



GREG BROCKMEYER  
Director of Administration

## COUNTY OF DANE

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Date: December 3, 2020

To: All Employees

From: Greg Brockmeyer  
Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook  
Regarding Overtime and Compensatory time for Employee Groups 720 and 1871-Public Health  
Department Only

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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. If any concerns are raised regarding the implementation of this proposed exception, 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 Groups 720 and 1871 have been working extra hours in response to the pandemic.
2. The current handbook language allows employees in Employee Group 720 to accumulate up to 50 hours of overtime (75 hours converted) as compensatory time in a "comp time bank" and employees in Employee Group 1871 were allowed to accumulate up to 24 hours of overtime (36 hours converted) as compensatory time in a "comp time bank".
3. A temporary exception is being issued for payroll year 2020 to allow the 720 and 1871 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  
Shannon Maier, Employee Advocate Manager