

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.]*