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GREG BROCKMEYER
Director of Administration

March 15, 2019

TO: Shannon Maier
President, Employee Group 720

Martha Stacker
Division Administrator/CY&F Services

FROM: Greg Brockmeyer
Director of Administration

COPY: Amy Utzig
Director of Employee Relations

RE: TEMPORARY EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK REGARDING ALTERNATIVE HOURS FOR SOCIAL SERVICE SPECIALIST POSITIONS

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook ("EBH") after reasonable notice to and if requested, meeting with interested stakeholders.

Human Services Management and EGR 720 have mutually agreed that the Temporary Exception currently in place for the Alternative Hours SSS position will be changed (highlighted in yellow) as follows:

EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK:

The regular work day and work week for one Social Service Specialist (SSS) position shall be as follows:

- 1) Eight hours per day, five (5) consecutive days, Tuesday through Saturday or Sunday through Thursday forty (40 hours per week (any deviation flextime shall be by mutual consent of the parties). Any time worked in addition to the regular workday or workweek shall be paid for as provided in the Overtime and Compensation policy.
- 2) The daily hours of work Monday through Friday shall be 11:30 A.M. to 8:00 P.M. 10:30 A.M. to 7:00 P.M.
- 3) The daily hours of work on Saturday or Sunday shall be 8:30 A.M. to 5:00 P.M.

It is expected that this exception shall remain in place until the annual employee handbook revision process concludes for the 2019 period.