

AMENDING CHAPTER 18 OF THE DANE COUNTY CODE OF ORDINANCES,  
AUTHORIZING THE ESTABLISHMENT OF AN OMBUDS PROGRAM

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 18.275 is created to read as follows:

**18.275 Ombuds Program.**

(1) Dane County is committed to providing every employee a safe and respectful workplace. The County Board finds that employees are in need of assistance with navigating county programs established to address workplace concerns, and with addressing complaints related to county processes. Fulfilling this need will improve the efficacy of such programs and processes.

(2) An ombuds program is established to serve as an independent and impartial resource for all employees. The program shall be administered through a third-party contractor and shall assist employees in understanding and assessing the following:

(a) Options and resources related to concerns about workplace conduct.

(b) Complaints related to the processes set forth in the civil service ordinance, Administrative Practices Manual, Employee Benefit Handbook, and Subchapter I of Chapter 19 of Dane County's ordinances.

(3) The Division shall be responsible for the ombuds program and shall regularly notify employees on how to access its services. Any notice to employees shall include a disclaimer that the ombuds program is not authorized to provide legal advice and it is the employee's ultimate responsibility to decide what, if any, option to pursue in order to address a workplace concern.

(4) In this subsection, "subcommittee" means the personnel and finance subcommittee that oversees the ombuds program. The ombuds program shall provide annual reports that include the number and type of assistance provided, and may make recommendations on any necessary changes to the subcommittee.

*[EXPLANATION: This amendment authorizes the establishment of an ombuds program for Dane County employees.]*