

Proposed Personnel and Finance Committee Employee Benefits Handbook Policy Guidance
2025

July 3, 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~~ The Personnel and Finance Committee endorse the list of items presented in the “guidance” document and transmit the document to the Employee Relations Division to consider for potential inclusion I the Employee Benefits Handbook.

- 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.