



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION
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GREG BROCKMEYER
Director of Administration

Date: September 23, 2022

To: All Employees

From: Greg Brockmeyer
Director of Administration

Subject: Temporary Exception to the Employee Benefit Handbook for EG 720 – On Call Pay for LTE Morgue Transport Drivers

The Dane County Medical Examiner's Office (DCMEO) employs LTE Morgue Transport Drivers for the safe and respectful transportation of decedents between the Dane County Medical Examiner's Office and locations in Dane and Rock County. As the DCMEO no longer provides service to Brown County, the scope of work for these positions has changed and Dane County needs to offer these positions additional compensation in order to ensure that the employees remain available. The proposed temporary exception below provides additional compensation to these employees. The additional language to the EBH is noted in red.

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 30, 2022 to raise their concerns.

SUBJECT: CALL BACK/ON CALL PAY

Section 1:

- a. Call In. All County employees shall respond to a call to work outside of their regular schedule of hours by their department head or others designated by the department head. A minimum of two (2) hours shall be granted to any employee who is called to work outside of their regular schedule of hours or who reports to work as scheduled and is sent home. Only department heads or those designated by department heads shall have the authority to work more than the regular schedule of hours or direct other employee to work overtime. No employee shall be sent home or denied their regular work schedule of hours to avoid the payment of overtime.

Section 2:

- a. Employees who are called by a supervisor or designee, or who are authorized by a supervisor to perform work at home shall be paid for all such time worked in twelve (12) minute increments.

Section 3:

- a. **LTE Morgue Transport Drivers in the Dane County Medical Examiner's Office, shall be paid \$50 for a 12-hour on-call shift. When LTE Morgue Transport Drivers are called into work, all hours worked are paid at their regular hourly rate in addition to this fee. This section shall remain in effect until December 17, 2023.**