follow a meet and confer meeting shall only be required to work one of these shifts, which shall be selected at the employee's discretion, and the meeting shall be substituted for the other shift and shall be considered as their shift for that day. The term "immediate" as it is used in this provision, shall mean eight (8) hours or less before or after the meet and confer meeting. If such a meeting is cancelled more than forty-eight (48) hours before the scheduled start time, the affected employees shall work their normal schedule. It is an employee's responsibility to notify his/her supervisor of the scheduled meet and confer meetings and which work shift will not be worked. The maximum amount of pay an employee may receive under this provision shall not exceed the pay the employee would have received working his/her regularly scheduled hours.



EMPLOYEE BENEFIT HANDBOOK

SECTION: HR  
TOPIC: Existing Benefits  
December, 2023

**SUBJECT: EXISTING BENEFITS**

**Section 1:**

Existing Benefits.

- a. So long as the services of the Employee Group are continued by the County, the County shall continue existing benefits (including, but not limited to coffee breaks, car allowance and/or mileage payments), or other amenities not mentioned herein that are primarily related to wages, hours and conditions of employment, but established by practice with the knowledge and tacit consent of the County, for the life of this Handbook. Prior to effectuating any changes in the foregoing existing benefits and other amenities shall be that are primarily related to wages, hours and conditions of employment. Any proposed changes shall be subject to the process set forth in D.C.O. 18.24(3) and (4).



SECTION: HR  
TOPIC: Flexible Spending Account  
December, 2024<sup>3</sup>

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: FLEXIBLE SPENDING ACCOUNT**

**Section 1:**

- a. Grace Period: A grace period following the end of each plan year through March 15th of the new year will be provided to employees who use the flexible spending plan as allowed by law.





SECTION: HR  
TOPIC: Flex Time Arrangements  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: FLEX TIME ARRANGEMENTS

#### Section 1:

##### a. Flextime Arrangements in Family Court Counseling Service

1. Employees in Family Court Counseling Service, with the mutual agreement of their supervisor, may elect to participate in a flextime arrangement on a regular or intermittent basis. The flextime arrangement will be based on established County pay periods.
2. Where such mutual agreement exists employees will have their overtime based on work over eighty (80) hours in a pay period. Employees who, with supervisory approval, work over 80 hours in a pay period will have access to overtime/comp time per the overtime policy.
3. Any such flextime arrangement shall be in writing and a copy provided to the employee representative and the Human Resources Manager.
4. The supervisor or employee may withdraw agreement to a flextime arrangement at any time upon ten (10) workdays notice.

#### Section 2:

##### Badger Prairie HCC Recreational Therapists

- a. Current policies in place regarding flexible scheduling for Recreation Therapists will continue.



## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: GRIEVANCE PROCESS**

#### **Section 1:**

- a. Grievance. A grievance is defined to be a controversy between the Employer and any Employee or Group of Employees Groups as to:
1. A matter involving the interpretation or application of the Employee Benefits Handbook, or
  2. Any matter involving an alleged violation of the Employee Benefits Handbook in which an Employee or Group of Employees, or Employee Group's Representative maintain that any of their rights or privileges of an Employee or Group of Employees have been impaired in violation of the Employee Benefits Handbook.
  3. Any matter involving employee terminations, employee discipline or workplace safety as prescribed in Section 66.0509 Wis. Stats.
  4. Any matter involving a dispute over the location of a position or positions in any employee group, or the placement of a position in the managerial classification rather than in an employee group.
- b. Arbitrability. The Independent Hearing Officer shall have the authority to determine issues of substantive and procedural jurisdiction. If either party raises a question concerning substantive arbitrability, a separate IHO officer shall be appointed to determine the question of arbitrability unless the parties agree otherwise. Questions concerning substantive arbitrability shall be resolved on an expedited basis with an IHO officer selected within 5 business days of when a party raises the issue, and the parties agreeing to have the IHO render a decision on briefs only.
- c. Process. Grievances shall be processed in the following manner: (Time limits set forth shall be exclusive of Saturdays, Sundays and holidays.)
- d. Number of Representatives. The number of representatives attending the meeting(s) will be kept to the minimum necessary to adequately represent each party. The number of attendees will be discussed in advance with the goal of facilitating this paragraph and to keep the number attending from each party relatively equal.

#### **Section 2:**

In cases involving employee discipline, the Employee Group Representative or other individuals acting on behalf of an Employee Group will only receive notice and participate in the grievance process if authorized by the grieving employee.

- a. Step 1. An Employee or Group of Employees (hereinafter "the Aggrieved" or "Grievant"), Employee Group, and/or their representative authorized by the grievant, if any, shall take the grievance up orally with the employee's grievant's first line of supervision outside of the employee group within fifteen (15) days of their knowledge of the



## EMPLOYEE BENEFIT HANDBOOK

occurrence of the event. The Supervisor shall attempt to make a mutually satisfactory adjustment, and, in any event, shall be required to give an answer within ten (10) days to the grievant, if any, and their representative, if any, and, to the Employee Group's Representative, if allowed under this policy.

~~b.~~ **b. Step 2.** The grievance shall be considered settled in Step 1 unless within ten (10) days after the supervisor's answer is due, the grievance is reduced to writing and presented to the department head. The department head shall hold a hearing on the grievance within ten (10) days of receipt of the written grievance. The department head shall respond to the grievance in writing within ten (10) days of the grievance hearing to the grievant(s), if any, and to the grievant's representative, if any. A copy of the written grievance shall be provided to the Employee Group's Representative, if allowed under this policy. A grievance for discipline, suspension or discharge may be started at step 2. Grievances involving the general interpretation, application, or compliance with the Employee Benefit Handbook may be initiated at step 2.

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~~c.~~ **c. Step 3.** The grievance shall be considered settled in Step 2 unless within ten (10) days from the date of the department head's written answer or last date due the grievance is presented in writing to the County Executive or designee. ~~(Director of Administration or Chief of Staff of County Executive).~~ The County Executive or designee shall hold a hearing on the grievance within ten (10) days from the date of receipt of the Step 3 written grievance, unless both parties agree to an extension. The County Executive or designee shall respond in writing to the grievant(s), if any, to and the grievant's authorized representative, if any, and to the Steward, President, and Staff Representative of the Employee Group's Representative within ten (10) days of the grievance hearing, if allowed under this policy. If the County Executive, or designee, does not hold a Step 3 grievance hearing or respond in writing to a step 3 grievance, within specified timelines (or within mutually agreed-upon extensions), the grievant or representative may immediately appeal the dispute to an impartial hearing officer as described in Section 3. Grievances involving the general interpretation, application, or compliance with the Employee Benefit Handbook may be initiated at step 3. A grievance concerning a discharge may be started at Step 3 or, if the parties agree, may be started at the Impartial Hearing step.

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~~d.~~ **d. Step 4.** If a grievance is not settled at the third step, the employee and/or representative authorized by the employee, if any, or the Employee Group's Representative may appeal the matter to an impartial hearing as hereinafter provided.

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### Section 3:

#### Impartial Hearing.

~~a.~~ **a.** The grievance shall be considered settled in Step 3 above, unless within thirty (30) days after the last response is received, or due, the dissatisfied party (either the grievant, representative authorized by the employee, or the County) shall request in writing to the other that the dispute to be submitted to an impartial hearing before an impartial hearing officer. The grievant, their authorized representative, if any, and county Corporation Counsel shall meet to select an Impartial Hearing Officer within ten (10) days of receipt of written request for impartial hearing.

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b. A panel of Impartial Hearing Officers (IHO) has been established from which the IHO will be selected. The IHO shall, if possible, be mutually agreed upon by the parties to the grievance. If agreement on the IHO is not reached within ten (10) days after the date of the notice requesting an impartial hearing, then the IHO shall be selected by



## EMPLOYEE BENEFIT HANDBOOK

the parties within five (5) days from the panel using an alternate strike process or other agreeable means. Each party shall pay one half (1/2) of the cost of the impartial hearing, except that if the County Executive or designee fails to meet Step 3 hearing or Step 3 response deadlines described in Section 2, the county shall pay the full cost of the impartial hearing, including reporter's costs, transcript fees and all fees of the impartial hearing officer. Expenses for a party's witnesses and a party's attorney(s) shall be borne solely by the party. If the grievant or representative appeals the dispute to an impartial hearing officer because the County Executive, or designee, does not hold a Step 3 grievance hearing or respond in writing to a Step 3 grievance within specified timelines (or within mutually agreed-upon extensions), and there is a dispute regarding the arbitrability of a grievance as described in Section 1b, the county shall pay all fees of the impartial hearing officer if the impartial hearing officer determines there is substantive arbitrability.

- c. The IHO shall have the authority to determine issues concerning the interpretation and application of all Sections of the Employee Benefits Handbook and any matter concerning employee terminations, employee discipline or workplace safety. They shall have no authority to change any part of the Employee Benefits Handbook; however, they may make recommendations for changes when in their opinion such changes would add clarity or brevity which might avoid future disagreements.
- d. If the aggrieved party is proceeding without a representative, the Employee Group Representative shall be timely notified of the hearing and shall have a right to provide input in the hearing as allowed under this policy. The Employee Group Representative shall provide written notice to the aggrieved party and the County of its intent to participate in the impartial hearing within 10 days of receiving notice of the hearing. If the Employee Group participates, the IHO shall provide it with an opportunity to be heard and to otherwise participate in the hearing equal to that of the other parties.
- e. The IHO will conduct a hearing on the grievance in a manner that ensures that a record of proceedings is created and preserved. ~~In grievances resulting from an employee discharge, t~~The hearing will be scheduled within thirty (30) days of the notice of selection, unless extended by mutual agreement. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and shall determine if a transcript of proceedings is necessary. The IHO may require the parties to submit documents and witness lists in advance of the hearing. The burden of proof at the hearing shall be the "preponderance of the evidence" standard. The IHO shall admit all testimony having reasonable probative value, but shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence that is inadmissible under s. 901.05 of the Wisconsin statutes. The IHO shall give effect to the rules of privilege recognized by law. Basic principles of relevancy, materiality and probative force shall govern the proof of all questions of fact. Objections to evidentiary offers and offers of proof of evidence not admitted may be made and shall be noted in the record.
- f. The written determination of the IHO, in conformity with their jurisdiction, shall be implemented unless reversed upon appeal to the County Board as set forth below in subsection 3. The determination shall be rendered within thirty (30) days following the final day of hearings or receipt of briefs, whichever is later. In grievances resulting from an employee discharge, briefs will be due within thirty (30) days following the final day of hearings. Any brief not postmarked on or before the date set by the parties at the conclusion of the hearing as the date for submission of briefs shall not be considered or accepted by the IHO and shall be returned to the party submitting same with a letter of transmittal. The other party shall receive a copy of the letter of transmittal.
- g. The grieving employee(s), Employee Group Representative(s) and witnesses as allowed under this policy may be present at the impartial hearing without loss of regular wages if the hearing is scheduled during said employee's



## EMPLOYEE BENEFIT HANDBOOK

regularly scheduled hours of work. The number of representatives attending the meeting(s) will be kept to the minimum necessary to adequately represent each party. The number of attendees will be discussed in advance with the goal of facilitating this paragraph and to keep the number attending from each party relatively equal. Employees who are scheduled to work second or third shift shall receive hour for hour compensatory time for time spent in a hearing that is conducted outside of their scheduled work hours.

### Section 4:

#### Appeal of Impartial Hearing Officer's (IHO) Decision

- a. The aggrieved party, their authorized representative, or the County may appeal the written decision of the IHO to the County Board ("the Board"), which may delegate authority to review same to the Personnel & Finance Committee. Notice of appeal must be made in writing within thirty (30) days after the receipt of the written determination. A copy of the notice of appeal must be furnished to the other parties, at the same time it is submitted to the Board.
- b. The County Board or, if delegated by the Board, the Personnel & Finance Committee, shall consider the full record of proceedings conducted before the IHO. The Board or Personnel & Finance Committee shall accept and consider a written brief of the appealing party that identifies the grounds for overturning or modifying the written determination of the IHO. The Board or Personnel & Finance Committee shall also provide the other party an opportunity to respond in writing to the appealing party's written brief. The Board or Personnel & Finance Committee shall permit the appealing party to file a written reply in support of its appeal to the written responses, if any, of another party.

The Board may, overturn the IHO's decision only upon determining that:

1. The decision was procured by corruption, fraud or undue means;
2. There was evident partiality or corruption on the part of the IHO;
3. The IHO was guilty of misconduct in refusing to postpone the hearing, upon sufficient cause shown, or in refusing to hear evidence pertinent and material to the controversy; or of any other misbehavior by which the rights of any party have been prejudiced; or
4. The IHO exceeded their powers, or so imperfectly executed them that a mutual, final and definite determination upon the subject matter submitted was not made.

The Board may modify or correct a monetary award included in the IHO's determination only if there is:

1. A material miscalculation of figures or material mistake in the description of any person, thing or property referred to in the award.

### Section 5:

#### Time.

- a. The time limits set forth in the foregoing steps may be extended by mutual agreement in writing.



SECTION: HR  
TOPIC: Grievance Process  
December, 2024<sup>43</sup>

EMPLOYEE BENEFIT HANDBOOK



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: HEALTH & DENTAL INSURANCE**

**Section 1:**

- a. A group hospital, surgical, major medical and dental plan shall be available to employees. For group health insurance for 202~~5~~<sup>4</sup>, the County shall pay up to one thousand seventy three dollars and twenty seven cents~~nine hundred fifty dollars and sixty five cents (\$1,073.277950.65)~~ per month for employees desiring the "single HMO plan" and up to two thousand five hundred twenty two hundred thirty four dollars and eighteen~~one~~ cents (\$2,522.18234.01) per month for employees desiring the "family HMO plan". If the health insurance premiums are raised, the dollar contribution caps cited herein shall be adjusted by the percentage equal to the increase in the premiums for the HMO plans.
- b. *For the Point of Service (POS) plan, employees shall pay twenty five percent (25%) of the difference of the single or family HMO and POS premiums through payroll deduction.* For 202~~5~~<sup>4</sup>, the employee premium rates for the POS plan are \$152.5976.44 for POS single coverage and \$358.58179.65 for POS family coverage.
- c. For group dental insurance for 202~~5~~<sup>4</sup> the County shall pay up to fifty oneforty nine dollars and seventy fivesix cents (\$51.7549.76) per month for employees desiring the "single plan", and up to one hundred forty five~~thirty nine~~ dollars and fiftyninety one cents (\$145.5139.91) per month for those desiring the "family plan."
- d. County Employees and their dependents selecting a health care provider offering Dane County both the Point of Service and HMO plans will be allowed one (1) thirty (30) day open enrollment period per year during which time an employee enrolled in the plan specified above can choose between that provider's POS or HMO. The County shall pay the costs for employees and dependents choosing other plans equal to the dollar amounts stated in (a).
- e. Employees on a leave of absence without pay, on layoff status, or who are retired and desirous of maintaining group insurance coverage shall make the required payments directly to the insurer, prior to the 10th of the month preceding month of coverage. Failure to make timely payments shall be grounds for termination from the group plan. The above requirement shall not apply to retired employees who are using accumulated sick leave to pay for insurance coverage under the Retirement Sick Leave Credit Conversion policy.
- f. For permanent employees working less than full time, the County shall pay the health and dental premium contributions as provided in (a) above on a pro rata basis. The County will, on a quarterly basis, average the number of hours worked in the preceding quarter, as compared to a full time employee. This percentage will be rounded up to the closest 10% incremental equivalent and will be used in the subsequent quarter as the share of insurance premiums paid by the County and the share paid by the employee (eg. The county shall pay 80% of the insurance premiums for an employee who works 75% of hours compared to full time). The calculated percentage will remain in effect for the next three months, at which time a new calculation will be made, using the hours worked in that quarter. The average hours worked, compared to a full time employee will continue to be updated each quarter, based on the previous quarter's hours worked, and will be applied to the upcoming quarter's insurance premium. The proration calculation shall not be reduced below the full-time equivalent (FTE) level certified for the position. Permanent part time employees and job sharers who are currently receiving the full County health and dental premium contribution as of March 16, 1985 shall be



SECTION: HR  
TOPIC: Health & Dental Insurance  
December, 2024<sup>43</sup>

## EMPLOYEE BENEFIT HANDBOOK

grandfathered (i.e., continue to receive the full contribution until such time as the employee resigns, retires or assumes permanent full time employment).





EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: HOLIDAYS**

**Section 1:**

a. The following are determined to be holidays:

- 1. January 1st
- 2. Martin Luther King Jr. Birthday (third Monday in January)
- 3. Memorial Day (last Monday in May)
- 4. June 19th
- 5. July 4th
- 6. First Monday in September (Labor Day)
- 7. Second Monday in October (Indigenous People's Day)
- 8. November 11 (Veteran's Day)

- ~~1.~~
- ~~2-9.~~ Fourth Thursday of November (Thanksgiving Day)
- ~~3-10.~~ Day first following Thanksgiving Day
- ~~4-11.~~ December 24
- ~~5-12.~~ December 25
- ~~6-13.~~ December 31
- ~~7-14.~~ Thirty-two (32) additional hours with such hours or fraction thereof to be selected by the employee subject to advance department head approval.

- b. Holidays on Days Off- Whenever any of said holidays shall fall on Sunday, the succeeding Monday shall be the holiday. If said holidays fall on a Saturday, or on a regular scheduled day of work or a regularly scheduled day off, the employee affected shall be granted a compensatory day off with pay; such compensatory time off to be selected by the employee subject to approval of the department head.
- c. Holiday Carry Over. When holiday credits are not used within the payroll year in which they are earned they may be carried over to succeeding payroll years.
- d. Holidays Worked - In the event that an employee shall be required to work on a holiday, they shall receive time and one-half (1-1/2) pay in addition to compensatory time off for all hours worked on the holiday. Limited term employees who are required to work on a holiday shall receive time and one-half (1-1/2) pay.
- e. Fixed Holidays Falling on Sundays -In the event that a fixed holiday falls on a Sunday, employees required to work on such Sunday shall receive time and one-half (1-1/2) pay for such hours worked.
- f. Ten Hour Day Holidays. Employees working a schedule of four (4) ten (10) hour days shall receive holiday pay on the basis of ten (10) hour days when such named holiday falls on one of the scheduled ten (10) hour work days.
- g. Probationary Period. Upon hire, all employees serving a probationary period of six (6) months or more may take their floating holiday credits in accordance with the County's holiday policies. After serving their initial six months of employment, such probationary employees may take accumulated vacation as well as receive salary step increases in accordance with the vacation and salary policies.

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SECTION: HR  
TOPIC: Hours of Work/Rest Breaks/Lunch Periods  
December, 2024~~3~~

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: HOURS OF WORK/REST BREAKS/LUNCH PERIODS**

**Section 1:**

The regular workday and workweek shall be as follows:

- a. Establishing Working Hours: As professional Social Workers, employees shall be allowed to establish their working hours according to the job they are to perform with the advance approval of their supervisor which shall average on an annual basis forty (40) hours per week excluding authorized leave. Current practice on compensatory time off shall be continued in order to maintain the forty (40) hour weekly average of work hours.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: IDENTIFICATION AND ACCESS CARDS**

- a. ID Cards. When staff have an ID card. There is no fee for initial issuance of an ID card or for damaged cards that are returned. Lost cards will be replaced at their expense of \$5.00.
- b. Access Cards. There is no fee for initial issuance of an access card. Lost or stolen cards must be reported to the employee's supervisor within 24 hours. These cards will be immediately deactivated, and a replacement card will be issued to the employee at their expense. The charge is \$10.00 for replacement of a lost access card. If an employee finds a lost card after receiving a replacement, they may retain the found card. In the event of another loss the original card can be put back into the system at no charge. If an access card is no longer functional, the replacement fee will be waived.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: INDEPENDENT CONSULTANT'S RECOMMENDATION PROCEDURE**

**Section 1:**

- a. **Introduction.** During the process of adopting, amending or terminating provisions on this handbook pursuant to Dane County Ordinances 18.24 (3) and (4), in the event that the Division or the Interested Stakeholders engage the assistance of the independent consultant, pursuant to Dane County Ordinances 18.24 (3) (f), the following process shall be followed.
- b. **Notification:** Upon receipt of any draft resolution authorizing revision to this handbook, pursuant to Dane County Ordinances 18.24 (3) (e), any Interested Stakeholder must notify, in writing within ten (10) days, the Division of its intent to engage the independent consultant. Such notification shall also include the Stakeholder's draft resolution authorizing revision.
- c. **Selection of Independent Consultant.** An independent consultant shall be selected from the panel of Impartial Hearing Officers in the same manner as the parties would select an Impartial Hearing Officer.
- d. **Independent Consultant's Process and Hearing.** The Independent Consultant will work with the Division and the interested stakeholder(s) to gather all pertinent information and to make initial and final recommendations concerning the matters at issue. Prior to any hearing, the Independent Consultant will collect final draft resolutions authorizing revision, which, once submitted, may not be amended except by permission of the independent consultant and the other party. Hearings shall follow a quasi-judicial format. Unless mutually agreed otherwise, there shall be a transcript of such a hearing. The hearing shall be held in the City-County Building if space can be made available, otherwise at another location to be agreed upon by the parties.
- e. **Costs.** The Division and the interested stakeholders shall share equally in the costs and expenses of the independent consultant's proceedings, including reporter's costs, transcript fees and the fees of the independent consultant. Either party may elect to use a tape recorder and in such event shall not be responsible for its proportionate share of reporter's fees unless a transcript is ordered by either party. Expenses for a party's witnesses and a party's attorney(s) shall be borne solely by the party.
- f. **Final Recommendations of the Independent Consultant.** The final recommendations of the independent consultant shall be limited to selecting the final resolution of one (1) of the parties on each individual issue before the independent consultant without modification, unless the parties and the independent consultant agree otherwise. In preparing recommendations, the independent consultant shall consider the standards normally or traditionally used in evaluating changes to wages, hours and conditions of employment. Pursuant to section 18.24(4)(g), the recommendations of the independent consultant shall be presented to the Committee and the Board. The Committee and the Board shall vote on whether to accept, modify, or reject the independent consultant's final recommendations, into the relevant portion of the Employee Benefits Handbook, together with all items upon which the independent consultant was not engaged.



SECTION: HR  
TOPIC: Insurance Advisory Committee  
December, 202~~4~~3

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: INSURANCE ADVISORY COMMITTEE**

**Section 1:**

- a. There shall be an insurance advisory committee to advise the county on matters of insurance. The committee shall consist of one (1) representative from each employee group and unions with the exception of the 720 employee group, which shall have two (2) representatives, two (2) members from Personnel & Finance, one (1) elected official, two (2) retirees, and two (2) employees to represent the balance of employees of the county.



SECTION: HR  
TOPIC: Intra/Inter-departmental Reassignments/Transfers  
December, 2024<sup>43</sup>

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: INTRA/INTER-DEPARTMENTAL REASSIGNMENTS/TRANSFERS**

**Section 1:**

- a. All Transfers must be effective the first day of a pay period.

**Section 2:**

Interdepartmental and Intradepartmental Transfer

- a. Interdepartmental and Intradepartmental Transfer. Upon notification of a vacancy to be filled those employees wishing to transfer within their own department within their same job classification shall make a written request to the appointing authority for such transfer. Such intradepartmental transfer applicants shall be given first consideration by order of their seniority before the Recruitment Policy is applied to fill vacancies.

Seniority shall be computed from date of hire with the County. Only severance of employment or appointment to a supervisory or managerial position shall terminate seniority under this section.

- b. Intradepartmental Reassignments. Employees within an employee group shall be advised in writing of the need to reassignments. The County shall consider volunteers to fill needed reassignments within a department. When reassignment of employees on an intradepartmental basis is deemed necessary by the County, affected employees shall be advised of such need. Employees who are reassigned either in work station (geographic location) and/or case load (i.e., complete change in case load assignment) shall be notified in writing of such reassignment at least ten (10) days prior to the effective date of the reassignment by their supervisor. The notice shall include a reason for the intradepartmental transfer and shall be copied to the employee group's representative.



SECTION: HR  
TOPIC: Job Opening Examinations and Interviews  
December, 202~~4~~3

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: JOB OPENING EXAMINATIONS AND INTERVIEWS**

**Section 1:**

- a. Job Opening Examinations. Employees shall be permitted required time away from their job with pay for the purpose of taking County job opening examinations and interviews.



SECTION: HR  
TOPIC: Job Sharing  
December, 202~~4~~3

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: JOB SHARING**

**Section 1:**

- a. Job Sharing is defined as two (2) regular part-time employees equally sharing one (1) full-time position. It is understood that should one of the participants vacate their position, the remaining participant shall, if they choose, be permitted to assume that position on a full-time basis.





SECTION: HR  
TOPIC: Jury Duty  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: JURY DUTY

#### Section 1:

- a. An employee serving on a jury shall remain on the payroll and receive the difference between their regular normal pay and the amount they receives for jury service, or they may elect to use accumulated vacation, holidays, and overtime credits or other earned leave which may be due them and in which case they shall receive their pay for jury service plus full pay. Employees whose scheduled hours of work include shifts that immediately precede and/or follow a day of jury duty shall only be required to work one (1) of these shifts, which shall be selected at the employee's discretion, and the jury duty day shall be substituted for the other shift and shall be considered as their shift for that day. The term immediate shall mean eight (8) hours or less before or after the jury duty day. If jury duty is canceled more than forty-eight (48) hours before the scheduled start time, the affected employees shall work their normal schedule. It is an employee's responsibility to notify their supervisor of the scheduled jury duty and which work shift will not be worked. The maximum amount of pay an employee may receive under this provision shall not exceed the pay the employee would have received working their regularly scheduled hours.



SECTION: HR  
TOPIC: Labor Relations Committee  
December, 2024<sup>43</sup>

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: LABOR RELATIONS COMMITTEE**

#### **Section 1:**

To encourage a positive, open dialog between the County and Employees, the County will establish a single Labor Relations Committee to broadly address labor relations issues including, but not limited to: retention, diversity, recruitment, and other issues as deemed necessary. This committee will be charged with making recommendations to the Department of Administration.

This committee does not replace the Insurance Advisory Committee, the Badger Prairie Labor/Management Committee, the Professional Practices Committee at Badger Prairie, the Job Center Labor Management Committee, Alliant Energy Center Committee, and the Public Works and Highway Committee.

This committee shall be comprised two (2) Managers, one (1) Representative and one (1) Alternate from each Employee Group Representative, with the exception of EG 720, which shall have two (2) Representatives and one (1) Alternate, and up to two (2) Non-Represented employees who are not managers. The committee shall elect a chairperson. Participation shall not result in a loss of pay. Non-Represented Employees shall be considered by an application and be appointed by the consensus of the committee.

This Committee shall meet as frequently as is necessary but at least monthly.

Quorum shall be established when 51% of the Committee members are present.

Meetings shall be scheduled periodically at mutually agreeable times. The Chairperson shall provide written notice of the meetings to all Committee members and shall provide an agenda of what is to be discussed at a particular meeting. Members wishing to place items on the agenda shall contact the Chairperson.

The Committee shall designate a member to keep Minutes. The Minutes shall be subject to approval by the Committee. In an effort to stimulate the free and open exchange of information necessary to the Committee's success, Minutes of meetings shall not be used by either party in any subsequent proceedings. The format of the Minutes shall follow standard best practices, and at a minimum shall include a list of members present and absent, items discussed and action items.

#### **Section 2:**

The County encourages the creation of separate Department and/or Division labor-relations committees to be formed as necessary.

Upon request, the Director of the Department of Administration shall facilitate a meeting to discuss the creation of a Department and/or Division Committee between employees and Department/Division leadership.

Departmental/Divisional Advisory Committees shall comprise of a relatively equal number of Managers, Employee Group Representatives, and up to two Non-Represented employees who are not managers. Participation shall not result in a loss of pay.



SECTION: HR  
TOPIC: Labor Relations Committee  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

Department/Divisional Advisory Committees should follow the guidelines in Section 1 with respect to quorum, meeting times, and meeting minutes. This Committee should meet as frequently as is necessary but at least quarterly.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: LACTATION POLICY**

**Section 1: Purpose**

The County as an employer wants to offer support for employees who are breastfeeding. The County recognizes that guaranteeing breaks and providing space that can offer privacy for expressing breast milk or nursing supports breastfeeding employees. Dane County will provide a lactation space for employees to nurse or express breast milk at every possible location.

**Section 2: Facilities**

Dane County shall create a work group to review Dane County facilities and develop a report to the DOA Director that identifies facility improvements and other procurements (e.g. appliances and furniture). This work group will complete its work by the end of December 31, 2024. This workgroup will sunset after December 31, 2024. The goal of the review would be to ensure all County employees have a welcoming space in order to express milk.

The work group will include: 2 EGR represented employees nominated by the Employee Groups, 1 non-represented employee, 1 representative from facilities management, 1 representative from WPPA, 1 representative from Public Health Madison Dane County, and 1 representative from the DOA Director.

A review of facilities will include whether there is a space that is lockable, private, sanitary, and accessible during work hours. The space should not be a restroom. The space will have an electrical outlet, table, comfortable chair, storage space for an employee's pump, and nearby access to running water. While not feasible in all locations, the workgroup should explore if it is possible to provide space for the storage of expressed breast milk. During the review, the workgroup should survey employees at specific locations to reach out and solicit employee feedback on the facilities.

**Section 3: Break time**

Breastfeeding employees will be responsible to communicate to their supervisor about expressing milk. Employees who plan to express milk during the workday shall coordinate with their supervisors as needed so they can work together to satisfy the needs of both the employee and Dane County.

Breastfeeding employees are encouraged to give at least two (2) weeks advance notice (verbal or written) to their supervisor of their intent to take breaks to express milk at work. Upon notice, supervisors show the space to the employee. If space and other improvements are not yet made, the supervisor should notify Facilities Management.

Breastfeeding employees will agree upon a flexible break schedule with their supervisor for nursing or expressing milk. The time will not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, the employee will be allowed to come in early or leave later to make up or flex the time if their position supports this flexibility and with prior supervisor approval.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: LAYOFFS**

**Section 1:**

- a. Lay-offs. The County shall have the right to reduce the number of jobs in any classification and/or department because of shortage of funds, lack of work, or because of a change in organization or duties. The Employee Group's Representative will be given 90 days prior notice before the County eliminates any Employee Group position as proposed in the Executive Budget. A summary of position changes will be submitted to the President of the Employee Group's Representative, if any, following the introduction of the County Executive's proposed budget. The County will provide at least thirty (30) days notice to the employee and the Employee group representative prior to eliminating any Employee Group position outside of the Budget cycle with the reasons for the elimination stated in the notice. Employees whose jobs have been eliminated shall have the right to bump any junior employee or take a vacant position in their classification and/or in their pay range or classifications in pay ranges below, provided they are qualified and can demonstrate their ability to do the junior employee's job. Such junior employees who have lost their positions as a result of a bump, shall have the right to exercise their seniority in the same manner as if their job had been eliminated. Employees who are without jobs as a result of a bump or a reduction in the number of positions shall be placed on a re-employment list. Employees who do not choose to exercise their bumping rights shall also be placed on the Re-Employment List.
- b. Re-employment list. The County shall maintain a re-employment list of such laid off employees. Such list shall be in the order of the employee's seniority at the time of the layoff with the most senior being number one on the list. Such list shall also show the classification(s) for which employees are qualified. Employees on the re-employment list shall maintain seniority as provided in the Seniority Policy of this Handbook and shall maintain recall rights for twenty-four (24) months from date of lay-off.
- c. Recall From Lay-Off. Employees shall be recalled from lay-off in accordance with their seniority to jobs for which they are qualified. The County shall not employ any new employees or temporary or part-time employees in positions for which there exists a qualified employee on the re-employment list. Notice of recall shall be sent by the County to the laid-off employee's last known address and the laid-off employee shall be required to respond within two (2) weeks (14 days) from the date of recall. Employees who do not respond to such recall notices, shall be dropped from the list and all rights shall be lost. Employees who have been bumped into another position may be recalled to their former position or a newly created position, or vacancies in their former department, provided they are qualified.
- d. Seniority shall be computed from date of hire with the County. Only severance of employment or appointment to a supervisory position shall terminate seniority under this section.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: LEAVE OF ABSENCE/MEDICAL LAYOFF**

**Section 1:**

- a. Leave without Pay. Upon the recommendation of the department head, the Employee Relations Division may grant to an employee a leave of absence without pay for a period not to exceed twelve (12) months. Such employee shall be entitled to return to the position they left before the end of the leave granted by first giving fourteen (14) days' notice of their intention to return to work. In making application for such leave of absence, the employee shall submit a written application stating the reason for the requested leave of absence. The leave when granted shall be in writing with the employee and the President of the appropriate Employee Group's Representative each receiving a copy. The Employee Relations Division may request the employee to submit a doctor's statement if leave is requested for health reasons.
- b. Leave Appeal. In the event that a Department Head and/or the Employee Relations Division shall refuse to grant a leave of absence for an employee, such employee may be granted a leave of absence by the Personnel and Finance Committee.

**Section 2:**

Medical Leave of Absence Without Pay.

- a. Employees with a disability shall be entitled to a leave of absence without pay for a period not to exceed six (6) months, subject to the following provisions:
  1. The employee shall apply in writing for such leave to the County.
  2. The County may require the employee to submit a physician's report to further verify the extent of the disability.
  3. The County shall have the right to receive a satisfactory request from the employee to return to work and a satisfactory physician's statement of release for work from their physician before allowing the employee to return to work. If the physician's release is not satisfactory to the County, the County will direct the employee to a physician selected and paid for by the County for examination to determine if the employee is fit to return to their position. In the event that the employee shall be found fit to return to their position, the employee shall be returned to their position and made whole for any necessary travel expense from and to their home involved in their examination by the County's appointed physician or loss of earnings incurred as a result of being directed to the County's physician.

In the event that the County's physician does not find the employee fit to return to their position, and the employee's physician disagrees with the County's physician's finding, a third physician shall be mutually selected by the County and employee to make the final determination on the employee's fitness. The fees charged by the third physician in connection with that physician determining the fitness of the employee to return to their position shall be shared equally by the County and the employee.

- b. In the event the employee is unable to return to work at the end of the aforementioned six months, the employee shall be placed in a layoff status for a period not to exceed an additional eighteen (18) months.



SECTION: HR  
TOPIC: Leave of Absence/Medical Layoff  
December, 2024<sup>3</sup>

## EMPLOYEE BENEFIT HANDBOOK

1. During the period of layoff, should the employee's physician approve, in writing, the employee's return to work, said employee may, on the basis of the general seniority and provided they has the ability to do the work, displace the most junior employee in any job classification equal to or lower in grade than their original position within the Employee Group.
2. An employee's general seniority shall be frozen thirty (30) days from the initial date of said disability leave.
3. During all such time an employee is on leave of absence or on layoff and unemployed, they shall have the option of being included in the group health insurance plans in force provided that they shall pay all premiums to the County prior to the tenth (10th) day of the month preceding the month of coverage. Failure to make timely payments to the County shall be grounds for termination of coverage from the group plans.



SECTION: HR  
TOPIC: Licenses and Certifications  
December, 202~~4~~<sup>3</sup>

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: LICENSES AND CERTIFICATIONS**

Licenses/Certifications: Where an employee is required by their position to hold a professional license or certification from the State of Wisconsin, Department of Safety and Professional Services, Department of Health Services, or Department of Agriculture, Trade and Consumer Protection, the County shall pay the fees associated with the employee's continuing education, recertification, exams, or licenses.





SECTION: HR  
TOPIC: Life Insurance  
December, 2024~~3~~

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: LIFE INSURANCE**

**Section 1:**

- a. The County agrees that it will participate in a group life insurance plan on a share cost basis with said plan to be at least equal to the cost-benefit structure of the State Group Life Insurance plan in effect during 1977. Under this plan each employee has the option of participating. The amount of life insurance is fixed at \$1,000 for each \$1,000 or fraction thereof of annual income for each employee.



SECTION: HR  
TOPIC: Limited Term Employees  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: LIMITED TERM EMPLOYEES**

#### **Section 1:**

- a. Limited term employment is the employment of individuals for temporary part-time or full-time work to meet acute work load demands.

Limited term employees do not earn tenure or Civil Service status, vacation, paid holidays, sick leave, merit increases, or other benefits normally given civil service employees. However, limited term employees (LTEs) are covered by Social Security, Worker's Compensation, Unemployment Compensation, and under certain circumstances, the Wisconsin Retirement System. Limited term employees, with thirty-six hundred (3,600) hours or more of county service, shall have the right to compete in county promotional job opening examinations and interviews.

#### **Section 2:**

##### Wages

The hourly rates of pay are listed in the wage schedules section.

#### **Section 3:**

##### Provisions for Limited Term Employees

- a. All employees hired by the County for a temporary period, for a season, or for a limited period of time and not through the Civil Service procedure to perform employee group work, shall be defined as Limited Term Employees (LTEs). The County agrees that Limited Term Employees will be kept to the lowest number consistent with the County's needs and that Limited Term Employees will not be used to avoid the filling of positions through the Civil Service procedure. Limited Term Employees shall be limited to one thousand two hundred (1,200) hours of continuous or regular work in a payroll year. The County shall layoff all Limited Term Employees prior to the layoff of regular employees doing similar work, provided the remaining employees are qualified to perform the work. The County agrees to meet with the Employee Group's Representative prior to laying off any county employee under this provision.
- b. Limited Term Employees who are directed to use their personal vehicles for County business shall be reimbursed as provided for in the Mileage Reimbursement policy.
- c. Limited Term Employees shall have access to parking at a cost not to exceed that provided in the Parking policy, as arranged by the parking ramp manager.



EMPLOYEE BENEFIT HANDBOOK

**Section 4:**

- a. LTE Juvenile Court Counselor Trainee rate be established as half-way between the LTE Juvenile Court Worker and Juvenile Court Counselor base rate. This results in an LTE Juvenile Court Counselor Trainee rate per the following schedule. (Note: the term "base rate" is used throughout this policy for the minimum starting per hour rate of a permanent Juvenile Court Counselor).

	12/17/23	
Juv Ct Counselor	31.39	
Juv Ct Worker	23.36	
Juv Ct Counselor Trainee	27.36	

- b. The salary level for future hires for LTE Juvenile Court Counselor Trainee shall be set at the Juvenile Court Counselor Trainee rate, except that any new hire who meets the minimum qualifications for Juvenile Court Counselor will be hired at the base Juvenile Court Counselor rate. If, during the period of employment, a LTE Juvenile Court Counselor Trainee acquires the minimum qualifications for the Juvenile Court Counselor position, they shall be raised to the Juvenile Court Counselor base rate.
- c. The replacement of the clerical positions in JRC will be done by Juvenile Court Counselor positions. LTE Juvenile Court Counselor Trainees at the newly established rate may work occasionally (if necessary) to replace the clerical position and be paid at that new rate. At no time should that exceed 16 hours in a week. LTE Juvenile Court Counselor's working at the Juvenile Court Counselor base rate may not cover the clerical shift.



SECTION: HR  
TOPIC: Longevity  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: LONGEVITY

#### Section 1:

Longevity. All regular full-time and regular part-time employees shall earn longevity credits as follows:

- a. All regular employees covered by the terms of this policy shall receive one-half (½) a longevity credit for each bi-weekly pay period in which they receive compensation.
- b. Longevity pay shall be included in each employee's regular bi-weekly pay and shall have the effect of increasing the employee's basic pay as hereinafter indicated.
- c. Employees who are on military leave and who return to employment as provided in this policy or by law shall continue to earn longevity credits while on such leave.
- d. Employees on leave of absence without pay or on lay-off shall not earn longevity credits. However, should any such employee return with seniority rights previously established all longevity credits previously earned shall be used in computing their longevity. Longevity and seniority are not synonymous for the purpose of this policy.
- e. Each employee's rate of pay shall be increased as provided above in the following amounts:
  1. Three percent (3%) to start as of the first (1st) of the pay period after the employee has earned fifty-two (52) longevity credits (after approximately four [4] years).
  2. An additional three percent (3%), (total 6%), to start on the first full pay period after employee has earned one hundred seventeen (117) longevity credits (after approximately nine [9] years).
  3. An additional three percent (3%), (total 9%), to start on the first full pay period after employee has earned one hundred sixty-nine (169) longevity credits (after approximately thirteen [13] years).
  4. An additional three percent (3%), (total 12%), to start on the first full pay period after employee has earned two hundred twenty-one (221) longevity credits (after approximately seventeen [17] years).
  5. An additional three percent (3%), (total 15%), to start on the first full pay period after employee has earned two hundred seventy-three (273) longevity credits (after approximately twenty-one [21] years).



SECTION: HR  
TOPIC: Management Rights  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: MANAGEMENT RIGHTS

#### Section 1:

##### Management Rights:

- a. The County shall operate and manage its affairs in all respects in accordance with its responsibility and powers or authority which the County has not officially abridged, delegated, or modified by this Handbook and such powers or authority are retained by the County. These management rights include, but are not limited to the following:  
The rights to plan, direct and control the operation of the work force, determine the size and composition of the work force, to hire, to lay-off, to discipline or discharge for just cause, to establish and enforce reasonable rules of conduct, to introduce new or improved methods of operation, to contract out work, to determine and uniformly enforce minimum standards of performance, all of which shall be in compliance with and subject to the provisions of this Handbook.



SECTION: HR  
TOPIC: Mileage Reimbursement and Parking Costs  
December, 2024~~3~~

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: MILEAGE REIMBURSEMENT AND PARKING COSTS**

**Section 1:**

- a. Mileage Reimbursement. Employees will be reimbursed at the IRS rate (said reimbursement rate to be adjusted when it is periodically changed by the IRS) or at such higher amount as authorized by the Dane County Board of Supervisors for use of their personal vehicles while performing the County's business.

**Section 2:**

- a. Parking Costs. Employees will be reimbursed for parking costs incurred while performing the County's business. Both hourly meter fees and costs incurred at City/private lots, with receipts, are eligible for reimbursement. Parking tickets/fines received by employees are not eligible for reimbursement. Receipts for parking fees must be attached to employees' mileage sheet listing the amount requested for reimbursement on the same date/mileage line for the trip in which the parking cost was incurred. Where a County parking pass or parking validation is available, employees should use those prior to incurring parking fees.



SECTION: HR  
TOPIC: Military Leave  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: MILITARY LEAVE

#### Section 1:

#### Military Leave of Absence.

- a. A leave of absence shall be automatically granted to employees who are drafted, called to active duty or enlist in the United States Armed Forces. All such employees shall be entitled to reemployment as specified in 38 USC § 4312 and Wis. Stats. ss. 321.64 and 321.65.
- b. Effective June 1, 2015, if the wages paid by the armed forces of the United States to any employee who is ordered to active duty for any period of service described in 38 USC § 4312(c)(1)-(4), is less than the salary paid by the County to said employee, the County shall reimburse the employee the difference between the wages paid by the armed forces and the salary paid by the County.
- c. Upon the written request of any employee ordered to active duty for any period of service described in 38 USC § 4312(c)(1)-(4), the County shall continue to pay health, dental, and life insurance premiums on behalf of any employee, at the rate which would be in effect for the employee had he or she not been ordered to active duty.
- d. Effective January 1, 2003, the County shall annually provide up to 30 days paid military leave to all employees. Paid military leave may be requested for periods of active duty (including training) under Title 10 or Title 32, United States Code, or for state active duty performed at the request of the Governor. The employee must provide proof of performance of said duty, such as a leave and earnings statement, and said duty must be a minimum of three consecutive days in length.



SECTION: HR  
TOPIC: Open Communication  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: OPEN COMMUNICATION**

#### **Section 1:**

- a. At Dane County, we believe that communication is at the heart of good employee relations. Employees should share their concerns, seek information, provide input, and resolve work-related issues by discussing them with their supervisors until they are fully resolved. It may not be possible to achieve the results an employee wants, but the supervisor needs to attempt to explain in each case why a certain course of action is preferred. If an issue cannot be resolved at this level, the employee is welcome to discuss the issue with the manager of their department. The supervisor should set up a time for both of them to meet with the manager. If the employee's concern cannot be resolved with the manager, the employee may discuss it with the Department of Administration. The manager shall schedule that meeting for the employee.
- b. Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation. Managers and supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Often this will require setting a meeting in the near future. Managers and/or supervisors are to set these meetings as quickly as possible, and employees are expected to understand that issues and concerns may not always be addressed at the moment they arise. Discussing these issues and concerns with management will help to find a mutually acceptable solution for nearly every situation.
- c. If an employee has a concern about discrimination and/or harassment, Dane County has special procedures to report and address those issues. The proper reporting procedures are set forth in the organization's Harassment Policy.





SECTION: HR  
TOPIC: Opt-In/Opt-Out Forms  
December, 202~~4~~3

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: OPT-IN/OPT-OUT FORMS**

- a. Opt-in and opt-out forms for membership in the Employee Group Representatives, in a form approved by the EGRs, shall be posted to the county's Employee Relations website. Completed forms may be filed electronically with Employee Relations at [employee-relations@countyofdane.com](mailto:employee-relations@countyofdane.com) and the Employee Group Representatives at [DaneCountyAFSCME@gmail.com](mailto:DaneCountyAFSCME@gmail.com).



SECTION: HR  
TOPIC: Orientation of New Employees  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: ORIENTATION OF NEW EMPLOYEES

#### Section 1:

- a. The employee groups will be given thirty (30) minutes during new employee orientation, generally held every third Wednesday, to orient new employees to the employee group, inform new employees of the opportunity to voluntarily join employee group representative membership, and to distribute employee group-related information.
- b. All new-employee orientations shall be recorded in their entirety. The Division shall keep recordings of new-employee orientations consistent with its record retention policy. The Division shall make recordings available to any stewards, officers, or interested stakeholders, upon request.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: OVERTIME AND COMPENSATION**

**Section 1:**

Computation of Time Worked.

- a. For the purpose of computing overtime on a weekly or daily basis, any time for which an employee received pay shall be counted as time worked.

**Section 2:**

Overtime.

- a. The employee, with supervisory approval, may adjust their starting and ending time by one hour.

Overtime work shall require supervisory approval. Compensatory time off shall accrue at the rate of one and one-half (1-1/2) hours for each overtime hour worked up to a maximum of ~~eightysixty (680)~~ hours, payable as ~~one-hundred twenty-ninety (12090)~~ hours of compensatory time. Employees who have accrued ~~one-hundred twenty-ninety (12090)~~ hours of compensatory time may earn additional compensatory time during the payroll year when their accrual is reduced below ~~one-hundred twenty-ninety (12090)~~ hours. Such accrued compensatory leave time shall be taken at a mutually agreeable time. On the last pay period of the payroll year, all compensatory leave accrued during that payroll year which was not taken as compensatory leave shall be paid out in cash, except that at the employee's discretion, employees may carryover up to ~~one-hundred twenty-ninety (12090)~~ hours (~~eightysixty (680)~~ hours payable as ~~one-hundred twenty-ninety (12090)~~ hours.)

- b. A record must be kept by the supervisor of compensatory time earned and taken off.
- c. For Human Services Department personnel, an exception is made for compensatory time earned as provided for in the Emergency Protective Services Policy.

**Section 3:**

Compensatory Time Cash Out

- a. Employees may cash out at least twenty (20) hours of compensatory time two times per payroll year upon four (4) weeks notice.



SECTION: HR  
TOPIC: Paid Parental Leave  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: PAID PARENTAL LEAVE**

Effective December 17, 2023 all Dane County Employees who meet the eligibility criteria and have a qualifying event, shall receive **480 hours** (prorated for less than 1.0 FTE) of Paid Parental Leave (PPL) once per payroll year.

The purpose of this new leave benefit is to provide employees additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their personal obligations.

#### **Section 1: Definitions**

1. Child(ren) – is defined as a person under the age of 18. For the purposes of this policy, the child’s parent must be an Employee of Dane County.
2. Paid Parental Leave – is defined as 480 hours of paid time off from work to enable an employee to care for and to bond with their newborn or a newly adopted child. Employees working less than 1.0 FTE shall receive a prorated amount according to their FTE status. For example, 0.5 FTEs who are approved will receive 240 hours.
3. Parent – is defined as a person identified on a child(ren)’s birth certificate, adoption certificate, certified copy of a foreign adoption order that has been registered with the State of Wisconsin, or other legal document certifying an adoption.
4. Qualifying event
  - a. Definition: A qualifying event is defined as the live birth or adoption of a child on or after December 17, 2023. For foreign adoptions the qualifying event is the date the child enters the United States.
  - b. Placements excluded: Foster care, Kinship Care, Guardianship, and other child welfare placements are not qualifying events under this policy.
  - c. Additional limitations:
    - i. Sperm donors do not incur a qualifying event under this policy.
    - ii. Still births are not covered under this policy
  - d. Surrogacy clarified: Employees receiving a child from a surrogate incur a qualifying event under this policy. An employee serving as a surrogate does not incur a qualifying event under this policy.
  - e. Multiples: In the case of multiple births (twins, triplets, etc.), all children are treated as one qualifying event. In the case of multiple children being adopted, all children are treated as one qualifying event.
  - f. One qualifying event per payroll year. In the case of multiple qualifying events by an employee in the same payroll year, the eligible employee will be entitled to only one instance of paid parental leave.
5. Eligible employee – is defined as an employee of Dane County who is entitled to accrue leave balances who has a qualifying event. Limited term employees are excluded from this policy.

#### **Section 2: General Provisions**

1. An Employee’s use of Paid Parental Leave shall run concurrently with a Leave of Absence provided under the Family Medical Leave Act (FMLA), if an employee is eligible for FMLA. Employees eligible for FMLA shall apply for and use FMLA concurrently with PPL. Employees not eligible for FMLA shall apply for a Leave of Absence under County Ordinance 18.29(3) or under the Employee Benefit Handbook and use a Leave of Absence under County Ordinance or Employee Benefit Handbook concurrently with PPL.
2. Paid Parental Leave hours may be used in conjunction with other forms of paid or unpaid time off available to the employee, including but not limited to sick time, vacation, sabbatical bank, holiday, wellness and unpaid time. If Paid Parental Leave is used in conjunction with Caregiver Leave, employees must first exhaust Paid Parental Leave.



## EMPLOYEE BENEFIT HANDBOOK

3. Eligible Employees must use all of their PPL within one year of the qualifying event. Any portion of the PPL remaining one year after the qualifying event is forfeited. The start date of an employee's PPL is at the employee's discretion, as long as the employee's PPL balance has not yet been forfeited.
4. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use PPL intermittently, up to the limitation provided in item 6. Employees in a 24/7 operated department may use PPL intermittently with the prior written approval of their supervisor.
5. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use PPL in order to work part-time, if that is an arrangement that works for their family, up to the limitation provided in item 6. Employees in a 24/7 operated department may use PPL to work part-time with the prior written approval of their supervisor.
6. Six months after the date of the qualifying event, all use of PPL must be in a single block of time. Any use of PPL up to six months may be used intermittently or to support employees working part-time. Any use of PPL beyond six months must be used as a single continuous block of time. Time used beyond six months must be approved and monitored by the Department.
7. Employees on paid parental leave will continue to receive non-salary fringe (dental insurance, health insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) benefits provided under the Employee Benefit Handbook on the same basis as if working. Employees on Paid Parental Leave will also continue to receive compensation for fixed holidays on the same basis as if working.
8. Employees may only be approved for Paid Parental Leave once during a payroll year.
9. This policy is not retroactive for any employee who is on a previously approved leave for the birth or adoption of a child. Only qualifying events on or after January 1, 2018 are able to use this benefit.
10. If both parents of a qualifying event are County Employees, each employee receives a Paid Parental Leave benefit.
11. Employees must provide documentation and notification in a timely manner. Timely responses from Employees are required in two ways: First, documentation of the upcoming event is required with the Leave of Absence request. Second, within three days of the event, Employees must provide notification to Employee Relations that the event has occurred.

### Section 3: Procedures

1. Employees who are eligible and anticipate experiencing a qualifying event must fill out and complete the application for PPL. The PPL application will be a separate application from existing leave applications, but should be submitted with an appropriate leave of absence request (FMLA, Employee Benefit Handbook, Ordinance). These applications must be completed at least 30 days in advance from the anticipated date of the qualifying event. The PPL application must include the employee's expected start date and end of the Employee's leave of absence (FMLA, Employee Benefit Handbook, or Ordinance).
2. Employees in 24/7 operated departments who wish to use PPL intermittently or to work part-time must obtain the prior written approval of their supervisor, and include such approval with their PPL application.
3. Eligible employees must provide timely documentation of the upcoming qualifying event. Forms of documentation include: a health care certification from a medical doctor, a certified copy of an adoption order listing the eligible employee as a parent, a certified copy of a foreign adoption order registered in the State of Wisconsin.
4. Employees must sign the application acknowledging that they understand the policy, acknowledging that they intend to return to work and indicate a return date.



SECTION: HR  
TOPIC: Paid Parental Leave  
December, 2024~~3~~

#### EMPLOYEE BENEFIT HANDBOOK

5. Employee Relations will review the application and determine if the individual is eligible and will have a qualifying event. If the application qualifies for PPL, Employee Relations will approve the application and notify the Employee.
6. Payroll will load the appropriate amount of time into a time-bank (leave code) available to the employee after the qualifying event.
7. Full-time employees who have had their application approved, will receive 480 hours of PPL. Part-time employees who have had their application approved will have their benefit time prorated according to their full-time employment status. For example, 0.5 FTEs who are approved will receive 240 hours.
8. Employees are only able to use this time after the qualifying event. Employees cannot use this time before the event.
9. If the date of the qualifying event is different from the anticipated date submitted on the application, it is the responsibility of the employee to notify Employee Relations.
10. No later than three days after the qualifying event, Employees shall provide notice to Employee Relations that the event occurred. Notice may take the form of a phone call or email.
11. If an official county holiday occurs while the individual is on an approved PPL, the employee will receive holiday pay. Official County Holidays do not count against an approved PPL.
12. If an employee has any unused PPL one year after the qualifying event, that amount of PPL shall be forfeited.



SECTION: HR  
TOPIC: Parking  
December, 202~~4~~3

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: PARKING**

**Section 1:**

- a. Employees shall be provided parking space in the County Parking Ramp, Monday through Friday, for a monthly fee equal to seventy-five (75) percent of the regular long-term meter charge for 172 hours, but such fee shall not be less than \$13.00 per month nor more than \$15.00 per month. The space provided shall be a block of space, preferably on the lowest level (floor one), which shall be reserved for County employees during the regular work day hours Monday through Friday. Employees reporting to work at the City-County Building shall have preference over all others in the event of a space shortage and such employees will receive preference by order of seniority.



SECTION: HR  
TOPIC: Personnel Files  
December, 202~~4~~<sup>3</sup>

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: PERSONNEL FILES

#### Section 1:

- a. Inspection of Personnel File: An employee shall be allowed to inspect their personnel file (central or departmental) by making the request to the clerk in charge of the file. The clerk, if so directed by their supervisor, shall call a supervisor to be present when the file is examined.





EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: PROBATIONARY PERIODS**

**Section 1:**

- a. All employees serving a probationary period of more than six (6) months may, after serving their initial six months of employment, take accumulated vacation credits as well as received salary step increases in accordance with the vacation and salary policies.

**Section 2:**

Probationary Period.

- a. All newly hired employees shall be on probation for one (1) year. For each probationary week in which such probationary employee works less than one-half (1/2) of their regularly scheduled hours of work there shall be added seven (7) calendar days to the probationary period and the employee shall be notified of such by their manager.
- b. Probationary employees who receive a promotion, transfer or voluntary demotion to another position between departments shall have their probationary period extended three (3) months. Any employee who has not received written notice of termination prior to the date of completion of their probationary period shall be considered to have completed their probationary period.
- c. Probationary employees must receive at least one performance evaluation during the probationary period. The evaluation shall occur during the sixty (60) to ninety (90) day period, as required by § 18.14 (2) of the Dane County Ordinance.
- d. Probationary employees shall have all of the rights provided by this Handbook except the right to grieve a suspension or discharge.
- e. Where an employee has not received a performance evaluation as described in section c above, the employee can request a 30-day extension of their probationary period and it shall be granted.
- f. Probationary employees shall normally receive thirteen (13) longevity credits while on probation and shall receive the first increment increase in their pay upon earning six and one-half (6-1/2) longevity credits.

Section 3:

Internships:

a. Employees which have participated in a county-sanctioned full-time internship program (defined as working 30 hours or more per week), shall receive equivalent credit towards completion of the probationary period for each month served as an intern upon hire as a permanent county employee (e.g., if an intern completes a two-month internship and is hired into a position which would otherwise require a six-month probationary period, the affected employee would serve a four-month probationary period upon hire as a permanent employee).



SECTION: HR  
TOPIC: Probationary Periods  
December, 2024<sup>3</sup>

## EMPLOYEE BENEFIT HANDBOOK

- b. Employees shall only receive credit towards probation, as defined in subsection a. above, if they are hired within the same department or division where the internship program is housed and upon successful completion of the internship program.
- c. Regardless of the number of months of credit towards probation the employee receives in subsection a. above, an employee must serve a minimum probation period of three (3) months.

### SUBJECT: PROJECT POSITIONS

#### Section 1.

1. Project positions are defined as positions, that are designated in the county budget as either time limited or contingent on the continued receipt of outside revenue other than county General Purpose Revenue (GPR).
  - a. Job postings for project positions must clearly identify such positions as project and identify either a specific termination date or that the position is dependent on the continued receipt of non-GPR funding.
  - b. Incumbents of project positions that are eliminated or unfunded within 24 months of the creation of the position are not entitled to bumping rights, as described in Section 1a of the Layoffs section of this Handbook.
  - c. Incumbents of project positions that are eliminated or unfunded are eligible for re-employment lists and permissive re-employment as described in the Layoffs section of this Handbook.
  - d. Incumbents in project positions that are continuously funded by non-GPR revenue for more than 24 months shall be eligible for all benefits that regular employees receive under the Employee Benefit Handbook, including bumping rights under the Layoffs section of this Handbook.



SECTION: HR  
TOPIC: Promotions  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: PROMOTIONS**

#### **Section 1:**

##### **Case Manager II**

All employees hired with a Masters degree and six (6) months of experience or a Bachelor's degree and two and a half (2.5) years of experience will be hired as a Case Manager II, range 20. Those who do not meet these criteria upon hire will be hired as Case Manager I and will advance to Case Manager II after obtaining one of these criteria.

#### **Section 2:**

##### **Social Worker II**

All employees hired with a Masters degree and six (6) months of experience or a Bachelor's degree and two and a half (2.5) years of experience will be hired as a Social Worker II, range 20. Those who do not meet these criteria upon hire will be hired as Social Worker I and will advance to Social Worker II after obtaining one of these criteria.

#### **Section 3:**

##### **Senior Social Worker Promotion**

- a. Individuals who have been employed as social workers with Dane County may attain the level of Senior Social Worker upon satisfactory fulfillment of the following criteria.
  1. Accumulation of 8 years of supervised experience (at least half time (.5 FTE) equivalency) earned as a professional social worker as determined by department management. Six and a half years of this experience must be as a Social Worker I, Social Worker II or in another classification within the 2634 pay range 20 with Dane County along with the required social worker state licensure. Three years of relevant experience (at least half time (.5 FTE) equivalency) as a social worker outside of Dane County or a master's degree in social work shall meet the remaining requirement of 1.5 years.
- b. Social Workers must meet job standards in all key job responsibilities as reflected in their performance evaluations and have a recommendation from their immediate supervisor. Appeals may be made to the Director/Department Heads/Appointing Authority.

#### **Section 4:**

##### **Senior Case Manager Promotion**

- a. Individuals who have been employed as Case Managers with Dane County may attain the level of Senior Case Manager upon satisfactory fulfillment of the following criteria.
  1. Accumulation of 8 years of supervised experience (at least half time full-time equivalency) earned as a professional Case Manager or social worker as determined by department management. Six and a half years of this experience must be as a Case Manager I, Case Manager II or in another classification within the 2634 pay range 20. Three years of relevant experience (at least half time (.5 FTE) equivalency) as a Case Manager or social worker outside of Dane County or a master's degree in human services field may meet the remaining requirement of 1.5 years.
- b. Case Managers must meet job standards in all key job responsibilities as reflected in their performance evaluations and have a recommendation from their immediate supervisor. Appeals may be made to the Director/Department Heads/ Appointing Authority.

EMPLOYEE BENEFIT HANDBOOK

**Section 5:**

Senior Juvenile Court Counselor Promotion

- a. Individuals who have been employed as Juvenile Court Counselors or Juvenile Court Counselor II with Dane County may attain the level of Senior Juvenile Court Counselor upon satisfactory fulfillment of the following criteria.
1. Accumulation of 8 years of supervised experience (at least half time (.5 FTE) equivalency) earned as a professional Juvenile Court Counselor, Juvenile Court Counselor II, or social worker as determined by department management. Six and a half years of this experience must be as a Juvenile Court Counselor, Juvenile Court Counselor II, or social worker with Dane County. Three years of relevant experience (at least half time (.5 FTE) equivalency) as a Juvenile Court Counselor, Juvenile Court Counselor II, or social worker outside of Dane County or a master's degree in social work or related field shall meet the remaining requirement of 1.5 years.
- b. Juvenile Court Counselors or Juvenile Court Counselor II's must meet job standards in all key job responsibilities as reflected in their performance evaluations and have a recommendation from their immediate supervisor. Appeals may be made to the Director/Department Heads/ Appointing Authority.

**Section 6:**

Senior Substance Abuse Counselor Promotion.

Individuals who have been employed as a Substance Abuse Counselor with Dane County may attain the level of Senior Substance Abuse Counselor upon satisfactory fulfillment of the following criteria:

1. Accumulation of six years of experience as a Substance Abuse Counselor with Dane County.
2. Hold and maintain a Substance Abuse Counselor (SAC) or Clinical Substance Abuse Counselor (CSAC) certification.
3. Hold and maintain a clinical license from the Wisconsin Department of Safety and Professional Services as a Licensed Clinical Social Worker, a Licensed Marriage and Family Therapist, or a Licensed Professional Counselor under Chapter 457, Wisconsin Statutes.
4. Substance Abuse Counselors must meet job standards in all key job responsibilities as reflected in their performance evaluations and have a recommendation from their immediate supervisor. Appeals may be made to the Director/Department Heads/Appointing Authority.
5. Substance Abuse Counselors are required to complete at least 30 approved continuing education credit hours during each 2-year credentialing period, including any requirements specific to their licenses and certification(s) as well as all requirements of the Department's Training and Education Policy.
6. The Senior Substance Abuse Counselor must have an Independent Clinical Supervisor License in accordance with the requirements listed under Wisconsin Department of Safety and Professional Services.

EMPLOYEE BENEFIT HANDBOOK

7. Senior Substance Abuse Counselor shall continue to meet State of Wisconsin Licensure requirements for Clinical Substance Abuse Counselor and Independent Clinical Supervisor.

**Section 7:**

- a. The County will provide notification when a Social Worker I or II, Juvenile Court Counselor II or Case Manager I or II has accumulated sufficient years of service to be eligible to advance to Social Worker II, Case Manager II and Senior Social Worker, Senior Juvenile Court Counselor, or Senior Case Manager if the payroll system can automate the notification.

**SUBJECT: Reclassifications, Reallocations, Title Changes and Bilingual Designations Notifications**

- a. The County shall notify all employees of reclassifications, reallocations, title changes or the addition/removal of a bilingual designation to one or more existing positions via posts on the Employee Relations website, with subscription options for interested stakeholders to receive notices.

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## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: RECRUITMENT**

#### **Section 1:**

##### Recruitment Procedure.

- a. Eligibles List. Job vacancies, unless as otherwise specified elsewhere in the Handbook, shall be filled from a list of eligible applicants (eligibles list) in accordance with procedure specified in the Filling Positions section of this Handbook. The eligibles list used to fill a vacancy shall be the list prepared for the job classification of that vacancy (job classifications specified in the Wage Schedule of this Handbook). Such lists shall remain in effect for a maximum of one hundred eighty (180) days.
- b. Should the County decide that a vacant position is not to be filled, notice of that fact and other relevant information shall be posted for all employees on the Communications page on the Employee Relations website, with subscription options for interested stakeholders to receive updates.
- c. Recruitment Posting. When an eligibles list is to be prepared, notice that applications are being accepted for the list shall be emailed by the County to all employees and the position shall be posted to the County's recruitment website. Such notices shall indicate classification title, the salary range, the minimum qualifications required of applicants, the department and anticipated functional area(s) and location(s) of the job, and the final date of acceptance of the applications. If the anticipated functional area(s) and location(s) change subsequent to certification, such information will be made available to the certified applicants. Functions or locations of posted positions will not be changed subsequent to posting for arbitrary or capricious reasons. Such notices shall be emailed not less than ten (10) working days before final date of acceptance of applications.
- d. Whenever an affirmative action job category is below parity, the County shall utilize expanded certification and/or alternative selection as described in the Civil Service Ordinance. Expanded certification and/or alternative selection shall be used for internal recruitment or open competition as necessary to meet affirmative action goals. Notice of expanded certification lists and alternate selection will be posted to the Employee Relations website on a monthly basis, with subscription options for interested stakeholders to receive updates.

#### **Section 2:**

##### Filling Positions.

- a. Temporary Assignment. The County may fill a vacant position or job in order to meet the needs of the County on a temporary basis pending consummation of the procedures relating to a permanent filling of such position. This provision shall not be used to avoid or delay the permanent filling of any position on a permanent basis.
- b. Interim Appointments
  1. Employees accepting an interim appointment shall remain eligible for benefits of this Handbook while serving in an interim capacity.
  2. Employees have the explicit right to decline such appointment without fear of reprisals or of being passed



## EMPLOYEE BENEFIT HANDBOOK

over for promotion or interim appointment in the future.

c. Hiring, Transfer, Promotion or Voluntary Demotion. The County shall have the option of recruiting to fill positions from one of the following sources:

- Dane County Civil Service employees (internal recruitment).
  - All eligible applicants (open recruitment), inclusive of Employee Group and Civil Service employees.
1. Applicants coming through one of the above sources who possess the minimum qualifications as posted, and, if advertised, shall be admitted to an examination. Examinations shall pertain to the duties and responsibilities generally assigned to the classifications being recruited for. Such exams shall consist of questions that are asked of all qualified candidates and, if oral exams are utilized, all candidates shall be examined by the same oral board. Furthermore, oral boards involving social worker vacancies shall not have any members who are employees of any county department which also employs Social Workers. Examination papers shall be open to public inspection at such time and under such conditions as the Personnel and Finance Committee shall decide. Those applicants who rank in the top four (4) composite scores from an internal recruitment shall be certified to the appointing authority of the department where the position being filled exists for selection among such applicants to fill that position. Those applicants who rank in the top eight (8) composite scores from an open recruitment shall be certified to the appointing authority of the department where the position being filled exists for selection among such applicants to fill that position. The composite score sources are as follows:
    - a. Examination with a maximum point total possible of 100 points.
    - b. The applicant's seniority, in the event the applicant is a member of EG's 65, 705, 720, 1871, or 2634, shall be determined and two points shall be added for each year or major fraction thereof up to a maximum of ten (10) years and thereafter, one (1) point shall be added for each year or major fraction thereof which shall be added to form the applicant's composite score. In the event another County employee group extends reciprocal recognition of this employee group's seniority, the above recognition of seniority will apply. In the event another County employee group does not extend reciprocal recognition of this employee group's seniority, the above recognition of seniority will not apply.
    - c. When open recruitment is used, veteran's points as provided by law.
  2. If more than one vacancy exists within the same job classification at the time an eligibles list is being used to fill such vacancies, one (1) additional composite scores beyond that provided above shall be considered for hiring, promotion, transfer or demotion for each additional vacancy beyond one (e.g., for two vacancies in the same classification to be filled through internal recruitment, the top five (5) composite scoring applicants shall be considered with two of these applicants being promoted, transferred or demoted to these two vacancies, etc.).
  3. The hiring process may include references and a background check.



## EMPLOYEE BENEFIT HANDBOOK

4. The following positions are certified with an eligible list of the top 20 applicants: Social Workers in Child Protective Services. In the event that there is a current employee on the eligible or transfer list, then the certification rules within the handbook, Hiring, Transfer, Promotion or Voluntary Demotion, section 1 will be followed.
5. Upon request the employee has the right to review the results of the selection process with the appointing authority.

### Section 3:

#### Provisional Appointments.

- a. Recruitment For Positions Occupied By Employees On Leave. In the event that an employee having permanent status shall have secured a leave of absence for more than sixty (60) days or in the event that an employee shall have been absent because of illness or injury for more than thirty (30) days and it can be reasonably expected that such employee will not return to work for an additional thirty (30) days, the position being filled by the absent employee may be posted as a temporary vacancy in accordance with Eligibles List above with the further option of open recruitment as defined in Hiring, Transfer, Promotion or Voluntary Demotion above.
- b. Filling Positions Occupied By Employees On Leave. Such vacancies as defined in Provisional Appointments – Recruitment for Positions Occupied by Employees on Leave. above shall be filled in the same manner as provided in Hiring, Transfer, Promotion or Voluntary Demotion above and employees filling such position vacancies shall in all ways be treated as other original hires, promotions, transfers, or voluntary demotions and be defined as provisional appointments except that in the event that the employee on leave shall return to their position, the provisional appointee who is an original hire shall be terminated without rights under the layoff-rehire provisions and other provisional appointees shall be returned to their former position with the pay and other benefits being applied as though no promotion, transfer or demotion had occurred.
- c. Permanent Filling Of Positions Occupied By Employees On Leave. In the event that it is determined that the employee on leave shall not return to their position, the provisional employee will receive permanent appointment to such position after the trial or probationary period has been satisfactorily completed.





SECTION: HR  
TOPIC: Reinstatement Rights  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: REINSTATEMENT RIGHTS

#### Section 1:

- a. Employee Group employees who resign after one (1) year of continuous county employment shall, for a period of twelve (12) months following their resignation and upon application to the Human Resources Director, be added to all lists of candidates certified to the appointing authorities of departments wherein Employee Group positions are being filled. Such position must be at the same or lower classification that the former employee occupied immediately prior to their resignation.



SECTION: HR  
TOPIC: Retirement Enhancement Program  
December, 2024<sup>13</sup>

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: RETIREMENT ENHANCEMENT PROGRAM**

The Retirement Enhancement Program (REP) is designed to assist county retirees with medical costs in retirement. Medical costs include premiums for insurance, copays, deductibles and out-of-pocket medical expenses. The program applies to county employees who retire on or after January 1, 2020.

#### **Benefit:**

The benefits under the REP are to assist retirees with medical costs. For employees with ten years of verified service, but less than twenty years of service, the county will provide the retiree with five annual payments of \$5,500 each. For employees with twenty years of verified service or more, the county will provide the retiree with ten annual payments of \$5,500 each.

The first payment will be deposited to the retiree's account after the county has been notified by the Employee Trust Funds that the employee has initiated their retirement annuity with WRS, the employee has met with Precision Retirement and the employee has terminated service with the county within that payroll year. The second and subsequent payments under the program will be deposited during the month of January of each subsequent calendar year until the five or ten payments have been made.

If an active employee dies before retirement, no payments will be made. If a retiree dies, a lump sum of the value of remaining payments due will be transferred to the retiree's account for use by their surviving spouse or dependents, if any. If there is no surviving spouse or dependents, then no further payments will be made after the retiree's death.

#### **Service Requirement:**

To be eligible, employees must have a minimum of ten years of verified service with the county. Elected officials must have a minimum of ten years of verified combined service as an employee or one or more of the elected officials listed below. The term of service does include military service earned while a county employee, absences under Family Medical Leave, periods of disability, handbook or county ordinance leave, worker's compensation, or layoff status so long as the employee has not terminated employment.

#### **Eligible Employees:**

Eligible employees include regular full and part-time employees as well as the following elected officials: County Board Chair, County Clerk, Clerk of Courts, Sheriff, County Executive, County Treasurer, Register of Deeds. To be eligible, the employee or elected official must retire from county service and must collect an annuity under the Wisconsin Retirement System within 60 days of retirement.

#### **Accounts:**

Employees with leave balances go through the Prime Choice program to determine how their leave balances will be applied in retirement. Those retirees who are directed to the Medical Trust program have an account



## EMPLOYEE BENEFIT HANDBOOK

established with the third party administrator into which the county deposits funds related to their leave balances. Funds in this account are used by the retiree for medical expenses. The payments under the REP will be made into the retiree's Medical Trust Account in addition to any scheduled deposits from converted leave balances.

If the retiree is directed to the Special Pay Plan or has no leave balances to convert, then they will also have a Medical Trust Account established with the third party administrator specifically to receive the payments under the REP.

Retirees receive tax-free reimbursement from the third party administrator for qualified medical expenses. Reimbursements can be for one-time expenses, or the retiree can establish recurring reimbursements for recurring expenses such as monthly premiums.

Funds from the REP benefit are available to the retiree as soon as they are deposited. Funds not needed in a calendar year remain in the retiree's individual account for future use.

### Adjustments

Effective December 15, 2024, the REP will be adjusted annually, on the first day of the first pay period, by the amount of the cost of living increases provided.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: RETIREMENT SICK LEAVE CREDIT CONVERSION/POST RETIREMENT MEDICAL REIMBURSEMENT PLAN**

**Section 1:**

- a. At the discretion of their supervisor retiring employees may be permitted to remain in paid status by using accrued vacation and other paid time (excluding sick leave) until such time is exhausted. Such time shall be used prior to the date of retirement. If the retiring employee's supervisor refuses such a request, the decision may be appealed to the Director of Administration who shall decide the matter and whose decision shall be final.

**Section 2:**

Accrued Sick Leave Credit Conversion

- a. Sick Leave Conversion. Any employee covered by this policy who either:

1. dies while a County employee, or
2. retires from County service and, within sixty (60) days of their last day paid, applies for a retirement annuity from the Wisconsin Retirement Fund and/or Social Security, shall have their hours of sick leave credit, not to exceed ~~two~~one thousand ~~thre~~enine hundred (~~2,3004,999~~) hours as of their date of retirement or death, converted to a monetary value (referred to herein as their "sick leave conversion") equal to the product of their hours of sick leave credit, but not to exceed ~~two~~one thousand ~~thre~~enine hundred (~~2,3004,999~~) hours, multiplied by their normal hourly rate of pay or the Conversion Rate (as further defined below) in effect as of their date of retirement or death.

The Department of Administration will determine the average hourly rate of filled management employees, the "Average Manager Hourly Rate" for each payroll year. The "Conversion Rate" for an employee will be the greater of their current normal hourly rate or the Average Manager Hourly Rate. Such conversion shall be made as of the date (referred to herein as the "conversion date") of such employee's retirement or death. Notwithstanding the foregoing, a retiree described in this section may elect, prior to their conversion date, to delay such conversion to a later date within the ten (10)-year period following their retirement date.

Within a reasonable period after becoming covered by this policy, an employee shall complete and file a beneficiary designation form with the County, on which they shall designate the person(s) who shall receive any sick leave conversion balance remaining after the date of their death. The final payroll check will be made payable to the retiree's estate, and will be accompanied by the Beneficiary Form for proper distribution.

- b. Utilization of Sick Leave Conversion.

1. Death. The sick leave conversion of any deceased employee described in (a) (1) shall be paid, to the deceased employee's estate, within sixty (60) days after notification of designated payee after the date of their death.



## EMPLOYEE BENEFIT HANDBOOK

### Section 3:

#### Post-Retirement Leave Conversion Medical Reimbursement Plan

a. Purpose:

Dane County has adopted a Post-Retirement Leave Conversion Medical Reimbursement Plan (hereinafter, "Medical Plan") and a Governmental 401(a) Special Pay Plan (hereinafter, "Retirement Plan") (together called the "Plans") to allow retiring employees to convert accumulated leave into a supplemental retirement benefit on a mandatory basis.

b. General

The Plans are intended to allow some flexibility in the conversion of the unused accumulated leave. Dane County will apply a formula, set forth in section d below, to convert a retiring employee's unused accumulated leave (hereinafter, "Benefit"). The benefit will be paid to the retiring employee through a supplemental benefit plan.

It is the County's intention that, to the extent permitted by law, the benefits provided by the plan not be subject to FICA taxes. In addition, to the extent permitted by law, these benefits are to be tax deferred for both federal and State income tax until the retiree withdraws them from the plan. However, the County makes no warranties or representations regarding the tax treatment of any contribution made or amount received under the Plan. Employees should consult their own tax advisor to determine how to treat the supplemental benefits provided by the Plan.

Under the Plans, employees will continue to be allowed to defer their enrollment in the County's health and dental plans for a period of up to ten years after their retirement, provided that they were participating in the health and/or dental plans at their retirement.

c. Eligibility

The conversion of unused leave is automatic and mandatory upon retirement and all retiring employees with unused accumulated leave on the date of their retirement will participate in the Plan.

To "retire" and be eligible for this Plan, an employee must have reached or will reach age fifty-five (55), or age 50 for protective service employees, or older, during the calendar year of retirement, must retire from employment with the County, and be eligible for retirement benefits from the Wisconsin Retirement System (re-hired annuitants are not eligible to retire again from the County).

d. Calculation of Benefit

1. Sick Leave: An employee who retires with Dane County shall receive a Benefit for the number of hours of unused accumulated sick leave held by the retiring employee on his or her date of retirement, based on the following formula: Total hours of accumulated sick leave to a maximum of ~~2,300~~1900 x regular hourly rate of pay or Conversion rate at time of retirement.
2. Vacation: Total hours of earned vacation leave x regular rate of pay including longevity pay at time of retirement.



#### EMPLOYEE BENEFIT HANDBOOK

3. Sabbatical bank: Total hours in the employee's sabbatical bank x regular rate of pay including longevity pay at time of retirement.
4. Holiday pay: Total hours of holiday pay x regular rate of pay including longevity pay at time of retirement.

e. Payment of Benefits:

1. Dane County, no later than fifteen (15) days after the following the final pay date of the retiring employee, shall make a contribution equal to 100% of the amount calculated under d.2 and d.4 to the 401(a) Retirement Plan Trust and/or 457(f) qualified deferred compensation plan in the amount of the Benefit, which shall be paid to the retiring employee according to the terms of the selected plan. Plan selection shall be based upon the age of the participant and the amount of the contribution in an effort to maximize participant tax savings without subjecting plan participants to IRS premature withdrawal penalties if applicable.
2. Election of Form of Benefit: Within thirty (30) days of receiving written notice of an employee's retirement, Dane County shall elect the form in which the retiring employee will receive the benefit under d.1 and d.3. The County's election of the form of benefit will be based on an interview with the retiree to collect information regarding the retiree's financial needs and/or retiree access to health care. The interview will be conducted by representatives of the Plan provider. At the option of the retiree, he or she may be accompanied by an Employee Group Representative, or a representative of their choosing. The County and/or Plan provider shall notify retiring employees of their right to have a representative present. The Benefit can only be paid to the retiring employee in one of the forms set forth in paragraph 5.3. Dane County will notify the retiring employee in writing (within the thirty (30) day time period identified above) of the election made by Dane County.
3. Form of Payment: Retiring employees who are eligible to receive a benefit under d.1 and d.3 will be paid the Benefit in one of the following forms, pursuant to the election made in paragraph e.2:
  - a. Dane County shall make an annual contribution to the PRIME Trust, or the Medical Plan Trust (selected by the parties) for the benefit of the employee to pay for health, dental, and other insurance premiums and un-reimbursed medical expenses specified under Internal Revenue Code Section 213. The annual contribution will be equal to 135% of the annual cost of health and dental insurance premiums for County sponsored insurance for the retiree and dependent(s), if any. If the retiree chooses a non-County sponsored plan, the annual contribution will be equal to 135% of the annual cost of the health and dental insurance premiums for the retiree and dependent(s), if any, plus the amount of the plan deductible up to \$5,000 per person (\$10,000 maximum) or 135% of the cost of the Single (HMO) premium annually, whichever is greater. If the retiree's health and/or dental insurance premium cost increases during the calendar year, the retiree shall notify the County and the County will make a supplemental contribution equal to 100% of the additional premium amount for that calendar year. The annual contributions will continue until the benefit amount calculated in d.1 and d.3 is exhausted by the retiree or their qualified dependent beneficiaries. If the retiree participates in outside insurance, it is the responsibility of the retiree to notify the County and provide documentation of any premium change including annual increases.

The County shall notify the Plan Administrator about any premium changes no later than October 1 prior



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to the effective date of the premium increase. The Plan Administrator shall notify all retirees about specifics of the premium changes, if any, no later than October 31 prior to the effective date of any increase. Retirees must notify the County of any change in the plan(s) that they will enroll in by November 15 of the preceding year. If the County does not receive such notification, the annual contribution amount shall be based upon the plan(s) that they are currently in.

For retirees who defer their participation in the County's health and or dental insurance plans, contributions will commence once the retiree begins participation in the County's health and or dental plans. If a retiree initially defers participation in the County's health and or dental plan, and during the deferral period, determines to never participate in the County's health and or dental plans, then the County will begin making an annual contribution equal to 135% of the family HMO health plan and the family dental plan. Such contributions will commence upon notice by the retiree to decline coverage or at the end of 10 years following retirement, whichever comes first.

An annual contribution of 35% of the cost of the Single (HMO) premium shall be made for retirees who choose to defer their participation in the County's health and/or dental insurance plans.

If the retiree dies before the balance is exhausted and has no surviving spouse or dependents, the County will make a payment of the remaining balance to the retiree's estate. This distribution will be subject to income tax.

- b. Dane County shall make a contribution equal to 100% of the amount calculated in d.1 and d.3 to the Retirement Plan Trust and/or 457(f) qualified deferred compensation plan (selected at Dane County's discretion) in the amount of the Benefit, which shall be paid to the retiring employee according to the terms of the selected plan. Said contribution shall be made no later than twenty- one (21) days following the date on which an employee retires.

f. Plan Administrator

Dane County is hereby designated as the Plan Administrator. The Plan Administrator shall have the authority to control and manage the operation and administration of the Plan, including the authority to make and enforce reasonable rules or regulations for the efficient administration of the Plan. The Plan Administrator shall give reasonable notice of the availability and terms of the Plan to employees and shall keep accurate records of all benefits paid under the Plan.

g. Miscellaneous

This Plan shall be constructed and enforced according to the laws of the State of Wisconsin, where Dane County is located.

This document is descriptive only, and is subject in all regard to the documents establishing the Medical Plan and the Retirement Plan.

If this program becomes unavailable for any reason or if the terms of the program change in a way that may result in additional costs to the employee or to the County, the County shall utilize the process set forth in Dane County Civil Service Ordinance, section 18.24 to discuss the provisions of this policy.



SECTION: HR  
TOPIC: Retirement Sick Leave Credit  
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## EMPLOYEE BENEFIT HANDBOOK

### Section 4:

#### Retired and Employees with a disability Health Insurance.

- a. Employees who retire prior to age 65 but not before age 55 or who become totally disabled and by retirement or disability are eligible for at least the minimum Wisconsin Retirement Fund and/or Social Security retirement or disability benefits and who have exhausted their sick leave credits, shall be allowed to participate in the County's group hospital, surgical, major medical and dental insurance plans until they die , but provided that the retired employee shall pay all premiums or contributions directly to the Insurer prior to the 10th day of the month preceding the month of coverage. Failure to make timely payments by a retired employee to the Insurer shall be grounds for termination of coverage of that retired employee.





SECTION: HR  
TOPIC: Safety and Working Conditions  
December, 2024<sup>43</sup>

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: SAFETY AND WORKING CONDITIONS**

#### **Section 1:**

##### Safety and Working Conditions Study Committee.

- a. There shall be a countywide Safety and Working Conditions Study Committee with one (1) person elected or appointed by each Employee Group's Representative and an equal number of managerial/unrepresented representatives selected by the County. The Committee shall meet as frequently as is necessary but at least quarterly. It shall consider all matters of safety, hazardous or other unusual working conditions that come to its attention. It shall make such recommendations concerning such matters as seem appropriate to the County Personnel and Finance Committee and those recommendations will be posted on the Employee Relations website.

#### **Section 2:**

##### Worker Safety Policy.

- a. The County agrees to establish a policy concerning worker safety which shall be given to each member of the Employee Group and the Employee Group Representative. There will be no changes to such policy without prior discussion with the Employee Group.



SECTION: HR  
TOPIC: Salary  
December, 2024<sup>43</sup>

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: SALARY

#### Section 1:

- a. Pay Day. Pay days shall be Fridays of alternate weeks. Should a holiday fall on a Friday, the pay day shall be the day preceding the holiday(s).
- b. Salary Deductions. When it is necessary to make a deduction from salary or wages for time away from work, such deduction shall be equal to the number of hours missed, multiplied by the hourly rate as shown in wage schedules.

#### Section 2:

- a. Salary Plan. The salary and classification as shown in the employee group wage schedule shall be the minimum salaries for the classifications shown and shall be attached hereto and made a part hereof for the life of this Handbook. This Section shall not be construed to prevent the County from creating new classified positions within the salary structure shown. The County shall notify all employees of the creation of any new job classification and provide the job description by posting it on the Employee Relations website, with subscription options for interested stakeholders to receive notices. The Employee Group Representative or an interested stakeholder shall have the right to grieve the placement of the classification in the pay structure within ten (10) days after receipt of notice.
- b. Salary P.E.O.P.L.E. Deductions. Upon receipt of a written request authorizing PEOPLE contributions, the County will deduct the designated amount from the employee's pay. Such deductions may not include the dues of any labor organization. The County shall provide to the Employee Group Representative a list of employees who have authorized P.E.O.P.L.E. deductions. Such orders shall be terminable in accordance with the terms of the order the employee has on file with the County.

#### Section 3:

##### Salary Increments--Normal.

- a. Employees shall be hired at no less than the first or minimum step of their classification and shall be advanced to the second step or the next higher step effective as of the first day of the first bi-weekly pay period after employee has earned 6.5 longevity credits. Employees shall thereafter be advanced one step in their classification salary range for each additional thirteen (13) longevity credits earned until they reach the maximum unless at least thirty (30) days prior to the annual date the department head notifies the employee in writing that the increment increase is being denied. The written denial shall give the reasons thereof and shall be grievable.
- b. At the discretion of the County Executive, employees may be hired or promoted at steps above Step 1 in which case they will be advanced to steps above as is provided in (a) of this Section. Interested stakeholders who request ongoing notification of the hire or promotion of employees above step 1, will be notified on a quarterly basis of such occurrences by Employee Relations.



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## EMPLOYEE BENEFIT HANDBOOK

- c. Employees who are promoted or reclassified shall be advanced not less than one (1) step upon advancement, which shall not be below the first step of the range of their new classification. Upon earning six and one-half (6-1/2) longevity credits in the step of the range into which they are advanced, increment increases shall be made as provided for in (a) of this Section.
- d. Employees who are transferred laterally to another position carrying the same salary range shall receive the same salary increment steps as though they had remained in their formerly held position.



## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: SENIORITY

#### Section 1:

- a. Determination of Seniority Order: Should more than one employee be hired on the same date, the order of seniority shall be determined by the last four digits of their Social Security numbers, with the employee with the highest number considered most senior.
- b. Seniority/Application. Seniority for purposes of application in this Handbook shall be computed from date of hire with the County. Only severance of employment or appointment to a supervisory or managerial position shall terminate seniority under this policy.
- c. The County shall post a master seniority list quarterly on the Connect2Dane.com website.

#### Section 2:

Each employee shall earn, accumulate or lose seniority as follows:

- a. While on initial probation, employees shall not acquire or accumulate seniority. Upon completion of probation, employees shall receive seniority credits retroactive to the date of employment or date of employment minus any time which did not count as probationary time.
- b. Employees on military leave shall earn and accumulate seniority in accordance with State and Federal statutes and as provided in Section 18 of the county ordinance and the Military Leave policy.
- c. Employees on leave of absence without pay as provided in Section 18 of the county ordinance or the Leave of Absence policy of this Handbook shall earn and accumulate seniority up to but not exceeding the first thirty (30) days of such leave or layoff.
- d. Employees who are promoted into supervisory positions shall cease to accumulate seniority unless such employee returns to the Employee Group within the eighty four ninety (8499) day trial period in which event all time out of the former Employee Group shall be accumulated.
- e. Employees' seniority shall be terminated and lost when:
  1. The employee quits or is discharged for just cause,
  2. The employee fails to return to work upon expiration of a leave of absence; within ninety (90) days after a military tour of duty (as provided by law); or fails to respond to a recall from lay-off in accordance with the Layoff policy.
  3. The employee is absent without authorized leave for three (3) or more consecutive workdays.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: SENIORITY TRANSFERS AND ~~CYF SOCIAL WORK AND CASE MANAGER OPENINGS~~**

**Section 1:**

a. This provision applies to the following EG 2634 Classifications within Human Services:

- Social Worker
- Case Manager

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b. Employees employed in these classifications in the Human Services Department who wish to transfer into a different position within one of the above-named classifications shall be considered on the basis of seniority. The most senior transfer applicant shall be placed in the vacant position provided the employee is qualified and able to perform the specific job duties associated with the position and meets all minimum qualifications for the position. The appointing authority may deny transfers based on legitimate business reasons which may include but are not limited to the following:

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1. The employee's inability or inexperience in performing specialized functions of the position;
2. The employee's performance deficiencies as documented in performance evaluations, coaching notes, or disciplinary actions;
3. The negative impact turnover will have on the performance of a particular work unit.

c. In the event that an employee is denied transfer, the reason for such denial will be communicated to the employee in writing, and a copy of the denial will be provided to the president of the Employee Group's Representative, if any.

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d. Employees employed in a Lead Worker classification in the Human Services Department who wish to demote into a non-lead Social Worker or non-lead Case Manager position in the Human Services Department shall be considered on the basis of seniority. The most senior transfer applicant shall be placed in the vacant position provided the employee is qualified and able to perform the specific job duties associated with the position and meets all minimum qualifications for the position. Demotion from Lead Worker to a Social Worker or Case Manager will result in the employee returning to the step in the classification that is closest to their current rate of pay.

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~~a. This provision applies to the Social Worker classification, the Economic Support Specialist classification, Lead-Economic Support Specialist classification, and the Clerical-series classifications that are assigned to the Human Services Department. Employees employed in these classifications in the Human Services Department who wish to transfer into a different position within the same classification shall be considered on the basis of seniority. The most senior transfer applicant shall be placed in the vacant position provided the employee is qualified and able to perform the specific job duties associated with the position. The appointing authority may deny transfers based on legitimate business reasons which may include but are not limited to the following:~~

- ~~1. The employee's inability or inexperience in performing specialized functions of the position;~~
- ~~2. The employee's performance deficiencies as documented in performance evaluations, coaching notes, or disciplinary actions;~~
- ~~3. The negative impact turnover will have on the performance of a particular work unit.~~



EMPLOYEE BENEFIT HANDBOOK

~~b. In the event that an employee is denied transfer, the reason for such denial will be communicated to the employee in writing, and a copy of the denial will be provided to the president of the Employee Group's Representative, if any.~~

~~c. Employees employed in the Lead Social Worker classification in the Human Services Department who wish to demote back into a non lead Social Worker position in the Human Services Department shall be considered on the basis of Seniority. The most senior transfer applicant shall be placed in the vacant position provided the employee is qualified and able to perform the specific job duties associated with the position.~~

~~Demotion from Lead Social Worker to a Social Worker will result in the employee returning to the step in the social worker/senior social worker classification that is closest to their current rate of pay.~~

**Section 2:**

a. In lieu of a CYF Transfer List, CYF Staff Development Manager will send an email to all Human Services Social Workers notifying them of all CYF Social Work openings within Human Services. The email shall contain relevant information about the position and contain a copy of the Class Specifications. The email shall also indicate that Dane County Employee Handbook language regarding Seniority Transfers applies to the transfer opportunity. Workers must be given a minimum of 10 business days to express interest in the position. In the event that an employee will be absent from work for an extended period of time (10 or more days) and is interested in being considered for potential transfer opportunities, the employee shall notify the CYF Staff Development Manager by email in advance. The CYF Staff Development Manager will confirm receipt of this notification and the employee will be considered for transfers during their absence.

**Section 3:**

a. The trial period for seniority transfers will be a eighty-four (84) day period following the date of transfer. During this time, as provided herein, the employee shall be entitled to return to the position from which they came without prejudice if either the County or the employee so decides.

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SECTION: HR  
TOPIC: Separation from County Service  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: SEPARATION FROM COUNTY SERVICE

#### Section 1:

##### Separation from County Service Benefits.

- a. On the regular payday after the effective date of the discharge, layoff, resignation, retirement, or death, an employee shall be paid the regular salary, vacation, holiday, wellness and overtime accumulated through such date of discharge, layoff, resignation, retirement or death.

#### Section 2:

- a. Employees who retire prior to age 65 but not before age 55 or who become totally disabled and by retirement or disability are eligible for at least the minimum Wisconsin Retirement Fund and/or Social Security retirement or disability benefits and who have exhausted their sick leave credits, shall be allowed to participate in the County's group hospital, surgical, major medical and dental insurance plans until they die, but provided that the retired employee shall pay all premiums or contributions directly to the Insurer prior to the 10th day of the month preceding the month of coverage. Failure to make timely payments by a retired employee to the Insurer shall be grounds for termination of coverage of that retired employee.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: SICK LEAVE**

**Section 1:**

- a. **Sick Leave Definition.** Sick leave shall be defined as time off the job with pay because of: illness, bodily injury, exposure to a contagious disease, attendance upon members of the immediate family; and diagnostic treatment, dental procedures and opticians services when such services are performed by duly licensed practitioners.
- b. **Immediate Family Definition.** An employee's immediate family shall be the following relations of the employee, their spouse or their Domestic Partner: spouse, children, step-children, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, grandparents, brother-in-law, sister-in-law, son-in-law and daughter-in-law. Also included are other relatives of the employee, spouse or Domestic Partner residing in the employee's household. Domestic Partner shall be defined as provided in chapter 18 of the ordinance.
- c. **Sick Leave with Pay Credits.** All full-time employees covered by this policy shall be granted sick leave with pay credit at the rate of ~~five and a half~~ ~~four~~ (5.54) hours of sick leave for each bi-weekly pay period during which an employee receives compensation for forty (40) or more hours of work or the equivalent compensation. Part-time employees shall earn sick leave credits on pro-rata basis.
- d. The maximum accumulation of sick leave shall not exceed ~~two~~ thousand ~~three~~ hundred (2,300~~,900~~) hours on the last date of each payroll year.
- e. **Use of Sick Leave Credits.** Employees shall inform their supervisor or department head as is appropriate of their need to be absent prior to their regularly scheduled starting time the first day and each day thereafter -when return to work is doubtful; when their absence can be anticipated because of an appointment, such notice shall precede the absence by five (5) days when possible. The time off on sick leave for such appointments as are necessary shall be the minimum time required by the employee; but where it is possible for the employee to do so and in the interests of departmental efficiency, such appointments will be scheduled as near as possible to the end of the work day.
  1. Employees may use sick leave credits for temporary emergency care of ill or injured members of their immediate family (defined above), not to exceed five (5) days for any one (1) illness or injury; however, the five (5) days may be extended in unusual circumstances with prior County approval.
  2. Employees may use sick leave credits for temporary emergency care of children in the event inclement weather or an outbreak of an unexpected illness closes schools or child care facilities. Employees may be asked to provide proof of enrollment in the facility and proof of the facility's closure.
  3. If an employee is absent from work for any of the reasons set forth under the sick leave definition above, and at such time has accumulated insufficient sick leave credits to cover the time lost, the amount of time lost shall be deducted from current earnings of said employee, provided, however, that for each month worked during such calendar year by said employee during which no sick leave is taken, said employee shall be reimbursed for the time they had lost as a consequence of the insufficient accumulation of sick leave credits.
  4. Employees may at their option use vacation credits, holiday credits, or compensatory time due, to extend





EMPLOYEE BENEFIT HANDBOOK

sick leave.

5. Employees may use vacation or holiday time in lieu of sick leave. Substituting other leave time for sick leave does not relieve the employee of any obligation to follow call in procedures. Absences may be used in evaluating general attendance, absenteeism, and specific violations of attendance policies regardless of the type of leave time that is used unless such leave time was previously approved by an employee's supervisor.

6. Notwithstanding subsection three (3) above, employees will be able to use the sick leave that they will earn in payroll year immediately without incurring a deduction in their earnings for unaccumulated sick leave credits. Employees who begin the payroll year with a negative balance in sick leave credits, may not use sick leave without incurring a deduction in their earnings for unaccumulated sick leave credits until their sick leave credits balance returns to zero. If an employee's employment with the County terminates with a negative sick leave balance, the County shall recover these funds through a deduction in the employee's final pay or other legal process.

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f. Physical Examination by County Doctor. In the event that an employee shall have been absent under the provisions of this policy and returns to work without release from their own doctor, satisfactory to the County, the County shall have the right to direct the employee to a doctor selected and paid by the County. In the event that the employee shall be found fit to return to work, they shall be made whole for any necessary travel expense or loss of earnings incurred as a result of being directed to the County Doctor. The County may require at the County's expense a medical certificate or other appropriate verification of sick leave absence.

g. Supplemental Sick Leave Bank. If an employee has reached the maximum number of hours allowed for conversion at retirement (the "cap"), the County will automatically deposit unused, accrued sick leave hours above the cap into a supplemental sick leave bank at the end of each payroll year. The hours deposited in the supplemental sick leave bank may be used during any absence caused by a medical condition that would be covered under the Family and Medical Leave Act (FMLA). The condition must be confirmed in writing by the treating physician, but the County will not require employees to submit the Health Care Provider Certification required for an FMLA leave. Employees may use the supplemental sick leave bank even if they have exhausted the number of hours available under the limitations of the FMLA during a rolling calendar year. The number of hours deposited in the supplemental sick leave bank shall be limited to 480 hours.



SECTION: HR  
TOPIC: Stillbirth Policy  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: STILLBIRTH POLICY

Effective December 17, 2023 all Dane County Employees who meet the eligibility criteria and have a qualifying event, shall receive 240 hours (prorated for less than 1.0 FTE) of Stillbirth Leave (SBL) once per payroll year.

The purpose of this new leave benefit is to provide employees time to physically and psychologically recover after suffering a stillbirth.

#### **Section 1: Definitions**

1. Stillbirth – is defined as a loss of a baby at or after 20 weeks of pregnancy.
2. Stillbirth Leave – is defined as 240 hours of paid time off from work. Employees working less than 1.0 FTE shall receive a prorated amount according to their FTE status. For example, 0.5 FTEs who are approved will receive 120 hours.
3. Parent – is defined as a person identified on a child(ren)'s vital record or other medical documentation.
4. Qualifying event
  - a. Definition: A qualifying event is defined as the stillbirth of a child on or after December 17, 2023.
  - b. Sperm donors do not incur a qualifying event under this policy.
  - c. Surrogacy clarified: Employees receiving a child from a surrogate may incur a qualifying event under this policy. An employee serving as a surrogate does not incur a qualifying event under this policy.
  - d. One qualifying event per payroll year. In the case of multiple qualifying events by an employee in the same payroll year, the eligible employee will be entitled to only one instance of stillbirth leave.
  - e. Use of stillbirth leave in payroll year does not exclude same employee from use of parental leave in same payroll year.
  - f. Interaction between Stillbirth Leave and Paid Parental Leave: In the case of a live birth and stillbirth simultaneously (i.e., twins), the employee is entitled either Paid Parental Leave or Stillbirth Leave, but not both.
5. Eligible employee – is defined as an employee of Dane County who is entitled to accrue leave balances who has a qualifying event. Limited term employees are excluded from this policy.

#### **Section 2: General Provisions**

1. An Employee's use of Stillbirth Leave shall run concurrently with a Leave of Absence provided under the Family Medical Leave Act (FMLA), if an employee is eligible for FMLA. Employees eligible for FMLA shall apply for and use FMLA concurrently with SBL. Employees not eligible for FMLA shall apply for a Leave of Absence under County Ordinance 18.29(3) or under the Employee Benefit Handbook and use a Leave of Absence under County Ordinance or Employee Benefit Handbook concurrently with SBL.
2. Stillbirth Leave hours may be used in conjunction with other forms of paid or unpaid time off available to the employee, including but not limited to sick time, vacation, sabbatical, holiday, wellness and unpaid time.
3. Eligible Employees must use all of their SBL within six months of the qualifying event. Any portion of the SBL remaining six months after the qualifying event is forfeited. The start date of an employee's SBL is at the employee's discretion, as long as the employee's SBL balance has not yet been forfeited.
4. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use SBL intermittently. Employees in a 24/7 operated department may use SBL intermittently with the prior written approval of their supervisor.



## EMPLOYEE BENEFIT HANDBOOK

5. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use SBL in order to work part-time, if that is an arrangement that works for their family. Employees in a 24/7 operated department may use SBL to work part-time with the prior written approval of their supervisor.
6. Employees on stillbirth leave will continue to receive non-salary fringe (dental insurance, health insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) benefits provided under the Employee Benefit Handbook on the same basis as if working. Employees on Stillbirth Leave will also continue to receive compensation for fixed holidays on the same basis as if working
7. Employees may only be approved for Stillbirth Leave once during a payroll year.
8. This policy is not retroactive for any employee who is on a previously approved leave for the stillbirth of a child. Only qualifying events on or after December 17, 2023 are able to use this benefit.
9. If both parents of a qualifying event are County Employees, each employee receives a stillbirth leave benefit.
10. Employees must provide documentation and notification in a timely manner. Within two weeks of event, employees must provide notification to Employee Relations that the event has occurred and submit a Leave of Absence request.

### Section 3: Procedures

1. Employees who are eligible and experience a qualifying event must fill out and complete the application for SBL. The SBL application will be a separate application from existing leave applications, but should be submitted with an appropriate leave of absence request (FMLA, Employee Benefit Handbook, Ordinance). These applications must be completed within 14 days of the qualifying event.
2. Employees in 24/7 operated departments who wish to use SBL intermittently or to work part-time must obtain the prior written approval of their supervisor, and include such approval with their SBL application.
3. Eligible employees must provide timely documentation of the qualifying event. Forms of documentation include: a health care certification from a medical doctor
4. Employees must sign the application acknowledging that they understand the policy, acknowledging that they intend to return to work and indicate a return date.
5. Employee Relations will review the application and determine if the individual is eligible. If the application qualifies for SBL, Employee Relations will approve the application and notify the Employee.
6. Payroll will load the appropriate amount of time into a time-bank (leave code) available to the employee after the qualifying event.
7. Full-time employees who have had their application approved, will receive 240 hours of SBL. Part-time employees who have had their application approved will have their benefit time prorated according to their full-time employment status. For example, 0.5 FTEs who are approved will receive 120 hours.
8. Employees are only able to use this time after the qualifying event. Employees cannot use this time before the event.
9. If an official county holiday occurs while the individual is on an approved SBL, the employee will receive holiday pay. Official County Holidays do not count against an approved SBL.
10. If an employee has any unused SBL six months after the qualifying event, that amount of SBL shall be forfeited.



SECTION: HR  
TOPIC: Subcontracting  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### **SUBJECT: SUBCONTRACTING**

#### **Section 1:**

- a. When it becomes necessary to determine when, or what, to subcontract, it is, and will be, the policy of the County to first consider the impact on the employment security of its employees and to notify employees by posting a notice on the Employee Relations website and by email to the affected -Employee Group President. It is the policy and intent of the County to use its employees as much as practical for work on the operations involved and to contract work out only when that course is required by sound business considerations.
- b. Dane County shall not -enter into a subcontracting agreement, including but not limited to, the sale or lease of Badger Prairie Health Care Center or Consolidated Foods Services, which involves or affects any Employee Group's work performed by, and which will result in the reduction of regular hours or in the layoff of, Employee Group members unless the County:
  1. Provides written notice to the affected Employee Group's Representative and President(s) of the Employee Group(s), if any, not less than 90 days before the County requests bids or solicits proposals for the subcontracting agreement;
  2. Has offered the employees, and the President(s) or designee of the Employee Group's Representative(s) the opportunity to meet with the County to discuss the decision to subcontract; and
  3. Has offered the employees, and the Employee Group's President the opportunity to engage -in discussion, and if necessary, the ordinance procedures set forth in 18.24 of the county ordinances over the impact of the proposed subcontracting
- c. The interested stakeholder may access the ordinance procedures in 18.24 to address such transfers and their effects.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: TRAINING AND EDUCATION**

**Section 1:**

- a. Education and training opportunities shall be designed to improve the skills of employees relative to the jobs they currently perform and for jobs to which they may be promoted. When an application for training or continuing education is not approved, a written explanation will be given to the worker by the person making the denial. Denial of training and education requests shall not be for arbitrary or capricious reasons and said denials shall be subject to the Grievance Procedure of this Handbook. Employees shall be given opportunities to meet training requirements to maintain certification.
- b. Employee Training: When an employee's attendance at training or educational sessions is directed by the County, or if such approved training is required in order to maintain certification(s), licenses and/or professional standards required for the position by the County, such attendance shall be in paid status and at the County's expense, even if the training/education sessions occur outside of regular business hours and flexible scheduling may be used.
- c. Education, training and In-service Opportunities Posting: The County shall notify employees of such opportunities in a timely manner. In-service training and education opportunities shall be posted on the County Intranet site.
- d. Certificate and Undergraduate/Graduate Course Work: 2634 Employee Group members are encouraged to acquire relevant, Social work related credits in areas that included but are not limited to: Social Work Policies, Methods of Social Work, Human Growth and Development, Social Work Advocacy and the Law, Aging, Disabilities, Family Counseling, Child Welfare, and Interpersonal Skills. Members shall be allowed to do so using vacation, holiday, and personal leave. In addition, members may use up to 120 hours per year of unpaid time to attend courses, provided such selection does not adversely affect the department's operations as determined by management.



SECTION: HR  
TOPIC: Transit Credit Program  
December, 202~~4~~3

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: TRANSIT CREDIT PROGRAM/TASKFORCE**

**Section 1:**

- a. The County and employees agree to create and actively participate in an implementation task force to implement a transit credit program that would provide incentives for employees to use alternatives to single occupancy commutes to work.



SECTION: HR  
TOPIC: Undesirable Hours Premium Pay  
December, 2024~~3~~

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: UNDESIRABLE HOURS PREMIUM PAY**

**Section 1:**

Undesirable Hours Premium Pay. Employees (including LTEs) covered by this policy shall receive undesirable hours premium pay as hereinafter defined:

- a. The undesirable hours period shall be defined as anytime between 6:00 p.m. and 6:00 a.m. and as anytime on Saturday and Sunday.
- b. Employees who receive time and one-half pay for time worked during such periods shall not also receive undesirable hours premium pay for the same time.
- c. Employees who take compensatory time off for hours worked during such periods shall not receive undesirable hours premium pay or its equivalent in time off.
- d. Effective 12/17/23, employees shall be paid undesirable hours premium pay for work performed during the undesirable hours period at the rate of two dollars (\$2.00) per hour for work actually performed on the job.
- e. The provisions of (d) above shall be applicable once and only once to each shift starting or ending during the period described in (a) above.



SECTION: HR  
TOPIC: Unemployment Compensation  
December, 202~~4~~3

EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: UNEMPLOYMENT COMPENSATION**

**Section 1:**

- a. The County will provide Unemployment Compensation Insurance.





SECTION: HR  
TOPIC: Vacation  
December, 202~~4~~<sup>3</sup>

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: VACATION

#### Section 1:

##### Use of Vacation Credits.

- a. New employees while on the first six (6) months of their probationary period shall earn but not receive vacation. Upon completion of six (6) months of employment they shall be entitled to use their vacation. (Note, length of probationary periods vary across employee groups.)
- b. Employees shall be entitled to use vacation during the payroll year in which they are earning said vacation credits; however, should any employee become overdrawn on vacation credits an adjustment shall be made no later than the end of March of the following payroll year, which will correct the overdraft of vacation credit. Should an employee terminate for any reason with an overdraft of vacation credit, the County shall be entitled to an equivalent offset against any monies due the employee or to otherwise recover such overdraft.

#### Section 2:

- a. Employees shall be allowed to select their vacation at any time, provided such selection does not adversely affect the department's operations as determined by management. Any conflicts between employees in scheduling vacations shall be decided by seniority. It is the policy to encourage employees to use all vacation credits annually. When all vacation credits are not used during the year in which they are earned, such remaining vacation credits as employees may have, shall be carried into the following year and must be used before the last day of the payroll year or it may be transferred to the Sabbatical -Bank, if possible.
- b. Employees shall be encouraged to use vacations in sustained periods of one or more weeks, thereby deriving what is commonly accepted as the greatest value from the vacation. In the event that an employee shall wish to use vacations in small increments this provision shall not be a bar to such use. Such smaller increments of vacation credit use shall be allowed with department head approval where such use does not interfere with the normal use of vacation credit by other employees or adversely affect departmental operation.

#### Section 3:

Sabbatical Bank. A Sabbatical Bank shall be established for each employee as follows:

- a. Effective the beginning of the 202~~5~~<sup>4</sup> payroll year, employees may contribute up to eight hundred ~~ninety~~<sup>two</sup> (8~~9~~<sup>2</sup>) hours of vacation time to a Sabbatical Bank. A deposit into the sabbatical bank may be made at any time during the payroll year but no later than the last day of the payroll year following the year in which said vacation was earned.
- b. Employees may use vacation time from their Bank according to the normal procedures used for the use of vacation contained in this policy.
- c. Upon termination of employment or retirement all time remaining in the Sabbatical Bank shall be paid at the employee's normal rate of pay (including longevity pay).



SECTION: HR  
TOPIC: Vacation  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### Section 4:

#### Rate of Earning Vacation Credits.

All employees shall earn annual paid vacation credit as per the following:

- a. 1st through the 5th year of employment - one hundred twenty (120) hours each year.
- b. 6th through the 10th year of employment - one hundred sixty (160) hours each year.
- c. 11th through the 14th year of employment - one hundred seventy-six (176) hours each year.
- d. 15th through the 20th year of employment - two hundred twenty-four (224) hours each year.
- e. 21st year through 25<sup>th</sup> year of employment - two hundred forty (240) hours each year. Said annual vacation hours shall be prorated for part-time employees.
- f. 26<sup>th</sup> year and thereafter - two hundred eighty (280) hours each year. Said annual vacation hours shall be prorated for part-time employees.

Each employee shall be compensated while on vacation at the rate of pay in effect for her/him at the time vacation credits are used; part-time employees shall earn vacation credits pro rata.



EMPLOYEE BENEFIT HANDBOOK

**SUBJECT: VEHICLE USE POLICY**

**Section 1:**

**1.0 INTRODUCTION**

The purpose of this policy is to specify standards for Dane County employees and volunteers who operate vehicles in conducting official Dane County business. Department heads are responsible for implementation and enforcement of this vehicle usage policy, as well as any specific Department policies which may supersede this policy.

This Policy covers:

- Vehicles
- Drivers & Passengers
- Safety Requirements
- Maintenance
- Parking, and
- What to do if there is an accident

**2.0 VEHICLES**

2.1. This policy applies to:

- Privately owned (or privately leased) vehicles when being used while performing official County business – however, Dane County employees and volunteers must not use motorcycles or mopeds to conduct official Dane County business; if an employee drives a motorcycle or moped to work and the employee is unexpectedly required to travel for County business, the County will arrange for transportation if public transportation or pool car is not available;
- All vehicles owned by Dane County (all vehicles owned by Dane County have a clearly identifiable Dane County logo); and
- All vehicles leased by Dane County.

2.2. The County will reimburse employees as specified in the applicable Mileage policy and County Ordinances for authorized mileage expenses incurred while on official County business and documented on a travel expense voucher form indicating starting and ending point for each trip. Commuting expenses between an employee's residence and normal place of employment are not reimbursable.

2.3. Dane County may assign vehicles to a County Department, Officer or employee under these circumstances:

- When the duties or responsibilities of the Department, Officer, or Employee includes frequent and regular calls;
- For deputized staff, based on assignment;
- As provided in contracts or agreements; or
- Otherwise needed to conduct official County business as determined at the discretion of the Department Head.

2.4. Any employee or volunteer who would like to use a pool vehicle must contact the designated person within their Department to initiate a request.

- With Department Head approval and based upon a bona fide non-compensatory business reason to require



## EMPLOYEE BENEFIT HANDBOOK

an employee to commute to and/or from work, a county employee may be assigned a County owned vehicle to be driven to and from work (commuting).

- Personal usage of assigned County owned vehicles is restricted to travel from home to the assigned work site and back home, with minimal incidental stops. In other words, County owned vehicles may not be used for more than incidental personal transportation, and may never be used on a personal vacation.
- Employees assigned County vehicles that may be used for commuting purposes shall be required to follow Internal Revenue Service (IRS) regulations. The value of commuting use of an employer-provided vehicle is specified per IRS regulations.

### 3.0 DRIVERS & PASSENGERS

3.1. In order to operate a vehicle to conduct official County business, all the following criteria must be met:

- The driver must be a County employee or a County volunteer;
- The driver's supervisor must have determined that the driver's duties require travel;
- The driver must have a valid driver's license, and in the case of commercially rated vehicles, a valid Commercial Driver's License (CDL) for the vehicle's weight and class; and
- The driver must have a safe driving record, as determined by Risk Management using the criteria set forth below.

3.2. An employee who is required to maintain a valid driver's license (and/or a Commercial Driver's License or "CDL") as a condition of their employment with Dane County, shall report a suspension or revocation of their license to their immediate supervisor immediately upon returning to work following the receipt of notification from the Department of Transportation.

3.3. Only persons being transported in connection with official County business shall be authorized passengers in any County vehicle. Examples of "authorized passengers" include, but are not limited to:

- other County employees attending the same meeting or conference;
- other municipal employees such as City or State employees attending the same
- meeting, conference, or business function; and
- individuals, including but not limited to consumers, riding along for County business.

3.4. No "unauthorized passengers" will be allowed to ride in a County vehicle at any time. "Unauthorized passenger" means a passenger who has no County business reason for being in a County vehicle. Examples of "unauthorized passengers" include, but are not limited to non-employee-friends and family members.

3.5. Dane County recognizes an exception to this authorized/unauthorized passenger policy for County employees driving vehicles such as highway trucks who assist during emergencies and place a passenger(s) in the truck to stay warm or, if no phone or radio is available, drive someone to the nearest phone.



EMPLOYEE BENEFIT HANDBOOK

3.6. Risk Management will review Motor Vehicle Records (MVRs) of all employees and volunteers who operate a vehicle to conduct official County business according to the following chart:

Category of User	Definition	Frequency of MVR Review
Frequent Driver	Operates a motor vehicle on official County business at least monthly	Annually
Employees who transport clients	Operates a motor vehicle with client-passengers on official County business	Annually
Periodic Driver	Operates a motor vehicle on official County business less than once a month	Every two years

3.7. The Risk Manager will review MVRs for certain infractions or incidents, including but not limited to:

- Driving without a valid driver's license;
- Suspension or revocation of driver's license;
- A driving violation received while on the job;
- Off the job entries on the MVR may be considered if there is a substantial
- Relationship between the violation and the employee's required job duties.

**4.0 SAFETY**

4.1. Dane County employees and volunteers who operate a vehicle to conduct official County business are expected to follow all applicable rules of the road, including but not limited to:

- County vehicles may only be driven by County employees and County-volunteers;
- Drivers and all passengers must use restraining devices (seat belts) at all times the vehicle is in motion (there is also a prohibition against removing, deactivating, modifying or otherwise altering any restraining devices);
- Use of County vehicles is limited to the States of Wisconsin, Illinois, Minnesota, and Iowa, unless approved by a Department head;
- No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating (see details above regarding the prohibition against transporting non-authorized passengers while performing County business in a County vehicle);
- The driver will not operate the vehicle while under the influence of alcohol or controlled substances;
- Installation or use of any radar-detecting device in a County vehicle is prohibited;
- No smoking in County vehicles (unless excluded by County Ordinance);
- When cargo, materials or tools are being transported, the driver is responsible for ensuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer;
- Use of a County vehicle to haul load (including towing a trailer) for personal purposes is prohibited;
- When using a County vehicle to haul loads on official County business, the driver shall ensure that the trailer and/or any towed equipment is supplied with proper lighting (including brake lights, turn signals, and running lights) that is in good working order;
- The driver will not operate the vehicle when normal vision is obstructed;



## EMPLOYEE BENEFIT HANDBOOK

- Except as specified in Section 2 above, personal use of County vehicles is strictly prohibited;
- No “jump starting” vehicles, or providing other vehicle services unless required by job duties or an emergency situation with a County vehicle.
- County vehicles that are believed to be in an unsafe condition shall not be operated.
- Lock Out/Tag Out procedures will be used where appropriate.
- Employees are to refrain from using cell phones while driving on official County business, unless using a hands free device, which the County will provide upon request.
- The driver shall exercise good judgment to limit distractions.

### 5.0 MAINTENANCE

5.1. Each department shall develop a policy to handle maintenance of County vehicles assigned to the department and to ensure that employees and volunteers take reasonable care of County vehicles.

5.2. Employees and volunteers who operate a County vehicle are responsible for the proper day-to-day operation of that vehicle while using the vehicle. For example, any defects should be documented and reported to the Department head or the department head’s designee within one (1) working day.

5.3. Dane County provides a gas procurement card for pool vehicles. Employees using pool vehicles should refill the gas tank using the gas procurement card at the designated County facilities once the gas indicator registers below the halfway mark.

### 6.0 PARKING

6.1. Drivers shall legally park County owned vehicles in a County owned facility where the vehicle is normally assigned or in a designated parking space.

- Drivers shall secure the vehicle by locking all doors and removing the keys from the vehicle while the vehicle is not reasonably attended by an adult;
- Drivers shall maintain control and possession of the keys to the vehicle at all times when the vehicle is not in motion;
- Drivers responding to emergency situations shall park vehicles with due regard to safety and security concerns;
- County owned vehicles that are taken home overnight (see below) shall be locked and parked in the employee’s garage, driveway, or other designated parking space that is in close proximity to the employee’s residence.

6.2. With Department Head or supervisor approval, an employee may take a County owned vehicle home prior to leaving on official County business which is out-of-town, or late evening or early morning and would require a return to the work place outside of normal working hours.

### 7.0 WHAT TO DO IF THERE IS AN ACCIDENT

7.1. In the event of an accident, call 911.

7.2. An insurance card with coverage information is located in the glove compartment of the vehicle. The card also has the twenty-four (24) hour phone number for Dane County’s Risk Manager, who should be contacted immediately after 911 is called.



SECTION: HR  
TOPIC: Vehicle Use Policy  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

7.3. Employees and volunteers must follow the procedures established in the Dane County Administrative Manual under the Risk Management section for the reporting of accidents. Department heads or their designee shall review all accidents involving their employees while on County business.

7.4. Any employee who receives a parking violation with a County vehicle or a moving traffic citation in any vehicle while performing County business, shall report the incident to their supervisor within one (1) working day of receipt.

- Fines for moving traffic citations, parking tickets, and other traffic violations are the employee's responsibility and are not reimbursable by the County, whether operating a County vehicle or a privately owned vehicle. Tickets issued as a result from circumstances that are mechanical and beyond the control of the employee, shall be paid by the County.

7.5. County employees and volunteers who operate privately owned vehicles to conduct official County business shall maintain insurance as required by law.



SECTION: HR  
TOPIC: Voluntary Leave Program  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: VOLUNTARY LEAVE PROGRAM (UNPAID)

#### SECTION 1:

Unpaid Voluntary leaves (referenced below as Program) are permitted under the following conditions:

- a. Employees who wish to volunteer for the program shall so advise their supervisor. A leave of absence form shall be completed prior to the requested dates of leave. This leave cannot be used in place of Family Medical Leave.
- b. Participation in this program is strictly voluntary and dependent upon department head approval. No employee may be required to participate in this program and an employee's participation or non-participation in this program shall not be considered by the employer in making any employment decisions concerning the employee.
- c. Participation in this program shall be on a first come, first served basis. When two or more employees have volunteered for one available slot in this program, the senior employee shall be given preference, provided the work requirements of the department will be met by the remaining employees.
- d. Employees who are not approved for the program by their department head, may appeal by following the grievance procedures of this Handbook.
- e. Employees who volunteer for the program will have all of the rights of the Employee Benefit Handbook except they will not have the right to bump other employees.
- f. Employees who volunteer for this program will continue to receive non-salary fringe benefits (dental insurance, health insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) provided under the Employee Benefit Handbook on the same basis as if working. Employees on this program will also continue to receive compensation for fixed holidays on the same basis as if working.
- g. An employee's participation in this program shall be documented in writing. A copy of this written documentation shall be provided to the employee group representative and to the department head. The written documentation shall include the start and end date of the time requested off.
- h. Time off under this program shall be for a duration of not less than four (4) hours and not more than ninety (90) calendar days (to be used consecutively or intermittently as mutually agreed by the employee and department head). Approved time off should be used within one year of approval. At the conclusion of the time off the employee shall return to the position and assignment held immediately prior to the time off.
- i. For the payroll year 2024, at the employee's request, total reductions in pay resulting from this program may be distributed across all of the remaining pay periods of the payroll year.
- j. Time off may be taken in contiguous blocks, or spread across multiple pay periods, as mutually agreed by the employee and the department head.





SECTION: HR  
TOPIC: Voluntary Leave Program  
December, 202~~4~~3

#### EMPLOYEE BENEFIT HANDBOOK

- k. If an employee on the program does not receive pay sufficient to cover employee group fees during the pay period in which the fees would normally be deducted, said fees shall be deducted during the next pay period in which the employee receives sufficient compensation to cover the amount of fees.
- l. The application can be found under forms at <https://dcinet.connect2dane.com/>



SECTION: HR  
TOPIC: Voting  
December, 202~~4~~3

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: VOTING

#### Section 1:

##### Time Off For Voting.

- a. If an employee is unable to vote in a municipal, state, or national election during non-working hours; they shall be granted reasonable time off for the purpose of voting.



SECTION: HR  
TOPIC: Worker's Compensation  
December, 2024~~3~~

## EMPLOYEE BENEFIT HANDBOOK

### SUBJECT: WORKER'S COMPENSATION

#### Section 1:

- a. In the event that an employee is injured while at work and as a consequence of said injury receives Worker's Compensation disability pay, said employee, commencing with the first day of absence, shall receive in addition to their Worker's Compensation payment such supplemental payment as will equal their gross pay less any Federal and State taxes that was received prior to such injury or disease for a period not to exceed one hundred eighty calendar days. Part day absences during the one hundred eighty (180) day supplemental pay period shall only be counted as part day absences, (i.e., only deduct actual time away from work). These provisions are subject to the following restrictions:
- b. In the event that a Worker's Compensation claim is contested, Worker's Compensation and supplemental pay by the County shall be held up until the claim is settled or an award made by the State at which time the employee shall be entitled to receive in a lump sum all their Worker's Compensation plus supplemental pay accumulated since the date of their first absence due to the injury or disease.
- c. During the period when an employee is entitled to full pay by the County there shall be no deductions from sick leave allowance, overtime allowance, or vacation credit of such employee. The employee shall not earn sick leave, holiday, longevity or vacation credits during periods of disability under the worker's compensation act beyond the initial 180 calendar day period.
- d. After one hundred eighty (180) calendar days if the employee has a sick leave balance, the employee has the option of supplementing Worker's Compensation up to a full paycheck as long as a sick leave balance remains. If the employee exercises the option to supplement Worker's Compensation, such election shall last for the duration of the Worker's Compensation leave or until the sick leave balance is exhausted. The Employee will continue to remain on the payroll and accrue benefits. If the employees does not choose the sick leave supplement they shall be placed on Family Medical Leave which will run concurrently with the worker's compensation.