



## COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION

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GREG BROCKMEYER  
Director of Administration

Date: March 15, 2021

To: All Employees

From: Greg Brockmeyer  
Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook for Employee Group 720  
Regarding ESS Scheduling.

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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.

I am distributing the following proposed exception to 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 with the parties.

### **Exception to EBH: Hours of Work/Rest Breaks/Lunch Periods**

#### **EAWS Economic Support Specialists and Lead Economic Support Specialists**

- a. Economic Support Specialists and Lead Economic Support Specialists shall work Monday through Friday, forty (40) hours per week. The normal work day will be eight (8) hours and forty-five (45) minutes; said shifts shall include a 45-minute unpaid lunch period. The current three shifts the County is assigning to employees:
  - i. 7:15 a.m. to 4:00 p.m.
  - ii. 7:45 a.m. to 4:30 p.m.
  - iii. 8:15 a.m. to 5:00 p.m.Any scheduled overtime shift of 2.5 hours or longer shall also include a fifteen (15) minute paid break.
- b. The number of staff assigned to each shift may vary due to operational need. Grand-fathered shifts and out-stationed shifts may vary depending on the needs of the purchasing agency and the hours will be mutually agreed upon.
- c. There is year round Open Enrollment for schedule change requests. Should an employee wish to transfer shifts or change lunch times, the County shall place the employee on a waiting list for their desired shift(s).

This list may be updated at any time by the employee. When an opening occurs in a shift, the shift will be offered to the person based on seniority.

d. If there are an insufficient number of staff on a waiting list, the County will solicit volunteers before mandating employees to an assigned shift. If, after ten (10) work days, a sufficient number of employees do not volunteer for a shift, the County shall select employees based on inverse order of seniority. Employees shall receive notice of this shift re-assignment ten (10) working days prior to the date of the shift change.

e. Probationary employees shall be placed in shifts according to the needs of the agency after any other staff on the waiting list are placed in the intended shift. They are eligible to put their name on the waiting list for a different shift after they pass probation.

f. The County shall track requests to change shifts, any shift vacancies and the wait list for each shift. All such information shall be given to staff upon request.

1. The temporary exception set forth above shall expire on December 18, 2021.

CC: Amy Utzig, Director of Human Resources  
Shannon Maier, Employee Advocate Manager