



Shelby Slaven
Director of Administration

COUNTY OF DANE

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Date: March 12, 2026

To: All Employees

From: Shelby Slaven
Director of Administration

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

From the third full week of April to the last full week of September, the Highway and Transportation Department work 4 days a week with a 10 hours-a-day schedule. Last September, the Highway Department agreed to a trial extension of this schedule, where this schedule would begin the first full week that contains April 1. The attached temporary exception implements this trial extension for the Spring of 2026.

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 March 26, 2026 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 modified 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 beginning of the week that April 1 falls in, (for example if April 1st falls on a Wednesday the start date would be Sunday March 29th) the third full week of April** through the last full week of September ten (10) hours per day, 6:00 a.m. to 4:00 p.m., Monday through Thursday, forty (40) hours per week.....
 2. This trial extension begins the weeks of Sunday, March 29, 2026.
 3. This exception expires on December 12, 2026, the end of PP26.