



GREG BROCKMEYER
Director of Administration

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Date: September 11, 2025

To: All Employees

From: Greg Brockmeyer
Director of Administration

Subject: Temporary Exception to the Employee Benefit Handbook – Highway 4-10s Extension

The Highway and Transportation Department wants to extend the period of time during which employees work 4 days a week with a 10 hours a day schedule. Department employees currently work this schedule beginning the third full week of April to the last full week of September. This trial extension would extend the end of the 4/10 schedule to the last full week in October.

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 September 25 to request a meeting with me to discuss their concerns.

4/10 Schedule Extension for Highway

1. The Employee Benefit Handbook for EG 65 is modified as follows:

SUBJECT: HOURS OF WORK/REST BREAKS/LUNCH PERIODS

Section 1:

Regular work day and work week shall be as follows:

- a. Highway Employees Except Office, Clerical and Building Maintenance and Service Employees.
 1. Eight (8) hours per day, 7:00 a.m. to 3:30 p.m., Monday through Friday, forty (40) hours per week except during the period of the third full week of April through the last full week of ~~September~~ **October** ten (10) hours per day, 6:00 a.m. to 4:30 p.m., Monday through Thursday, forty (40) hours per week
 2. This trial extension will end on November 2, 2025.
 3. This exception expires on December 13, 2025, the end of PP26.