

1                                   **Sub. \_\_\_ to 2022 OA-059 [PROPOSED – MILES]**  
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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 those activities an interested stakeholder  
13   conducts in order to fulfill the duties set forth in their position description,  
14   participation in any committees, task forces, or ad hoc groups that are open to  
15   employee membership, or any other activities associated with duties appropriately  
16   authorized by their supervisor, ordinance or the Employee Benefit Handbook.  
17   Work related activities do not include activities related to advocacy for or against  
18   legislative initiatives and budget amendments.  
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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 if such position was created or reclassified from a  
24   position within any employee group. This section shall apply retroactively to any  
25   managerial position created or reclassified after January 1, 2022.  
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27   **ARTICLE 4.** Section 18.06(8) is created to read as follows:

28   (8) It is the County’s policy to permit interested stakeholders to participate in work  
29   related activities to the greatest extent possible without compromising county  
30   services. Subject to any restrictions contained in the Employee Benefit Handbook,  
31   reasonable time spent in the conduct of these activities with prior notice to the  
32   interested stakeholder’s supervisor shall not be deducted from the interested  
33   stakeholder’s pay. The reasonableness of time spent on such activities is subject  
34   to the grievance procedure set forth in the Employee Benefit Handbook.  
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36   **ARTICLE 5.** Section 18.06(9) is created to read as follows:

37   (9) The County finds that the need to disseminate information is critical for  
38   employee engagement. Reasonable use of communication methods, such as  
39   bulletin boards and the electronic mail system to share information on work related  
40   activities is permitted, subject to restrictions set forth in the Employee Benefit  
41   Handbook, ordinance or state law.  
42

43   **ARTICLE 6.** Section 18.06(10) is created to read as follows:

44   (10) Interested stakeholders shall receive hour for hour compensation time for time  
45   spent investigating and processing grievances on behalf of an employee, and  
46   participating in established labor/management meetings that are conducted

47 outside of their scheduled hours. It is an interested stakeholder's responsibility to  
48 notify their supervisor of the activity or meeting that requires their participation so  
49 that the supervisor has the option to reschedule the activity or meeting during an  
50 interested stakeholder's normal work hours. An interested stakeholder may grieve  
51 a supervisor's denial of any compensation time owed under this subsection.  
52

53 ARTICLE 7. Section 18.20(1) is amended to read as follows:

54 **(1)** No person in the county service or seeking appointment thereto shall be  
55 appointed, receive a reduction in pay or in any other way be favored or  
56 discriminated against because of political, labor union, employee group or religious  
57 affiliations or activities or because of sex, gender identity, race, nationality, age,  
58 sexual orientation preference, marital status, physical appearance or disability.  
59 This section shall not be deemed to prohibit the making of rational classifications  
60 based upon sex or disabilities when a bona fide job-related reason exists for the  
61 distinction, or to prohibit a validly established program of mandatory retirement.  
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63 ARTICLE 8. Section 18.24(4)(a) is amended to read as follows:

64 **(4) Adoption – Annual Review.**

65 **(a)** At least annually, the Division shall seek policy guidance from the Committee  
66 regarding any adoption, amendment or termination of provisions in the Employee  
67 Benefit Handbook prior to presenting a draft of any proposed revisions to  
68 interested stakeholders under sub.(4)(c).  
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70 ARTICLE 9. Section 18.24(4)(g) is amended to read as follows:

71 **(g)** At the conclusion of steps (a-e) the Committee and Board shall vote on any  
72 such resolution as a whole. However, if any party has engaged the independent  
73 consultant under (f), the Committee and Board shall vote to accept, reject, or  
74 modify the final recommendations of the consultant. If the Committee votes to  
75 modify, the Board shall vote to accept, reject or modify the recommendation of the  
76 consultant only after a thirty (30) day notice to interested stakeholders. Adoption  
77 of any revisions to the essential provisions of the Employee Benefit Handbook shall  
78 require a two-thirds vote of Board members present.  
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80 ARTICLE 10. Section 18.24(4)(e) is amended to read as follows:

81 **(e)** Following review and advice with interested stakeholders, the Division shall  
82 prepare a draft resolution authorizing any revisions to non-essential provisions of  
83 the Employee Benefit Handbook. The Division shall also prepare a separate  
84 resolution authorizing changes to any essential provisions of the Employee Benefit  
85 Handbook set forth in sub (8). and shall share the draft resolution. Both resolutions  
86 shall be shared with interested stakeholders.  
87

88 ARTICLE 11. Section 18.24(5)(d) is created to read as follows:

89 **(5) Exceptions.**

90 **(d)** Any interested stakeholder may appeal the Director's decision to issue an  
91 exception by filing a written request to the Committee. The request shall be filed

92 within ten business days and state the basis of the appeal. After conducting a  
93 hearing on the matter, the Committee may affirm, deny or modify any exception.

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95 ARTICLE 12. Section 18.24(5)(e) is created to read as follows:

96 (e) Exceptions shall automatically expire when the Board subsequently approves  
97 revisions to the Employee Benefit Handbook or at an earlier date specified in the  
98 exception.

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100 ARTICLE 13. Section 18.24(5)(f) is created to read as follows:

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

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104 ARTICLE 14. Section 18.24(8) is created to read as follows:

105 (8) Essential Provisions.

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

109 1. Communication and Dissemination of Information

110 2. Employee Group Representation

111 3. Grievance Process

112 4. Orientation of New Employees

113 (b) Prior to making any changes to the essential provisions listed above, the  
114 Division shall draft a separate resolution as required under sub (4)(e).

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116  
117 *[EXPLANATION: This amendment updates the civil service ordinance, and*  
118 *codifies certain Employee Benefit Handbook provisions and practices.]*