1	Sub to 2022 OA-059 [PROPOSED – MILES]
2 3 4 5	AMENDING CHAPTER 18 OF THE DANE COUNTY CODE OF ORDINANCES, UPDATING DANE COUNTY'S CIVIL SERVICE ORDINANCE
6 7	The County Board of Supervisors of the County of Dane does ordain as follows:
8 9 10	ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.
10 11 12 13 14 15 16 17 18 19	ARTICLE 2. Section 18.04(48) shall be created as follows: (48) Work related activities shall mean those activities an interested stakeholder conducts in order to fulfill the duties set forth in their position description, participation in any committees, task forces, or ad hoc groups that are open to employee membership, or any other activities associated with duties appropriately authorized by their supervisor, ordinance or the Employee Benefit Handbook. Work related activities do not include activities related to advocacy for or against legislative initiatives and budget amendments.
20 21 22 23 24 25 26	<ul> <li>ARTICLE 3. Section 18.06(6) is amended to read as follows:</li> <li>(6) An employee group's representative may grieve the location of any position or positions in any employee group and may grieve the placement of a position in the managerial classification if such position was created or reclassified from a position within any employee group. This section shall apply retroactively to any managerial position created or reclassified after January 1, 2022.</li> </ul>
27 28 29 30 31 32 33 34 35	ARTICLE 4. Section 18.06(8) is created to read as follows: (8) It is the County's policy to permit interested stakeholders to participate in work related activities to the greatest extent possible without compromising county services. Subject to any restrictions contained in the Employee Benefit Handbook, reasonable time spent in the conduct of these activities with prior notice to the interested stakeholder's supervisor shall not be deducted from the interested stakeholder's pay. The reasonableness of time spent on such activities is subject to the grievance procedure set forth in the Employee Benefit Handbook.
35 36 37 38 39 40 41 42	ARTICLE 5. Section 18.06(9) is created to read as follows: (9) The County finds that the need to disseminate information is critical for employee engagement. Reasonable use of communication methods, such as bulletin boards and the electronic mail system to share information on work related activities is permitted, subject to restrictions set forth in the Employee Benefit Handbook, ordinance or state law.
43 44 45 46	ARTICLE 6. Section 18.06(10) is created to read as follows: (10) Interested stakeholders shall receive hour for hour compensation time for time spent investigating and processing grievances on behalf of an employee, and participating in established labor/management meetings that are conducted

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
- interested stakeholder's normal work hours. An interested stakeholder may grieve
   a supervisor's denial of any compensation time owed under this subsection.
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- 53 ARTICLE 7. Section 18.20(1) is amended to read as follows:

54 No person in the county service or seeking appointment thereto shall be (1) 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.

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

- 64 (4) Adoption Annual Review.
- (a) At least annually, <u>T</u>the Division shall seek policy guidance from the Committee
   regarding any adoption, amendment or termination of provisions in the Employee
   Benefit Handbook <u>prior to presenting a draft of any proposed revisions to</u>
   interested stakeholders under sub.(4)(c).
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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.

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

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

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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	ADTICLE 12 Section 19.24(E)(a) is created to read as follows:
95 96	ARTICLE 12. Section 18.24(5)(e) is created to read as follows: (e) Exceptions shall automatically expire when the Board subsequently approves
90 97	revisions to the Employee Benefit Handbook or at an earlier date specified in the
98	exception.
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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).
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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
108 109	<ul> <li><u>creation, maintenance and implementation of the Employee Benefit Handbook:</u></li> <li><i>Communication and Dissemination of Information</i></li> </ul>
110	1.Communication and Dissemination of Information2.Employee Group Representation
111	3. <u>Grievance Process</u>
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).
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117	[EXPLANATION: This amendment updates the civil service ordinance, and
110	codifies cortain Employee Repetit Handbook provisions and practices 1

118 codifies certain Employee Benefit Handbook provisions and practices.]