

1 **Sub. 1 to 2022 OA-059**

2
3 AMENDING CHAPTER 18 OF THE DANE COUNTY CODE OF ORDINANCES,
4 UPDATING DANE COUNTY'S CIVIL SERVICE ORDINANCE
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6 The County Board of Supervisors of the County of Dane does ordain as follows:
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8 ARTICLE 1. Unless otherwise expressly stated herein, all references to section
9 and chapter numbers are to those of the Dane County Code of Ordinances.
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11 ARTICLE 2. Section 18.04(48) shall be created as follows:

12 (48) Work related activities shall mean the following activities an interested
13 stakeholder conducts:

14 (a) activities to fulfill the duties set forth in their position description

15 (b) participation in any county committees, task forces, or ad hoc groups that are
16 open to employee membership, or

17 (c) any other activities associated with duties appropriately authorized by their
18 supervisor, ordinance or the Employee Benefit Handbook.
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20 ARTICLE 3. Section 18.06(6) is amended to read as follows:

21 **(6)** An employee group's representative may grieve the location of any position
22 or positions in any employee group and may grieve the placement of a position in
23 the managerial classification rather than in an employee group.
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25 ARTICLE 4. Section 18.06(9) is created to read as follows:

26 (9) The County finds that the need to disseminate information is critical for
27 employee engagement. Reasonable use of communication methods, such as
28 bulletin boards and the electronic mail system to share information on work related
29 activities is permitted, subject to the Employee Benefit Handbook, ordinance or
30 state law.
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32 ARTICLE 5. Section 18.20(1) is amended to read as follows:

33 **(1)** No person in the county service or seeking appointment thereto shall be
34 appointed, receive a reduction in pay or in any other way be favored or
35 discriminated against because of political, labor union, employee group or religious
36 affiliations or activities or because of sex, gender identity, race, nationality, age,
37 sexual orientation preference, marital status, physical appearance or disability.
38 This section shall not be deemed to prohibit the making of rational classifications
39 based upon sex or disabilities when a bona fide job-related reason exists for the
40 distinction, or to prohibit a validly established program of mandatory retirement.
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42 ARTICLE 6. Section 18.24(4)(a) is amended to read as follows:

43 **(4)** *Adoption – Annual Review.*

44 **(a)** ~~At least annually,~~ The Division shall seek policy guidance from the Committee
45 regarding any adoption, amendment or termination of provisions in the Employee

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

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49 ARTICLE 7. Section 18.24(4)(e) is amended to read as follows:

50 **(e)** Following review and advice with interested stakeholders, the Division shall
51 prepare a draft resolution authorizing ~~any~~ revisions to non-essential provisions of
52 the Employee Benefit Handbook. The Division shall also prepare a separate
53 resolution authorizing changes to any of the essential provisions of the Employee
54 Benefit Handbook as set forth in sub (8). and shall share the draft resolution. Both
55 resolutions shall be shared with interested stakeholders.

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57 ARTICLE 8. Section 18.24(4)(g) is amended to read as follows:

58 **(g)** At the conclusion of steps (a-e) the Committee and Board shall vote on any
59 such resolution as a whole. However, if any party has engaged the independent
60 consultant under (f), the Committee and Board shall vote to accept, reject, or
61 modify the final recommendations of the consultant. If the Committee votes to
62 modify, the Board shall vote to accept, reject or modify the recommendation of the
63 consultant only after a thirty (30) day notice to interested stakeholders. Adoption
64 of any revisions to the essential provisions of the Employee Benefit Handbook shall
65 require a two-thirds vote of Board members present.

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67 ARTICLE 9. Section 18.24(5)(d) is created to read as follows:

68 **(5) Exceptions.**

69 **(d)** Any interested stakeholder may appeal the Director's decision to issue an
70 exception by filing a written request to the Committee. The request shall be filed
71 within ten business days and state the basis of the appeal. After conducting a
72 hearing on the matter, the Committee may affirm, deny or modify any exception.

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74 ARTICLE 10. Section 18.24(5)(e) is created to read as follows:

75 **(e)** Exceptions shall automatically expire when the Board subsequently approves
76 revisions to the Employee Benefit Handbook or at an earlier date specified in the
77 exception.

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79 ARTICLE 11. Section 18.24(5)(f) is created to read as follows:

80 **(f)** The Director of Administration may not make any exception to the essential
81 provisions of the Employee Benefit Handbook referenced in sub. (8).

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83 ARTICLE 12. Section 18.24(8) is created to read as follows:

84 **(8) Essential Provisions.**

85 **(a)** The following subject headings of the Employee Benefit Handbook contain
86 essential provisions that are necessary for interested stakeholders to assist in the
87 creation, maintenance and implementation of the Employee Benefit Handbook: :

88 1. Communication and Dissemination of Information

89 2. Employee Group Representation

90 3. Grievance Process

91 4. Orientation of New Employees

92 (b) Prior 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.]*