



## 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: December 20, 2024  
To: All Employees  
From: Greg Brockmeyer  
Director of Administration  
Subject: Temporary Exception – Facility Dog Pay in 2634

---

The Dane County District Attorney's Office received funding in the 2024 Budget to acquire a Facility Dog in its Victim/Witness Unit. The attached proposed Temporary Exception provides for compensation to employees in Employee Group 2634, should the District Attorney's Office receive a Facility Dog in its Victim/Witness Unit.

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 January 10, 2025 to request a meeting with me to discuss their concerns.

### **Facility Dog Handler Pay in the District Attorney's Victim/Witness Unit – EG 2634**

1. If the Courthouse receives a Facility Dog, the Dane County District Attorney Victim/Witness Unit will establish a competitive application process for Facility Dog Handlers. Individuals shall be selected based on the best qualified candidate.
2. There will be one Primary Facility Dog Handlers and up to three Backup Facility Dog Handlers selected.
3. Individuals selected to serve as Facility Dog Handlers (either Primary or Backup) must sign the Facility Dog Handler agreement and comply with its terms.
4. Facility Dog Handlers who wish to terminate their role as a Facility Dog Handler but who will remain within the Victim Witness Unit must provide a 30-day written notice beforehand. In the event of an emergency, or if a Facility Dog Handler resigns from the Victim Witness Unit, or if the Primary Facility Dog Handler is no longer able to continue in their role, they shall make every effort to allow for as much notice as reasonable.
5. Vacancies in the Facility Dog Handler role will be handled through an additional application process.
6. Since the application for a Facility Dog is granted specifically to the Dane County District Attorney's Victim/Witness Unit, only the following classifications in the District Attorney's office are eligible to work as Facility Dog Handlers: Victim/Witness Case Manager and Crime Response Specialists.
7. Compensation to the Primary Facility Dog Handler will be provided as follows:

- a. The Employee selected as the Primary Facility Dog Handler shall receive 30 minutes at time and one-half their regular hourly rate of pay for off duty care of the facility dog on the days the employee is scheduled to work.
  - b. The Employee selected as the Primary Facility Dog Handler shall receive 45 minutes at one and one half their regular hourly rate for off duty care of the facility dog on the days that the employee is not scheduled to work.
8. When a backup to the Primary Facility Dog Handler is needed to provide care to the Facility dog, a Backup Facility Dog Handler will receive compensation as if they were the Primary Facility Dog Handler as described in #7. Backups to the Primary Facility Dog Handler receive no compensation when not providing care to the Facility Dog.
9. On days where care of the Facility Dog is being transferred between the Primary and a Backup Facility Dog Handler, both employees can claim compensation for off duty care of the Facility Dog.
10. Dog food, grooming, veterinarian, and other primary needs of the Facility Dog may be reimbursed by the County upon supervisory approval.
11. Handlers will be responsible for attending to these needs. With supervisory approval, the handlers may use work time to attend to these needs.
12. This exception shall expire on December 13, 2025