



COUNTY OF DANE

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GREG BROCKMEYER
Director of Administration

July 16, 2019

TO: Carl Williams
President, Employee Group 705

Bill Brotzman
Administrator, BPHCC

FROM: Greg Brockmeyer
Director of Administration

COPY: Amy Utzig
Director of Employee Relations

RE: TEMPORARY EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK REGARDING VACATION SELECTION FOR CNA EMPLOYEES AT BADGER PRAIRIE HEALTH CARE CENTER, SHIFT PICKUP, WEEKEND SHIFT PICK UP PROTECTION, AND TRIAL PERIODS FOR IN-CLASSIFICATION TRANSFERS FOR BPHCC EMPLOYEES

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.

After healthy discussion Local 705 and BPHCC Management request an Exception modification for the balance of 2019 Calendar Year as follows. At the close of 2019, these items will revert to the status that preceded this trial exception modification, and the parties will continue to work together to determine how to proceed. Early in 2020, the meet and confer process may be used to adopt into the Handbook those elements that the parties agree are working well.

I understand that Bill Brotzman, Badger Prairie Health Care Center Administrator and Employee Group 705 will jointly distribute the following exception, upon which there is a consensus to approach the 2019-2020 selection, to all of the interested stakeholders.

EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK:

SECTION 1: 2018 CNA VACATION SIGN-UP FOR YEAR 2019

In an effort to ensure all CNA's are treated equitably and are able to sign up for vacation time, the vacation sign-up process in 2018 for the 2019 payroll year will be revised from previous years. The changes and guidelines are outlined below.

There will be two-rounds of vacation/holiday sign-up:

- First Round sign-up will be limited to 2019 granted vacation time only. Any other benefitted time is not available during this round of sign up.
- First Round sign-up will be for either: up to FOUR (4) individual days, or up to FOUR (4) blocks of time, or a combination of the two. For example, you may take two (2) blocks of time and two (2) individual days. A block is defined as at least a seven day stretch including your weekend and scheduled days off. Even if the day you select is a fixed holiday it will be counted as one of those vacation days.
- These individual days or blocks are to be marked off on a 2019 payroll calendar and a copy kept by the schedulers. This will serve several important functions: establish the start and stop days of your block of time, and help account for how many days you have used.
- Second Round will be for all remaining current years vacation and holiday time (as earned for County fixed holidays, i.e. you can't sign up for all 14 holidays in January because you would not yet have earned them.) As before, you must sign up for at least half of your allotted time. Daily numerical limits will also remain the same, with 8 people guaranteed off on Monday through Friday and 3 people on the weekends. Should staffing and the needs of the facility change, the staffing numbers will be discussed and changed by both parties (Managers and Local 705) in the future. We will continue to allow two alternates to sign in round 2.

No cancellations of time will be allowed until everyone has completed both rounds of their vacation sign up.

- Should you fail to show up for or call at your appointed time, we will make one (1) attempt to call your phone number. If the appointment is missed, you will need to reschedule into an available slot following all other scheduled appointments on any given day.
- Floats must check to see that all days within their block are available when they sign. Schedulers cannot guarantee to make your day off in that week fall on a day that is

already closed in the vacation calendar. If the date is already closed, you may be needed to work.

- If you choose to take a different position in 2019 via posting that changes your weekend off or increases your FTE, you need to be aware you may not be able to keep your block intact. Only adjustments to scheduled time will be made, no additions to requests will be given priority.
- It is each Employee's responsibility to know their individual schedule. You must know your weekend off in order to sign up correctly. Schedulers will help you prepare by making available a 2019 payroll calendar. They will also post an updated calendar with the days no longer available after each day's sign-up is complete. If you have a specific rotation pattern, you may also take a copy of a 2019 calendar with the days off marked for your pattern, i.e. 1A, 3B, etc.
- If you are not prepared, you risk making mistakes and running out of time. When you reach the end of your appointed time, the calendar will be handed back to the scheduler so they can prepare for the next person scheduled. The end of your appointment will be five minutes before the next appointment is scheduled to begin.
- The scheduler who meets with you or takes your phone call will try to assist you if you ask for their help. However, they cannot know your personal plans so they cannot be held responsible for dates incorrectly signed up for or missed. A copy of the updated version of the "Vacation Acknowledgment Form" will be given to you after you have completed both rounds of the sign-up.

SECTION 2: CASH OUT OF VACATION/HOLIDAYS.

- All CNA and LPN employees have the option to cash out up to eighty (80) hours of vacation and/or holiday time per year at the employee's regular rate of pay (including longevity) to be paid out in November of the year for which the cash-out is sought.

SECTION 3: SHIFT PICKUP:

- When an employee requests to have another employee work a scheduled shift, the employee requesting the peer to pick up a shift will no longer be required to fill any additional "holes" in the schedule, beyond their own, prior to being granted the shift pickup request. These "shift pickups" will be limited to four (4) weekend days per year (two (2) weekend days for the period July 1, 2019 through December 31, 2019 regardless of use in the first six months of the year). Other requirements regarding shift pickups, such as overtime restrictions and assumption of the other's status, will continue to apply.

WEEKEND SHIFT PICK-UP PROTECTION: Employees who pick-up a shift or shifts on their weekend off, may not be mandated to work any longer than that shift.

SECTION 4: (EG 705) TRIAL PERIOD FOR IN-CLASSIFICATION TRANSFERS FOR BADGER PRAIRIE HEALTH CARE CENTER (BPHCC) EMPLOYEES:

- The trial period for internal transfers will be a forty-two (42) day period following the date of transfer. During this time, as provided herein, the employee shall be entitled to return to the household and/or shift from which he/she came without prejudice if either the County or the employee so decides.