

APPROVING CHANGES TO THE 2025 EMPLOYEE BENEFIT HANDBOOK

The Department of Administration has proposed amending the Employee Benefit Handbook (“EBH”) for payroll year 2025 effective December 15, 2024. Amendments to the following subjects have been incorporated in the 2025 Handbook and are specifically set forth in each employee group section of the EBH, located at <https://www.connect2dane.com/Employee/Engagement/Index/10485?pageid=10485> and at <https://admin.danecounty.gov/News-from-the-Director>

- ACTING CLASS PAY HOURLY
- ALLIANT ENERGY CENTER COMMITTEE
- CALL BACK/ON CALL PAY
- CAREGIVER LEAVE
- COMMUNITY SERVICE TIME OFF
- COMPENSATION FOR TRAINING OFFICERS
- DISCIPLINE, SUSPENSION AND DISCHARGE
- HEALTH & DENTAL INSURANCE
- HOLIDAYS
- HOURS OF WORK
- JOB ASSIGNMENTS
- LAYOFFS
- OVERTIME AND COMPENSATION
- PROBATIONARY PERIODS
- PROJECT POSITIONS
- PUBLIC WORKS AND HIGHWAY COMMITTEE
- RECLASSIFICATION, REALLOCATION, TITLE CHANGES AND BILINGUAL DESIGNATION NOTIFICATIONS
- RETIREMENT SICK LEAVE CREDIT CONVERSION
- SALARY
- SENIORITY
- SENIORITY TRANSFERS
- SICK LEAVE
- STANDBY DUTY
- TRAINING AND EDUCATION
- VACATION

As in previous years, the Department of Administration has also proposed making the benefit improvements set forth in the EBH applicable to those managerial and confidential employees whose terms and conditions of employment are not covered by the EBH. Pursuant to Dane County Ordinance, the 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 2025 Employee Benefit Handbook effective December 15, 2024;

BE IT FURTHER RESOLVED that any benefit improvements provided by the 2025 Employee Benefit Handbook be extended to managerial and confidential employees;

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