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**2022 RES-003**

**AUTHORIZING AN EXTENSION OF LTE HOURS  
DCDHS – HAA DIVISION**

The Dane County Department of Human Services' (DCDHS) Housing Access and Affordability Division (HAA) has employed a limited term employee (LTE) Clerk III to assist with administrative and planning tasks related to the implementation and ongoing management of various COVID-19 preparedness and response activities.

Dane County's Civil Service Ordinance, section 18.16(1)(a), limits limited term employees to 1,200 hours per year. The employee in this position will approach the total hours limit for LTE's, and DCDHS is requesting an extension of LTE hours to assist with current projects and retain this capacity.

The budget contains sufficient funds to support this position for the remainder of this year with up to an additional 1,200 hours of service.

NOW, THEREFORE, BE IT FINALLY RESOLVED that the Dane County Board of Supervisors grants an exception to Ordinance 18.16(1)(a) to allow the LTE Clerk III in the Department of Human Services – HAA Division to exceed 1,200 hours in the 2022 payroll year.