

Proposed Personnel and Finance Committee
Employee Benefits Handbook Policy Priorities (2025)

Original prepared by Supervisor Jay Brower, July 3, 2025

Edited by Supervisor Jeffrey Glazer with additions by Supervisor Brower, July 17, 2025

The following policy priorities are identified by the Personnel and Finance Committee (“Committee”) and provided as guidance to the Employee Relations Division’s (“Division”) related to the revision of the Employee Benefit Handbook (EBH). These priorities and guidance are made in accordance with the Division’s obligation to seek Committee guidance as set forth in Dane County Ordinances Ch. 18.24(4)(a) (“... the Division shall seek policy guidance from the Committee regarding any adoption, amendment or termination of provisions in the Employee Benefit Handbook.”). The below list of priorities is not intended be read as an exhaustive set of topics to be considered in and through the EBH revision process. Rather, they present a limited number of issues that the Committee has become aware of. They are offered for the purpose of informing the Division and to give an initial indication of policies that the Committee believes are important. They are not intended to be, nor are written as, commands.

- Employee Group Representatives should have the right to assist employees with the preparation and conduct of reclassification and reallocation hearings and appeals.
- The existing telework policy, currently incorporated as a temporary exception should be made permanent.
 - Disputes concerning telework should be incorporated into the grievance process, other third-party resolution process.
 - The rescission of a telework agreement for discipline and/or performance should be directly related to telework-specific concerns.
- All employees should be made aware of their rights to representation and the role of employee representatives in meetings with managers/supervisors where discipline or a change in working conditions is a potential outcome.
- Employees should benefit from additional policy clarity related to:
 - the circumstances and related procedures for employees during hazardous air quality conditions;
 - the circumstances and related procedures for employees during extreme heat and cold conditions; and,
 - procedures for making whole an employee whose private vehicle is damaged while being used for county business.

Proposed Personnel and Finance Committee Employee Benefits Handbook Policy
~~Priorities~~Guidance 2025

~~July 3, 2025~~

Original prepared by Supervisor Jay Brower, July 3, 2025

Edited by Supervisor Jeffrey Glazer with additions by Supervisor Brower, July 17, 2025

The following policy ~~priorities are identified~~ guidance is provided by the Personnel and Finance Committee (“Committee”) ~~and provided as guidance~~ to the Employee Relations Division’s (“Division”) related to the revision ~~of the Employee Benefit Handbook (EBH)~~. These priorities and guidance are made in accordance with the Division’s obligation to seek Committee guidance as set forth in ~~as provided for in~~ Dane County Ordinances Ch. 18.24(4)(a) (“... the Division shall seek policy guidance from the Committee regarding any adoption, amendment or termination of provisions in the Employee Benefit Handbook.”). ~~The Committee requests that the Division identify modifications to the Employee Benefits Handbook that~~ The below list of priorities are not intended be read as an exhaustive set of topics to be considered in and through the EBH revision process. Rather, they present a limited number of issues that the Committee has become aware of. They are offered for the purpose of informing the Division and to give an initial indication of policies that the Committee believes are important. They are not intended to be, nor are written as, commands.

- ~~Incorporate the preparation and participation in reclassification and reallocation hearings and appeals as a component of Employee Group representational activities~~ Employee Group Representatives should have the right to assist employees with the preparation and conduct of reclassification and reallocation hearings and appeals.
- ~~Incorporate t~~The existing telework policy, currently incorporated as a temporary exception, ~~as a benefit under the Employee Benefits Handbook should be made permanent.~~
 - ~~Additionally, incorporate a process for the resolution of d~~Disputes concerning telework should be incorporated into that includes a neutral third-party resolution mechanism, such as the grievance process, other third-party resolution process.
 - ~~Additionally, incorporate language in the telework policy clarifying that t~~The rescission of a telework agreement for discipline and/or performance ~~must~~ should be directly related to telework-specific concerns.

- ~~Incorporate in the Employee Benefits Handbook language that describes employees'~~ All employees should be made aware of their rights to representation and the role of employee representatives in meetings with managers/supervisors ~~that may lead to where~~ discipline or a change in working conditions is a potential outcome.
- Employees should benefit from additional policy clarity related to: ~~Incorporate in the Employee Benefits Handbook language that describes~~
 - the circumstances and related procedures for employees during hazardous air quality conditions-;
 - ~~Incorporate in the Employee Benefits Handbook language that describes~~ the circumstances and related procedures for employees during extreme heat conditions; and, -
 - ~~Incorporate in the Employee Benefits Handbook language that describes~~ procedures for making whole an employee whose private vehicle is damaged while being used for county business ~~consistent with established rules~~.