

47 outside of their scheduled hours. It is an interested stakeholder's responsibility to
48 notify their supervisor of the activity or meeting that requires their participation so
49 that the supervisor has the option to reschedule the activity or meeting during an
50 interested stakeholder's normal work hours. An interested stakeholder may grieve
51 a supervisor's denial of any compensation time owed under this subsection.
52

53 ARTICLE 7. Section 18.20(1) is amended to read as follows:

54 **(1)** No person in the county service or seeking appointment thereto shall be
55 appointed, receive a reduction in pay or in any other way be favored or
56 discriminated against because of political, labor union, employee group or religious
57 affiliations or activities or because of sex, gender identity, race, nationality, age,
58 sexual orientation preference, marital status, physical appearance or disability.
59 This section shall not be deemed to prohibit the making of rational classifications
60 based upon sex or disabilities when a bona fide job-related reason exists for the
61 distinction, or to prohibit a validly established program of mandatory retirement.
62

63 ARTICLE 8. Section 18.24(4)(a) is amended to read as follows:

64 **(4) Adoption – Annual Review.**

65 **(a)** ~~At least annually, the~~ Division shall seek policy guidance from the Committee
66 regarding any adoption, amendment or termination of provisions in the Employee
67 Benefit Handbook prior to presenting a draft of any proposed revisions to
68 interested stakeholders under sub.(4)(c).
69

70 ARTICLE 9. Section 18.24(4)(g) is amended to read as follows:

71 **(g)** At the conclusion of steps (a-e) the Committee and Board shall vote on any
72 such resolution as a whole. However, if any party has engaged the independent
73 consultant under (f), the Committee and Board shall vote to accept, reject, or
74 modify the final recommendations of the consultant. If the Committee votes to
75 modify, the Board shall vote to accept, reject or modify the recommendation of the
76 consultant only after a thirty (30) day notice to interested stakeholders. Adoption
77 of any revisions to the essential provisions of the Employee Benefit Handbook shall
78 require a two-thirds vote of Board members present.
79

80 ARTICLE 10. Section 18.24(4)(e) is amended to read as follows:

81 **(e)** Following review and advice with interested stakeholders, the Division shall
82 prepare a draft resolution authorizing ~~any~~ revisions to non-essential provisions of
83 the Employee Benefit Handbook. The Division shall also prepare a separate
84 resolution authorizing changes to any essential provisions of the Employee Benefit
85 Handbook set forth in sub (8). ~~and shall share the draft resolution~~ Both resolutions
86 shall be shared with interested stakeholders.
87

88 ARTICLE 11. Section 18.24(5)(d) is created to read as follows:

89 **(5) Exceptions.**

90 **(d)** Any interested stakeholder may appeal the Director's decision to issue an
91 exception by filing a written request to the Committee. The request shall be filed

92 within ten business days and state the basis of the appeal. After conducting a
93 hearing on the matter, the Committee may affirm, deny or modify any exception.

94
95 ARTICLE 12. Section 18.24(5)(e) is created to read as follows:

96 (e) Exceptions shall automatically expire when the Board subsequently approves
97 revisions to the Employee Benefit Handbook or at an earlier date specified in the
98 exception.

99
100 ARTICLE 13. Section 18.24(5)(f) is created to read as follows:

101 (f) The Director of Administration may not make any exception to the essential
102 provisions of the Employee Benefit Handbook referenced in sub. (8).

103
104 ARTICLE 14. Section 18.24(8) is created to read as follows:

105 (8) Essential Provisions.

106 (a) The following subject headings of the Employee Benefit Handbook contain
107 essential provisions that are necessary for interested stakeholders to assist in the
108 creation, maintenance and implementation of the Employee Benefit Handbook: :

109 1. Communication and Dissemination of Information

110 2. Employee Group Representation

111 3. Grievance Process

112 4. Orientation of New Employees

113 (b) Prior to making any changes to the essential provisions listed above, the
114 Division shall draft a separate resolution as required under sub (4)(e).

115
116
117 *[EXPLANATION: This amendment updates the civil service ordinance, and*
118 *codifies certain Employee Benefit Handbook provisions and practices.]*