



GREG BROCKMEYER  
Director of Administration

## COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION  
Room 425 City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703-3342

Phone: (608) 266-4941  
Fax: (608) 266-4425 TTY WI Relay 711

Date: October 14, 2022

To: All Employees

From: Greg Brockmeyer  
Director of Administration

Subject: Temporary Exception to the Employee Benefit Handbook for EG 720 and EG 895 – Standby Pay for Disease Surveillance

---

Public Health Madison Dane County needs both nurses and Disease Intervention Specialists to perform disease surveillance outside of normal business hours. This work is mostly remote work. EG 720 does not have an on-call rate established in its Employee Benefit Handbook. EG 895 (Nurses) have this provision, but it is written for situations where an employee would physically need to report to the work location. To provide consistent benefits to both employee groups and respond to the monkeypox pandemic, a temporary exception has been developed.

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.

Interested stakeholders raised an objection and a meeting was held on October 11, 2022. The revised exception below reflects concerns raised during that meeting. The revisions to the exception published on September 19, are highlighted in yellow.

If further 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 October 21, 2022 to raise their concerns.

### Standby Pay for Disease Surveillance

1. EG 720 and EG 895 employees in Public Health Madison Dane County may be assigned to Standby Pay for Disease Surveillance. Standby Pay for Disease Surveillance will not be assigned in less than 4 hour increments and the County shall make all reasonable efforts to schedule assignments in 8 hour increments. In making assignments, the County will first seek volunteers for Standby Pay, when the use of Standby Pay is necessary. When making assignments, the most senior employee shall be given the first opportunity. If there are not enough volunteers, then the County will assign Standby shifts in the inverse order of seniority.
2. When employees are assigned to Standby Pay for Disease Surveillance, employees are guaranteed at least four hours of pay at one and one-half times the employee's regular rate of pay. This

guaranteed amount of work covers time spent checking the disease surveillance system, responding to emails and voicemails, other tasks needed to monitor for cases, and being on call for phone calls. If the amount of time worked would exceed four hours (for example, there is positive case), then the employee shall be paid for the total amount of actual hours worked in 12 minute increments at one and one-half times the employee's regular rate of pay.

3. If an employee is assigned to Standby Pay for Disease Surveillance, the Call Back/On Call Pay Sections of the EG 720 and EG 895 EBH shall not apply.
4. This temporary exception will remain in effect until December 17, 2022.