



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
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February 20, 2017

TO: John Dejung, Director of the Public Safety Communications Department  
Paul Logan, Operations Manager  
Kevin Fosso, Assistant Operations Manager

FROM: Carlos A. Pabellón  
Director of Administration

RE: PROPOSED TEMPORARY EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK REGARDING  
SCHEDULING OF PSC COMMUNICATORS (EMPLOYEE GROUP 720)

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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.

I have asked the Department of Public Safety Communications ("PSC") to distribute the following proposed exception to its employees, the appropriate Employee Group Representative, and any other interested stakeholders. If concerns regarding the implementation of the exception are raised, I will schedule a meeting to discuss further.

Otherwise, if no interested stakeholder raises concerns with the following exception, then it shall become effective as of Pay Period 4.

**EXCEPTION TO EBH: 2017 SCHEDULING OF PSC COMMUNICATORS (EMPLOYEE GROUP 720)**

Employees shall be scheduled on a repeating work cycle that will generate (2) days on for every (1) day off or its equivalent (examples 4-2, 4-2 or 5-2, 5-3). Employees working eight (8) hour shifts shall receive overtime pay for any time worked in excess of eight (8) hours per day or outside their regular schedule of hours.

The following schedules will be offered to employees as a non-precedential trial period that will run during the 2017 calendar year and may be modified or extended by a consensus of the county and the employee association.

Some employees shall be offered a schedule of twelve & eight hour shifts. These shifts shall consist of three fixed 12 hour shifts of work with four fixed days off one week, and two 12 hour shifts of work, combined with two 8

hour shifts of work, and three fixed days off the other week. Communicators assigned to these 12 hour shifts shall work a total of 76 hours per pay period.

Shifts shall be chosen by the communicator based on seniority. Employees working twelve (12) hour shifts shall receive overtime pay for any time worked in excess of twelve (12) hours per day or outside their regular schedule of hours. Employees working twelve (12) hours shifts shall earn vacation credits as designated by the Employee Benefit Handbook. Employees working twelve (12) hour shifts on a holiday shall receive twelve (12) hours of holiday overtime pay and shall earn twelve (12) hours of holiday time. Employees working twelve (12) hour shifts shall earn eight (8) hours of holiday time for holidays that fall on their scheduled day off. If an employee scheduled to work a twelve (12) hour shift chooses to take vacation on their regularly scheduled holiday they will be required to use all twelve (12) hours of holiday time earned for that day.

If the department does not realize anticipated efficiencies and cost savings, or if the employees association does not realize sufficient satisfaction among the Communicators, the 12 hour/8 hour schedule structure may be reverted back to the 8 hour schedule structure in effect prior to the 12 hour/8 hour structure implementation.

CC: Amy Utzig, Director of Human Resources  
Andrew Jones, Employee Group Representative 720