



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION

Room 425 City-County Building

210 Martin Luther King Jr. Blvd.

Madison, WI 53703-3342

Phone: (608) 266-4941

Fax: (608) 266-4425 TTY WI Relay 711

GREG BROCKMEYER
Director of Administration

Date: June 3, 2024

To: All Employees

From: Greg Brockmeyer
Director of Administration

Subject: Temporary Exception to the Employee Benefit Handbook for Surge Cleaning at AEC

The County Board recently passed 2023 Res 387 Sub 1. This legislation requires the Alliant Energy Center to explore the possibility of County Employees who do not work at the Alliant Energy Center to assist with Surge Cleaning at the Alliant Energy Center.

Surge cleaning at the AEC may include the following non-exhaustive list of duties: bathroom and shower room cleaning, trash pickup and cleaning of seating areas in the Coliseum, indoor and outdoor trash removal, power washing stalls, milking parlor, walls, doors; wiping down sanitizing rail around rings; cleaning ventilation system in the Pavilions.

The draft temporary exception below provides for a limited pilot Surge Cleaning program at the AEC using other county employees voluntarily requesting additional work. This pilot will allow AEC and the Department of Administration to determine how best to operationalize the program before it is expanded.

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook after reasonable notice to interested stakeholders. If concerns regarding the implementation of this proposed exception are raised, I will schedule a meeting with the parties. Interested stakeholders have until the end of business on June 14 to request a meeting with me to discuss their concerns.

Temporary Exception on Surge Cleaning at the AEC

1. In advance of the need for Surge Cleaning, the Alliant Energy Center or the Department of Administration on the Alliant Energy Center's behalf will send notice to all employees in EG 65, EG 705, and EG 720 of the need for Surge Cleaning.
2. The notice will allow for employees to sign up for shifts that will be processed on a first-come, first serve basis. Seniority cannot be used to sign-up for shift assignment.
3. Specific work requirements will be listed on the notice so employees are aware of the potential demands that surge cleaning may require.
4. The deadline in order to respond to Surge Cleaning shall be described in the notice. The Alliant Energy Center shall process and schedule employees who voluntarily sign-up for Surge Cleaning.
5. Limited Term Employees are not able to sign-up for Surge Cleaning at the Alliant Energy Center.

6. Employees who work Surge Cleaning will be paid their current wage. Any time worked in addition to the regular eight (8) hour day or forty (40) hour week shall be paid for as overtime.
7. Comp time is not available as compensation for Surge Cleaning at the Alliant Energy Center.
8. The Alliant Energy Center will provide for all training for staff who sign up for Surge Cleaning.
9. Employees who sign-up for Surge Cleaning must comply the countywide Attendance Policy. Employees who sign-up for a Surge Cleaning shift, but fail to show up for the shift, shall be assessed an unplanned absence, unless they are called in to work for their home Department. The Alliant Energy Center will communicate any absences to the Employee's home Department.
10. Employees may not use leave time in order to make themselves available to sign-up for Surge Cleaning shifts.
11. Employees are responsible for ensuring that they comply with any mandatory rest periods between shifts. Employees must ensure that they are signing up for a shift that does not conflict with their regular work schedule.
12. This section shall expire on 12/14/2024.