



COUNTY OF DANE
 DEPARTMENT OF ADMINISTRATION
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GREG BROCKMEYER
 Director of Administration

Date: July 22, 2024
 To: All Employees
 From: Greg Brockmeyer
 Director of Administration
 Subject: Temporary Exception to the Employee Benefit Handbook for Immunization Coordinators Pay in Public Health

The 2024 Employee Benefit Handbook inadvertently removed a provision that provided \$1.50 per hour bump to Immunization Coordinators. Immunization Coordinators in Public Health ensure that vaccines comply with federal regulations. The proposed temporary exception restores that provision for Immunization Coordinators and increases the compensation to \$2.00 per hour.

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 August 2, 2024 to request a meeting with me to discuss their concerns.

Temporary Exception on Immunization Coordinator Pay

1. The section on Call In/On Call Pay in EG895/1199 is modified as follows:

SUBJECT: CALL IN / ON CALL

Section 2:

....

f. Additional Limitations

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f. This section does not apply when employees are assigned to Immunization Coordinator Pay.

Section 3: Immunization Coordinator Pay.

Employees in the Immunization Coordinator classification may be assigned to Immunization Coordinator Pay. Immunization Coordinator pay shall be paid at a rate of \$2.00 per hour. Immunization Coordinator Pay will not be assigned in less than 4-hour increments. The County will first seek volunteers for Immunization Coordinator

Pay. The most senior employee in the Immunization Coordinator classification will be given the first opportunity for assignment. In the event there are insufficient volunteers, the County will assign in inverse order of seniority.

2. This section will expire on 12/14/2024