



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
EMPLOYEE RELATIONS DIVISION

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GREG BROCKMEYER
Interim Director of Administration

AMY UTZIG
Human Resources Director

DATE: October 18, 2017

TO: Barry Irmien, Director of Operations
EG 1871

FROM: Greg Brockmeyer, Interim Director of Administration

RE: Temporary Exception to Scheduling of Medicolegal Investigators (MLI), EG 1871

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.

a. Medicolegal Investigators. This subsection shall apply only to Medicolegal Investigators (MLIs). Medicolegal Investigators shall be scheduled as follows:

1. Shifts. There are two twelve-hour shifts each day:
 - a. A day shift from 6:00 a.m. to 6:00 p.m. and;
 - b. A night shift from 6:00 p.m. to 6:00 a.m.
2. General Schedule. In each biweekly pay period, MLIs shall be assigned to work three twelve-hour shifts in each week, , on a twenty-one (21) day repeating cycle, as follows:
 - a. Two (2) days on, three (3) days off, two (2) days on, three (3) days off, two (2) days on, two (2) days off, three (3) days on, four (4) days) off.
 - b. Administrative Time. In addition, each MLI shall be assigned eight hours per pay period, that can be used for follow-up investigation and other assigned duties can be applied to time spent making follow-up telephone calls and dictating or typing reports from places outside the office. It is understood that the MLIs working the night shift will need to make follow up calls during business hours to resolve their cases. It is also understood that there will be times when being in the office is necessary. The 8 hours of Administrative time will be documented by the MLI on a form provided by management.

- c. General Schedule Rotation. The general schedule will be rotated among MLIs once a year to give MLIs a more diverse schedule.
3. Off-Day Coverage. This schedule leaves every third Wednesday, Saturday, and Sunday to be filled by LTE MLI staff or by overtime in the event no LTE MLI is available. Overtime work will be offered to employees on a voluntary basis based on seniority. If there are no volunteers for overtime work, overtime will be assigned based on the full-time MLI work schedule availability . Any overtime work will be compensated at time-and-a-half in either compensatory time or paid in cash, as described in the Overtime section of this handbook.
4. Shift Rotation. Assignments to day and night shifts will rotate from month to month. Scheduled changes from day shift to night shift, or night shift to day shift, will take place as close to the end of each month as practical. Except under emergency circumstances, no MLI shall be required to work twenty-four or more consecutive hours.
5. Exchange of Shifts between Employees. With the mutual agreement of employees and their supervisor(s), MLIs may exchange shifts within the same pay period. Generally it is the goal to prevent any MLI from working 24 or more consecutive hours.
6. Shift Change. Unless the off-going MLI is in the field on a call, MLIs will be in the office at shift change. Oncoming MLIs will be in the office no later than 10 minutes prior to shift change. Calls for service that come in within 30 minutes of the end of an MLIs shift will be turned over to the on-coming MLI. In this case, detailed shift change information will be provided to the oncoming MLI so that the off-going MLI need not be contacted.
7. On-Call Status. It will be the goal of management to avoid calling the off-going MLI within 8 hours of the end of the off-going MLIs shift. The need to contact an MLI regarding a case on his or her shift within the 8-hour window will be based on the exigency of the needed information. Follow-up calls regarding autopsy results will generally be made by 3:00 p.m. the day following an autopsy. MLIs will need to exchange detailed information regarding cases they have worked on to facilitate this goal.
8. It is agreed that the MLIs will be in the Medical Examiner's Office, for their entire shift unless they are conducting business related to the Medical Examiner's Office or on a meal break.