



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 8, 2023

To: Employee Group #65
Erik Anderson

From: Greg Brockmeyer
Director of Administration

Subject: Step 3 Grievance Decision – Re: Use of UBT

A third step hearing was held on November 14, 2023. I have summarized the primary arguments of each of the parties below:

Employee Group #65

Erik Anderson presented:

- On August 24th and 25th, Greg Brockmeyer, Nick Bubb and the heads of the local chapters met regarding meet and confer in order to get the handbook done in a timely fashion.
- Back in December 2022, I had scheduled my vacation for those days. I attended since it was deemed important to move forward with the process.
- Mr. Brockmeyer's email was forwarded to both Beth Peterson and Ronda Schwetz with over 24 hour notice. The Exemption Time Report had 6 hours holiday and 2 hours UBT (union business time) for both days and they were denied.
- The department sent me some information from Amy Tutwiler which states: reasonable time spent in work related association with notice to the employee supervisor shall not be deducted from employee's pay. Reasonable time spent is conducting employee group representative activity during the workday. These meetings were during the workday by the Director of Administration.
- The resolution is for the employee to be allowed the 4 hours of UBT for those two days for the time spent participating in the county's revision process and not required to use benefit time.

Management

Beth Petersen presented:

- On August 23rd, an email from Erik Anderson was received requesting UBT for the 24th and 25th. Since these meetings were happening outside of his work day, there was no need to provide approval.

- After Mr. Anderson explained these were not outside of his work, we spoke with Amy Tutwiler from Corporation Counsel and Amy Utzig for advice on the next steps. Both divisions wrote back to confirm that when Shannon Maier was in Local 720 she never requested to be paid for the time.
- Our department made the decision off of that confirmation.

Ronda Schwetz presented:

- Would like to include that in the mentioned email by Beth, Amy Utzig also indicated that we shouldn't pay Mr. Anderson unless it is updated in the handbook.
- We were advised not to pay. We reiterate that we were following a directive from Corporation Counsel and Employee Relations since we are not experts in payroll and the handbook.

Decision

The grievance is sustained.

It appears that when staff consulted on what advice to provide Zoo Management, there was a misunderstanding or miscommunication between Employee Relations and Corporation Counsel. That misunderstanding resulted in Zoo Management denying the request to modify the Employee's vacation and use UBT.

Reasonable time spent participating in work related association with notice to the employee supervisor shall not be deducted from employee's pay. In this case, the employee had requested to use vacation time for a work day. That request was then modified to attend a meeting related to a work-related association. The employee participated in the meeting and should receive four hours UBT.

If you have any questions, you may contact me at 608-266-4519.

Sincerely,



Greg Brockmeyer
Director of Administration

Cc: Beth Petersen
Ronda Schwetz
Nick Bubb
Neil Rainford
Payroll