

APPROVING CHANGES TO THE 2017 EMPLOYEE BENEFIT HANDBOOK

The Department of Administration has proposed amending the Employee Benefit Handbook (“EBH”) for 2017. Health insurance plan design changes, updated wage scales reflecting a 3% increase as authorized in the 2017 Adopted Budget, and the creation of supplemental bilingual pay in the amount of .75 cents an hour for all hours worked are among the amendments to the EBH. Specifically, amendments to the following subjects have been incorporated in the 2017 Handbook, and are set forth in the attached summary document:

1. INTRODUCTION
2. BPHCC EMPLOYEE GROUP’S REPRESENTATIVE OFFICE
3. BILINGUAL CLASSIFICATION PAY
4. BULLETIN BOARDS
5. CALL BACK/ON CALL PAY
6. COMPENSATION FOR TRAINING OFFICERS
7. DISCIPLINE, SUSPENSION AND DISCHARGE
8. DIVERSITY AND EQUITY IN RECRUITMENT AND RETENTION COMMITTEE
9. EMPLOYEE BENEFIT HANDBOOK TRANSITION COMMITTEE
10. EMPLOYEE GROUP REPRESENTATION AND PAY (WORK RELATED ASSOCIATIONS)
11. FLEX TIME ARRANGEMENTS
12. GRIEVANCE PROCESS
13. HEALTH & DENTAL INSURANCE
14. HOURS OF WORK/REST BREAKS/LUNCH PERIODS
15. INDEPENDENT CONSULTANT’S RECOMMENDATION PROCEDURE
16. INTRA/INTER-DEPARTMENTAL REASSIGNMENTS/TRANSFERS
17. JOB CENTER LABOR MANAGEMENT COMMITTEE
18. LIMITED TERM EMPLOYEES
19. MILITARY LEAVE
20. OVERTIME AND COMPENSATION
21. PROMOTIONS
22. RECRUITMENT
23. SALARY
24. SENIORITY TRANSFERS
25. SICK LEAVE
26. VACATION SELECTION COMMITTEE

As in previous years, the Department of Administration has also proposed making the health insurance benefit changes set forth in the EBH applicable to those managerial employees whose terms and conditions of employment are not covered by the EBH. Pursuant to Dane County Ordinance, the 2017 amendments to the EBH have been shared with interested stakeholders.

45 NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors approves the
46 changes to the terms and conditions of employment set forth in the 2017 Employee Benefit
47 Handbook;

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49 BE IT FURTHER RESOLVED that managerial employees who are not covered by the Employee
50 Benefit Handbook be subject to the same health insurance benefit changes as those provided in
51 the EBH;

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53 BE IT FINALLY RESOLVED that the Department of Administration is authorized to take appropriate
54 actions to implement the terms of this Resolution.