



GREG BROCKMEYER
Director of Administration

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Date: April 29, 2022
To: Employee Group 2634
From: Greg Brockmeyer
Director of Administration
Subject: Proposed Temporary Exception to the Employee Benefit Handbook for Senior Social Worker Promotions

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.

Senior Social Worker Promotion

a. a. Individuals who have been employed as social workers with Dane County may attain the level of Senior Social Worker upon satisfactory fulfillment of the following criteria.

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1. Accumulation of 8 years of supervised experience (at least half time (.5 FTE) equivalency) earned as a professional social worker as determined by department management. Six and a half years of this experience must be as a social worker with Dane County or in another classification within the SW20 pay range along with the required social worker state licensure. Three years of relevant experience (at least half time (.5 FTE) equivalency) as a social worker outside of Dane County or a master's degree in social work shall meet the remaining requirement of 1.5 years.

b. b. Social Workers must meet job standards in all key job responsibilities as reflected in their performance evaluations and have a recommendation from their immediate supervisor. Appeals may be made to the Director/Department Heads/Appointing Authority.

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c. c. Accumulation of a minimum of 400 hours of in-service training credits beyond a baccalaureate degree. Graduate social work or related courses may substitute for in-service training credits on the basis of one graduate credit for 16 in-service training credits. Employees are encouraged to attain 30 hours per two year reporting period after completion of 400 hours of in-service training. Training and Education for Promotion to Senior Social Worker shall be consistent with the Training and Education policy.

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| The temporary exception set forth above shall expire on December 17, 2022.

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