



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION
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GREG BROCKMEYER
Director of Administration

Date: August 25, 2022

To: All Employees

From: Greg Brockmeyer
Director of Administration

Subject: Proposed Temporary Exception to the Employee Benefit Handbook for EG 720 – Acting Class Pay for the Monkeypox Outbreak

According to Wisconsin Department of Health Services guidelines, the administration of the monkeypox vaccine is limited to physicians, physician's assistants, registered nurses, and licensed practical nurses. Public Health Madison Dane County currently has employees who hold a license practical nurse license, but are working in a different position at a lower classification.

Under the proposal below, any positions in Public Health Madison Dane County who are in a lower classification and hold a Licensed Practical Nurse license may be assigned to administer the Monkeypox vaccine. When doing so, those positions will receive Acting Class Pay or Acting Class Pay Hourly, whichever is higher, at Range 18.

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook after reasonable notice to interested stakeholders. If concerns regarding the implementation of the proposed exception are raised, I will schedule a meeting with the parties. Interested stakeholders have until the end of business on September 6, 2022 to raise their concerns.

Acting Class Pay or Acting Class Pay Hourly for Administering the Monkeypox Vaccine

1. Notwithstanding the requirements of Acting Class Pay and Acting Class Pay Hourly, employees who are in a lower classification than a Licensed Practical Nurse (Range 18) and assigned to administer the Monkeypox vaccine shall receive Acting Class Pay or Acting Class Pay Hourly, at Range 18, whichever is greater.
2. All individuals assigned to this responsibility must possess the Licensed Practical Nurse license needed to administer the Monkeypox vaccine.
3. This temporary exception shall remain in effect until December 17, 2022.