



GREG BROCKMEYER
Director of Administration

COUNTY OF DANE

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Date: May 19, 2020

To: All Employees

From: Greg Brockmeyer
Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook
Regarding Overtime and Compensation for Employee Group 895 (1199)-Public Health
Department Only

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

I am distributing the following proposed temporary exception to employees and any other interested stakeholders. If concerns regarding the implementation of the exception are raised, I will schedule a meeting with the parties.

EXCEPTION TO EBH: OVERTIME AND COMPENSATION

1. Due to the spread of COVID-19 in the Dane County area, Public Health employees in Employee Group 895 (1199) have been working extra hours in response to the pandemic.
2. The current handbook language allows employees to accumulate up to 36 hours of overtime (54 hours converted) as compensatory time in a "comp time bank".
3. A temporary exception is being issued for payroll year 2020 to allow the 895 (1199) Public Health employees to accumulate sixty (60) hours, payable as ninety (90) hours of compensatory time in a "comp time bank".
4. On the last pay period of the 2020 payroll year all compensatory leave accrued remaining which was not taken as compensatory leave shall be paid out in cash, except that at the employee's discretion, employees may carryover up to ninety (90) compensatory hours (60 hours payable as 90).
5. The temporary exception set forth above shall expire on December 19, 2020.

CC: Amy Utzig, Director of Human Resources
Cathy Lippart, Payroll Manager