

APPROVING CHANGES TO THE 2018 EMPLOYEE BENEFIT HANDBOOK

The Department of Administration has proposed amending the Employee Benefit Handbook (“EBH”) for 2018. Updated wage scales reflecting a 1.25% increase as authorized in the 2018 Adopted Budget, increases in the sick leave and vacation bank caps, and an increase in uniform allowance are among the amendments to the EBH. The EBH has also been broken into sections for each employee group in an effort to make the document more understandable.

Specifically, amendments to the following subjects have been incorporated in the 2018 Handbook, and are set forth in the attached summary document:

1. ALTERNATIVE SCHEDULES
2. DISCIPLINE, SUSPENSION AND DISCHARGE
3. DISABILITY INSURANCE
4. EMERGENCY PROTECTIVE SERVICES
5. EMPLOYEE GROUP REPRESENTATION AND PAY (WORK RELATED ASSOCIATIONS)
6. GRIEVANCE PROCESS
7. HEALTH & DENTAL INSURANCE
8. LIMITED TERM EMPLOYEES
9. ORIENTATION
10. OVERTIME AND COMPENSATION
11. PROBATIONARY PERIODS
12. RECRUITMENT
13. SENIOR SOCIAL WORKERS
14. SENIORITY TRANSFERS
15. SICK LEAVE
16. TRAINING & EDUCATION
17. TRANSFER OF COUNTY FUNCTIONS
18. TRIAL PERIOD
19. UNIFORM ALLOWANCE
20. VACATION
21. VOLUNTARY LEAVE

As in previous years, the Department of Administration has also proposed making the 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 2018 amendments to the EBH have been shared with interested stakeholders.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors approves the changes to the terms and conditions of employment set forth in the 2018

45 Employee Benefit Handbook;

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

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