

**DANE COUNTY  
POLICY AND FISCAL NOTE**

_____ Original	_____ Update	Substitute No.
Sponsor:		Resolution No. 2021 RES-010
Vote Required:		Ordinance Amendment No. _____
Majority		Two-Thirds X

Title of Resolution or Ord. Amd.:

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

**Policy Analysis Statement:**

Brief Description of Proposal -

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 to assist individuals and families experiencing homelessness and the agencies that serve this population.

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 is approaching the limit for LTE's, and DCDHS is requesting an extension of hours to assist with current projects and retain this capacity.

Current Policy or Practice -

Changes in position authority require County Board approval.

Impact of Adopting Proposal -

The LTE Clerk III in the Department of Human Services will be granted an exception to exceed 1,200 hours in the 2021 payroll year.

**Fiscal Estimate:**

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply)

- No Budget Effect
- Increases Rev. Budget
- Increases Exp. Budget
- Decreases Rev. Budget
- Decreases Exp. Budget
- Increases Position Authority
- Decreases Position Authority

Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

The budget contains sufficient funds to support this position for the remainder of this year. There is no net impact for the current year,.

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

**Personnel Impact/FTE Changes:**

The LTE Clerk III in the Department of Human Services will be granted an exception to exceed 1,200 hours in the 2021 payroll year.

**Prepared By:**

Agency:	Der Xiong	Division:	
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