(a) At least annually, Tthe Division shall seek policy guidance from the Committee

regarding any adoption, amendment or termination of provisions in the Employee

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46 Benefit Handbook prior to presenting a draft of any proposed revisions to 47 interested stakeholders under sub.(4)(c).

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- ARTICLE 7. 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 of the essential provisions of the Employee Benefit Handbook as set forth in sub (8). and shall share the draft resolution Both resolutions shall be shared with interested stakeholders.

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- ARTICLE 8. Section 18.24(4)(g) is amended to read as follows:
- (g) At the conclusion of steps (a-e) the Committee and Board shall vote on any such resolution as a whole. However, if any party has engaged the independent consultant under (f), the Committee and Board shall vote to accept, reject, or modify the final recommendations of the consultant. If the Committee votes to modify, the Board shall vote to accept, reject or modify the recommendation of the consultant only after a thirty (30) day notice to interested stakeholders. Adoption of any revisions to the essential provisions of the Employee Benefit Handbook shall require a two-thirds vote of Board members present.

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- ARTICLE 9. Section 18.24(5)(d) is created to read as follows:
- (5) Exceptions.
- Any interested stakeholder may appeal the Director's decision to issue an exception by filing a written request to the Committee. The request shall be filed within ten business days and state the basis of the appeal. After conducting a hearing on the matter, the Committee may affirm, deny or modify any exception.

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- ARTICLE 10. Section 18.24(5)(e) is created to read as follows:
- (e) Exceptions shall automatically expire when the Board subsequently approves revisions to the Employee Benefit Handbook or at an earlier date specified in the exception.

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- ARTICLE 11. Section 18.24(5)(f) is created to read as follows:
- (f) The Director of Administration may not make any exception to the essential provisions of the Employee Benefit Handbook referenced in sub. (8).

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- ARTICLE 12. Section 18.24(8) is created to read as follows:
- 84 Essential Provisions.
 - (a) The following subject headings of the Employee Benefit Handbook contain essential provisions that are necessary for interested stakeholders to assist in the creation, maintenance and implementation of the Employee Benefit Handbook: :
- 88 Communication and Dissemination of Information 1.
- 89 <u>2.</u> Employee Group Representation
- <u>3.</u> 90 Grievance Process 91
 - <u>4.</u> Orientation of New Employees

26	i not to making any changes to the essential provisions under the subject
93	headings listed above, the Division shall draft a separate resolution as required
94	under sub (4)(e).
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97	[EXPLANATION: This amendment updates the civil service ordinance, and
98	codifies certain Employee Benefit Handbook provisions and practices.]