

Proposed Personnel and Finance Committee Employee Benefits Handbook Policy Guidance
2025

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The following policy guidance is provided by the Personnel and Finance Committee to the Employee Relations Division as provided for in Dane County Ordinances Ch. 18.24(4). The Committee requests that the Division identify modifications to the Employee Benefits Handbook that

- Incorporate the preparation and participation in reclassification and reallocation hearings and appeals as a component of Employee Group representational activities.
- Incorporate the existing telework policy, currently incorporated as a temporary exception, as a benefit under the Employee Benefits Handbook.
 - Additionally, incorporate a process for the resolution of disputes concerning telework that includes a neutral third-party resolution mechanism, such as the grievance process.
 - Additionally, incorporate language in the telework policy clarifying that the rescission of a telework agreement for discipline and/or performance must be related to telework-specific concerns.
- Incorporate in the Employee Benefits Handbook language that describes employees' rights to representation and the role of employee representatives in meetings with managers/supervisors that may lead to discipline or a change in working conditions.
- 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.
- 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.