



## LIST OF MANAGERIAL BENEFITS

DANE COUNTY  
Effective 4/26/24

### Table of Contents

|   |    |
|---|----|
| INTRODUCTION.....   | 2  |
| SUBJECT: BILINGUAL CLASSIFICATION PAY.....  | 3  |
| SUBJECT: BUS PASSES .....   | 5  |
| SUBJECT: CAREGIVER LEAVE .....  | 6  |
| SUBJECT: CATASTROPHIC LEAVE DONATION POLICY-PAYROLL.....  | 9  |
| SUBJECT: DEATH IN IMMEDIATE FAMILY (BEREAVEMENT LEAVE).....                                       | 14 |
| SUBJECT: DISABILITY INSURANCE .....   | 15 |
| SUBJECT: ELECTION OFFICIALS .....   | 16 |
| SUBJECT: FLEXIBLE SPENDING ACCOUNT .....  | 17 |
| SUBJECT: HEALTH & DENTAL INSURANCE .....  | 18 |
| SUBJECT: HOLIDAYS .....   | 20 |
| SUBJECT: IDENTIFICATION AND ACCESS CARDS: .....   | 21 |
| SUBJECT: JURY DUTY.....   | 22 |
| SUBJECT: LACTATION POLICY.....  | 23 |
| SUBJECT: LIFE INSURANCE .....   | 24 |
| SUBJECT: MILEAGE REIMBURSEMENT AND PARKING COSTS.....   | 25 |
| SUBJECT: MILITARY LEAVE .....   | 26 |
| SUBJECT: PAID PARENTAL LEAVE.....   | 27 |
| SUBJECT: PARKING.....   | 30 |
| SUBJECT: RETIREMENT ENHANCEMENT PROGRAM.....  | 31 |
| SUBJECT: RETIREMENT SICK LEAVE CREDIT CONVERSION/POST RETIREMENT MEDICAL REIMBURSEMENT PLAN ..... | 33 |
| SUBJECT: SEPARATION FROM COUNTY SERVICE .....   | 38 |
| SUBJECT: SICK LEAVE .....   | 39 |
| SUBJECT: STILLBIRTH POLICY .....  | 41 |
| SUBJECT: UNEMPLOYMENT COMPENSATION.....   | 43 |
| SUBJECT: VACATION .....   | 44 |
| SUBJECT: VEHICLE USE POLICY .....   | 46 |
| SUBJECT: VOLUNTARY LEAVE PROGRAM (UNPAID).....  | 51 |
| SUBJECT: VOTING.....  | 53 |
| SUBJECT: WORKER’S COMPENSATION .....  | 54 |



## LIST OF MANAGERIAL BENEFITS

### **INTRODUCTION**

Benefits offered to Managerial employees are provided under Chapter 18 of the County Ordinances, or through county board resolution creating such benefits. Managerial benefits are then implemented by the Department of Administration through the policies set forth in the Administrative Practices Manual.

The purpose of this document is to provide managerial employees with a readily available list and description of those benefits that were authorized by county board resolution but have not been set forth in the Administrative Practices Manual prior to the issuance of this document.

Managerial employees are reminded that the inclusion of any benefits herein does not create an employment contract or employee benefit handbook, and does not guarantee any fixed terms and conditions of employment. Benefits are provided at the county board's discretion and may be modified at any time. If there are any questions, managerial employees are advised to direct them to the Employee Advocate Manager.



## LIST OF MANAGERIAL BENEFITS

### SUBJECT: BILINGUAL CLASSIFICATION PAY

#### Section 1:

a. Bilingual Designated Position

A position where a designated Bilingual employee regularly uses their language skills to perform their essential job duties in two or more languages. When the client and worker speak the same language, Designated Bilingual employees provide direct language support as they serve the clients/customers directly in the client/customer's preferred language, within the purview of the normal job duties.

When a position is identified as benefitting from a language skill based on community need, Managers/supervisors can request to designate those existing positions as bilingual, and or create new positions through the County budget process with a bilingual designation.

Additionally, an employee not in a designated bilingual position who is performing their essential job duties in two or more languages can make a request to their manager/supervisor to submit a request to Employee Relations to designate their position as bilingual.

Managers should not be requiring non designated bilingual employees to perform bilingual work in positions that are not designated bilingual. A bilingual designation does not expand the essential functions and job duties assigned to the position designated as bilingual.

b. Employees, including LTEs, who are designated bi-lingual and who are in positions designated as bi-lingual (meaning that the position provides a substantial amount of service in a language other than English) shall receive a bi-lingual pay supplement of \$2.00 per hour. Incumbents currently holding a bilingual position shall not be reclassified solely to remove the bilingual classification.

Employees will not be required to complete an exception time report to earn bilingual pay. Employees in a Bilingual Pay position will continue to receive the bilingual rate of pay for all hours except any time recorded as leave without pay.

- c. This provision shall not apply to Medical Interpreter, Medical Interpreter/Hmong or Court Interpreter positions.
- d. The compensation amount for Bilingual classification will be reviewed bi-annually (in odd years) to keep pace with inflation and industry standards.
- e. Employees who requested Bilingual designation, but did not pass the examination, may request another examination. In order to request another examination, at least four months must have passed from the first examination. Employees can also submit results of previous certifications/examinations when determining if they meet the criteria to be designated bilingual for the county's consideration.
- f. Employees who were in a designated bilingual position and transfer or promote to another position where they regularly use their language skills to perform their essential job duties in two or more languages or who have had an initial request for bilingual designation denied by their supervisor may request to Employee Relations to be redesignated as bilingual in their new position.



### LIST OF MANAGERIAL BENEFITS

- g. The Language Access Coordinator in the Department of Human Services may submit data regarding language access requests to determine recommendations made to Employee Relations on the need for the bilingual designation fit for particular positions. Employee Relations will review the request and make a determination.
- h. The decision to designate an employee as bilingual is a managerial decision and not subject to the grievance process.



SECTION: HR  
TOPIC: Bus Passes  
April, 2024

## MANAGERIAL BENEFITS

### **SUBJECT: BUS PASSES**

#### **Section 1:**

- a. County employees, including Limited Term staff, are provided bus passes at no cost if there exists a grant fund. Should the grant funding end, the County shall implement a subsidy program. Employees shall contact [www.roundtripgreatermadison.org](http://www.roundtripgreatermadison.org) or call 266-7433 to obtain a bus pass.



## MANAGERIAL BENEFITS

### **SUBJECT: CAREGIVER LEAVE**

#### **Section 1: General Policy**

Effective December 18, 2022, the beginning of the 2023 payroll year, all Dane County Employees will receive 80 hours (prorated for less than 1.0 FTE) of Caregiver Leave once per payroll year for a qualifying leave of absence.

The purpose of this new leave benefit is to provide employees flexibility to address situations where an employee needs to provide care to an immediate family member who has a serious medical condition.

#### **Section 2: Definitions**

1. Immediate family member – shall have the meaning it does under the federal Family Medical Leave Act. Covered family members are employee's spouse, employee's domestic partner, child, or parent.
  - a. "Spouse" means a husband or wife, including those in same-sex marriages;
  - b. "Domestic partner" is defined by Wis. Stat. 770.01 (1) and means an individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds of the county in which he or she resides.
  - c. "Child" means a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and "incapable of self-care because of a mental or physical disability;"
  - d. "Parent" is defined as a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when he or she was a minor."
  - e. Family members not covered by the federal FMLA include siblings, in-laws, grandparents and other extended family members unless those individuals stood "in loco parentis" to the employee when they were a minor. Nonfamily members can also be considered to have stood in loco parentis, which is defined as having had the responsibility of providing day-to-day care to the employee and of financially supporting the employee in their childhood.
2. Eligible employee – is defined as a regular budgeted employee of Dane County who is entitled to accrue leave balances. Limited term employees are excluded from this policy.
3. Serious medical condition – shall have the meaning it does under the federal Family Medical Leave Act. Section 101(11) of FMLA defines serious health condition as "an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care in a hospital, hospice, or residential medical care facility; or (2) continuing treatment by a health care provider."

#### **Section 3: General Provisions**

1. An employee's use of Caregiver leave must run concurrently with a Leave of Absence under the Family Medical Leave Act, if an employee is eligible for FMLA. Eligible employees shall apply for and use FMLA concurrently with Caregiver Leave. Employees not eligible for FMLA shall apply for a Leave of Absence under County Ordinance 18.29(3) or under the Employee Benefit Handbook and use that leave of absence concurrently with Caregiver Leave.



## MANAGERIAL BENEFITS

2. Caregiver leave hours may be used in conjunction with other forms of paid or unpaid time off available to the employee. This includes, but is not limited to: sick, vacation, holiday, wellness, and unpaid time off.
3. Notwithstanding Section 3, item #2, Caregiver Leave cannot be used when Paid Parental Leave is available to the employee.
4. Except for employees in the Dane County Sheriff's Office, Badger Prairie Health Care Center, and Public Safety Communications (9-1-1), employees may use Caregiver Leave intermittently or in order to work part-time. Employees in the Dane County Sheriff's, Badger Prairie Health Care Center, and Public Safety Communications (9-1-1) must obtain prior approval from their supervisor in order to use Caregiver leave intermittently or to work on a part-time basis.
5. Employees on Caregiver Leave will continue to receive non-salary fringe benefits (health insurance, dental insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) as if on the same basis as working. Employees on Caregiver Leave will also continue to receive compensation for fixed holidays on the same basis as if working.
6. Employees may only be approved for Caregiver Leave once during a payroll year. Multiple FMLAs to provide care to more than one immediate family member do not provide the employee with an additional grant of 80 hours.
7. Employees must provide documentation and notification in a timely manner.
8. Caregiver Leave does not accrue and any time not used at the end of the payroll year will be lost.

### **Section 4: Procedures**

1. Employees who have a family member with a serious medical condition that requires a leave of absence and wish to receive caregiver leave must fill out and complete the application for Caregiver Leave. The Caregiver Leave application will be a separate application from existing leave applications. However, the Caregiver Leave application should be submitted with the Leave of Absence request (FMLA, Employee Benefit Handbook Leave, or Ordinance Leave).
2. Employees in the Dane County Sheriff's Office, Badger Prairie Health Care Center, and Public Safety Communications (9-1-1) who wish to use Caregiver Leave intermittently or to work part-time, must obtain the prior written approval of their supervisor, and include such approval with their Caregiver Leave application.
3. Employees must provide timely documentation of the serious medical condition. A doctor should complete the health care certification section of the Leave of Absence request.
4. Employee Relations will review the application and determine if the individual is eligible. If the application qualifies for Caregiver Leave, Employee Relations will approve the application and notify the Employee.
5. Full-time employees who have had their application approved, will receive 80 hours of Caregiver Leave. Part-time employees who have had their application approved will have their benefit time prorated according to their full-time employment status. For example, 0.5 FTEs who are approved will receive 40 hours.



## MANAGERIAL BENEFITS

6. Employees with an existing FMLA that qualifies for Caregiver Leave, shall submit an application for Caregiver Leave. Upon receipt and review of the application, Employee Relations will notify the employee.
7. As with FMLA, employees will need to reapply for Caregiver Leave annually.





## MANAGERIAL BENEFITS

### SUBJECT: CATASTROPHIC LEAVE DONATION POLICY-PAYROLL

#### Section 1:

- a. The Employee Group Representative shall receive notice of all donated leave decisions and will be copied on any written material provided to the Personnel and Finance Committee.

#### Section 2:

The purpose of this program is to assist regular full and part time employees who are facing financial hardship because they have exhausted all of their own paid leave time and are experiencing a catastrophic illness or injury as defined below. Decisions made under this program are not grievable. Wis. Stat. § 230.35(2r)(c), provides: No employee may grieve under an agency's grievance procedure any appointing authority's decision relating to a catastrophic leave program under this subsection or appeal any such decision to the commission under s. 230.44.

The purpose of this document is to define a process through which donated leave is requested, granted, and administered. This is a voluntary program. Employees may request donated leave, or may donate their accumulated leave hours, of their own volition. The receipt or donation of leave hours is not overseen or governed by any bargaining unit or other authoritative body.

The employer may establish, by rule, a catastrophic leave program that permits employees to donate certain types and amounts of leave credits to other employees who have been absent from pay status because of a catastrophic need for which there is no paid leave benefits or replacement income available. The employer shall determine the types and amounts of leave credits that may be donated. Wis. Stat. § 230.35(2r)(b).

#### DEFINITIONS

**Catastrophic illness or injury:** Wis. Stat. § 230.35(2r)(a) defines this as an illness or injury that incapacitates or is expected to incapacitate an employee or an employee's family member and that requires the employee to be completely absent from work for an extended period of time.

**Catastrophic need:** used in this policy is a catastrophic illness or injury that creates a financial hardship for the employee. A catastrophic financial need requires an extended absence from work for which there is no leave time available and the employee is not yet eligible for disability benefits.

**Donated Leave:** Donated leave is paid leave time that is voluntarily transferred from an employee with accumulated leave balances to Dane County's donated leave bank. Paid leave balances include unused compensatory time earned, sick leave earned, vacation earned, holiday earned, or wellness time earned by an employee.

**Eligible Employee:** Any full time, or part time regular employee, employed at least one full year with Dane County, who is eligible to accrue and use paid leave time, who has exhausted his or her paid leave balances and is experiencing a catastrophic illness or need.



## MANAGERIAL BENEFITS

**Extended Absence:** A continuous absence of at least one-week duration under a circumstance for which the employee was unable to accumulate leave time to cover the absence.

**Family Member:** As defined by Dane County's Family and Medical Leave Policy: Spouse or domestic partner, children, and parents.

**Committee:** Means the Catastrophic Leave Donation Committee composed of the Risk Manager, or his/her designee, the Corporation Counsel, or his/her designee, and the Employee Relations Manager, or his/her designee. The Catastrophic Leave Donation Committee will address issues related to the catastrophic leave program including reviewing applications and making eligibility determinations.

### Eligibility Criteria - Applicant

In order to be eligible to receive donated leave, an employee must meet the following criteria:

- 1) The employee or eligible family member must experience a catastrophic illness or injury that requires that the employee be completely and totally off work for a defined period of time and that creates a financial need.
- 2) The medical condition must be certified by a licensed health care provider, and require continuing treatment or supervision by the health care provider. If the request is to care for an eligible family member, the certification from the licensed health care provider must verify the need for the employee to be completely off work to provide care.
- 3) There must be no other wage continuation or replacement income available or provided to the employee at the time they are receiving donated leave. Examples include, but are not limited to, disability or other insurance benefits, care giver leave, or unemployment compensation.
- 4) Employees may not delay the onset of disability insurance benefits beyond the elimination period in order to receive donated leave. The shortest elimination period under the County's current disability plans is 42 calendar days.
- 5) The employee must be a regular full time or part time employee at the time of application (LTE's and other employees who do not earn paid leave time are not eligible).
- 6) The employee must be eligible for and have received an approved, continuous (non- intermittent), Family and Medical Leave Act (FMLA) leave or other leave of absence as defined by the Civil Service ordinance or applicable bargaining agreements, for the catastrophic medical condition for which donated leave is requested. If applicable, the employee must also apply for disability benefits.
- 7) The employee must have exhausted all of his/her available personal leave balances and would be required to take leave without pay in the absence of donated leave.



## MANAGERIAL BENEFITS

- 8) The employee must complete and submit the required application along with the medical documentation (see above).
- 9) The employee must not have received donated leave of any amount within 24 months at the time of application
- 10) The employee must notify the Payroll Manager of any change in circumstances regarding their anticipated return to work, and anything else that impacts the donated leave request.

### **Eligibility criteria – Donor**

1. The donor must be employed with Dane County for a minimum of one year, and must be beyond the probationary period.
2. Donors may donate earned vacation, earned sick, supplemental sick time, comp time, holiday and wellness time. Vacation hours granted for the year in advance that have not yet been earned may not be donated. Paid leave time that would otherwise be lost if not used, such as unused carryover hours, or sick hours in excess of the year-end/retirement cap, may be donated.
3. Donations must be in whole hour increments with a minimum of 4 hours
4. The donor must retain combined leave balances of at least 160 hours for their own use after the donation.
5. Upon retirement, unused Supplemental Sick Leave will be considered donated to the Catastrophic Leave Pool.

### **Application Process**

1. Application forms are available online. All completed applications for donated leave must be returned to the County Payroll Manager.
2. An application for leave may be initiated when the applicant's combined leave balances are at or below 80 hours; however, the donated leave will not be applied until the applicant's own leave time has been exhausted.
3. The application must include the following:
  - a. pertinent employment information;
  - b. a description of the reason the applicant is requesting donated leave;
  - c. the amount of donated leave the applicant is requesting;
  - d. an authorization for the County to contact the health care provider to clarify or discuss information related to the medical condition the provider has certified;
  - e. any additional information or documentation the applicant wishes to provide.



## MANAGERIAL BENEFITS

4. The application will also require certification from a health care provider of the catastrophic illness or injury and the probable duration of that health condition. If the request is to care for a family member or member of an alternative family, the certification from the health care provider must verify the need for the employee to be completely off work to provide care.

### **Approval Process**

- 1) The Catastrophic Leave Donation Committee will review applications and measure the facts contained in the application material against the eligibility criteria. All application material and information disclosed to the Committee regarding the employee's request for donated leave will be held in confidence.
- 2) The Catastrophic Leave Donation Committee will also review other factors related to the request, including the nature of the medical condition.
- 3) Donations will not be considered unless and until the leave is approved via the process and criteria outlined in this policy.
- 4) After completing the review process, the Catastrophic Leave Donation Committee will grant or deny the employee's application for leave. The Catastrophic Leave Donation Committee may grant the entire leave amount requested, up to 240 hours (prorated hours for part time employees based on FTE), or a portion of the leave requested. If the Catastrophic Leave Donation Committee denies the request the employee will receive a letter explaining the reasons for the denial.
- 5) If donated leave is being requested for the care of a family member and the employee has already received Caregiver Leave for the same family member, any Caregiver Leave used shall be deducted from the amount of time the employee receives.
- 6) Donated leave will not be applied prior to the date of an application for Catastrophic Leave.

### **Review Process**

- 1) If the employee believes the Catastrophic Leave Donation Committee misapplied the criteria set forth in this policy, the employee may request a review of the Committee's decision by the Personnel and Finance Committee. The employee must request the review in writing within 10 working days of the date of the denial letter.
- 2) The written request for review must be sent to the Personnel and Finance Committee and the County Payroll Manager.
- 3) The Personnel and Finance Committee will review the decision of the Catastrophic Leave Donation Committee. The Personnel and Finance Committee may affirm the denial of donated leave or grant the Employee's request for donated leave. The decision of the Personnel and Finance Committee



## MANAGERIAL BENEFITS

shall be final.

### **Administrative Process**

- 1) The County Payroll Manager will oversee the administrative process.
- 2) The County Payroll Manager will solicit voluntary contributions of paid leave time from employees in the 2<sup>nd</sup> and 4<sup>th</sup> quarter annually. If the pool of time becomes depleted before the next scheduled donation pool request the Payroll Manager has the authority to solicit additional voluntary donations.
- 3) Donors must respond within two weeks of the notice to donate.
- 4) The County Payroll Manager will not reveal the identity of the donors without cause.
- 5) While using donated leave, the applicant must otherwise be in an unpaid payroll status. This means that the employee must be completely and totally off the payroll, and cannot use donated hours to supplement periodic or sporadic absences from work.

Therefore, the applicant will not continue to accumulate leave time, longevity, and other benefits associated with being in paid payroll status. In addition, donated leave payments do not qualify as retirement, longevity, or incentive pay earnings. However, health and dental insurance premium contribution will continue until the later of the following: the expiration of the employee's FMLA or expiration of donated leave.

- 6) If the current payroll year ends before all of the donated leave is used the employee must begin using his/her own accrued vacation and holiday hours in the first pay period of the new year. If applicable, any remaining donated leave hours will be held and applied after the employee's own paid leave is exhausted, providing the employee is still absent from work due to the situation that prompted the initial donated leave request.
- 7) If the employee (applicant) returns to work early and has unused donated leave time remaining, that time will be returned to the County's donated leave pool.
- 8) The application can be found under forms at <https://dcinet.connect2dane.com/>



MANAGERIAL BENEFITS

**SUBJECT: DEATH IN IMMEDIATE FAMILY (BEREAVEMENT LEAVE)**

**Section 1:**

- a. Permanent employees shall be allowed bereavement leave with pay, according to the schedule below, in the event of the death of the following relations of the employee, spouse or Domestic Partner. Bereavement leave may be used on a non-consecutive basis within one year of the death of the qualifying relation:
  1. Death of spouse, domestic partner, child, or step-child: 80 hours
  2. Death of sponsored adult, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, step- grandchildren, parent of a minor child, grandparents, step-grandparents, brother-in-law, sister-in-law, son-in-law and daughter-in-law: 32 hours
  3. Death of a member of the employee's family, other than those above: employees must use their own benefit time with supervisory approval.
  4. Such leave shall be prorated for part-time employees
  5. Stillbirths are covered under separate policy.



## MANAGERIAL BENEFITS

### SUBJECT: DISABILITY INSURANCE

#### Section 1:

Disability Insurance. The County shall provide employees with Disability Insurance. No employee shall be eligible to participate in the disability plan during their first six (6) months of employment. Employees who enroll during an open enrollment will also have a six (6) month waiting period. For part-time employees all of the benefits shall be prorated based on the percent of time worked. For employees choosing to participate in the Disability Insurance Program, premiums shall be paid as follows (used sick hours refers to the prior year):

| Sick Hours Used | Employee Share | County Share |
|-----------------|----------------|--------------|
| 0.0-- 32.0      | 0%             | 100%         |
| 32.1 -- 40.0    | 40%            | 60%          |
| 40.1 -- 48.0    | 60%            | 40%          |
| 48.1 -- 56.0    | 80%            | 20%          |
| 56.1 +          | 100%           | 0%           |

Employees will be given the option of joining a Taxable Disability/Sick Leave Program or a Nontaxable Disability/Sick Leave Program. The ability to change options will be available to each employee in March or April of each year.

1. Taxable Disability/Sick Leave Program

The employee will not be charged FICA expense, the premiums paid by the County will not be taxable and the benefits, which are sixty-five percent (65%) of salary, will be taxed to the extent of any payment of premiums by the County. If the employee pays the entire disability insurance premium, the benefit will not be taxed.

2. Nontaxable Disability/Sick Leave Program

The employee will be charged FICA expense (currently 7.65%) on any of the County paid premiums and the premium will be taxable income to the employee. By paying the FICA expense and income tax the employee will receive a tax-free benefit.

3. Wellness Program

Employees selecting Short Term Disability/Long Term Disability insurance will be granted sixteen (16) wellness hours in the pay period in which May premiums are withheld. Employees selecting only LTD insurance will be granted eight (8) wellness hours in the pay period in which May premiums are withheld. Employees who used forty-eight (48) or less hours of sick leave during the preceding payroll year will be granted eight (8) additional wellness hours during the following year. The employee may use the wellness hours with the approval of the employee's supervisor. Wellness hours may accumulate indefinitely. Employees pay the entire premium for disability insurance. Any disability insurance benefits paid to the employee will be tax-free.



## MANAGERIAL BENEFITS

### SUBJECT: ELECTION OFFICIALS

#### Section 1:

#### Election Officials

- a) An employee appointed to serve as an election official is not required to work during the 24-hour period of an election day (12:00 a.m. to 11:59 p.m.). They may use personal time or county time under the following circumstances.
1. If the hours of work and the hours as an election official are concurrent:
    - a. The employee may use their vacation, holiday and earned leave time during the period of time they would have been scheduled to work and serves as an election official. In such case, the employee receives normal pay and in addition is allowed to retain any compensation received for serving as an election official, or
    - b. The employee may remain on the payroll and receive the difference between their regular salary and the amount received for serving as an election official.
  2. If the hours of work and the hours as an election official are partially concurrent:
    - a. The employee may use their vacation, holiday and earned leave during the period of time they would have been scheduled to work and serves as an election official. In such case, the employee receives normal pay and in addition is allowed to retain any compensation received for serving as an election official, or
    - b. The employee may remain on the payroll and receive the difference between their regular salary and the amount received for serving as an election official for the hours that are concurrent. The employee will retain any compensation received serving as an election official for hours not concurrent with work hours. The offset for election pay applies only to those hours that are concurrent.
  3. If the hours of work and the hours as an election official are not concurrent.
    - a. The employee may use their vacation, holiday and earned leave; the compensation received for serving as an election official does not affect the employee's compensation from the County, or
    - b. The employee may remain on the payroll; the compensation received for serving as an election official does not affect the employee's compensation from the County.
- b) An employee who serves as an election official shall provide the appointing authority with at least seven (7) days' notice of anticipated service as an election official.





## MANAGERIAL BENEFITS

### **SUBJECT: FLEXIBLE SPENDING ACCOUNT**

#### **Section 1:**

- a. Grace Period: A grace period following the end of each plan year through March 15th of the new year will be provided to employees who use the flexible spending plan as allowed by law.



## MANAGERIAL BENEFITS

### SUBJECT: HEALTH & DENTAL INSURANCE

#### Section 1:

- a. A group hospital, surgical, major medical and dental plan shall be available to employees. For group health insurance for 2024, the County shall pay up to nine hundred fifty dollars and sixty five cents (\$950.65) per month for employees desiring the "single HMO plan" and up to two thousand two hundred thirty four dollars and one cent (\$2,234.01) per month for employees desiring the "family HMO plan". If the health insurance premiums are raised, the dollar contribution caps cited herein shall be adjusted by the percentage equal to the increase in the premiums for the HMO plans.
- b. *For the Point of Service (POS) plan, employees shall pay twenty five percent (25%) of the difference of the single or family HMO and POS premiums through payroll deduction.* For 2024, the employee premium rates for the POS plan are \$76.44 for POS single coverage and \$179.65 for POS family coverage.
- c. For group dental insurance for 2024 the County shall pay up to forty nine dollars and seventy six cents (\$49.76) per month for employees desiring the "single plan", and up to one hundred thirty nine dollars and ninety one cents (\$139.91) per month for those desiring the "family plan."
- d. County Employees and their dependents selecting a health care provider offering Dane County both the Point of Service and HMO plans will be allowed one (1) thirty (30) day open enrollment period per year during which time an employee enrolled in the plan specified above can choose between that provider's POS or HMO. The County shall pay the costs for employees and dependents choosing other plans equal to the dollar amounts stated in (a).
- e. Employees on a leave of absence without pay, on layoff status, or who are retired and desirous of maintaining group insurance coverage shall make the required payments directly to the insurer, prior to the 10th of the month preceding month of coverage. Failure to make timely payments shall be grounds for termination from the group plan. The above requirement shall not apply to retired employees who are using accumulated sick leave to pay for insurance coverage under the Retirement Sick Leave Credit Conversion policy.
- f. For permanent employees working less than full time, the County shall pay the health and dental premium contributions as provided in (a) above on a pro rata basis. The County will, on a quarterly basis, average the number of hours worked in the preceding quarter, as compared to a full time employee. This percentage will be rounded up to the closest 10% incremental equivalent and will be used in the subsequent quarter as the share of insurance premiums paid by the County and the share paid by the employee (eg. The county shall pay 80% of the insurance premiums for an employee who works 75% of hours compared to full time). The calculated percentage will remain in effect for the next three months, at which time a new calculation will be made, using the hours worked in that quarter. The average hours worked, compared to a full time employee will continue to be updated each quarter, based on the previous quarter's hours worked, and will be applied to the upcoming quarter's insurance premium. The proration calculation shall not be reduced below the full-



## MANAGERIAL BENEFITS

time equivalent (FTE) level certified for the position. Permanent part time employees and job sharers who are currently receiving the full County health and dental premium contribution as of March 16, 1985 shall be grandfathered (i.e., continue to receive the full contribution until such time as the employee resigns, retires or assumes permanent full time employment).



## MANAGERIAL BENEFITS

### SUBJECT: HOLIDAYS

#### Section 1:

- a. The following are determined to be holidays:
  1. January 1st
  2. Martin Luther King Jr. Birthday (third Monday in January)
  3. Memorial Day (last Monday in May)
  4. June 19th
  5. July 4th
  6. First Monday in September (Labor Day)
  7. Fourth Thursday of November (Thanksgiving Day)
  8. Day first following Thanksgiving Day
  9. December 24
  10. December 25
  11. December 31
  12. Thirty-two (32) additional hours with such hours or fraction thereof to be selected by the employee subject to advance department head approval.
- b. Holidays on Days Off- Whenever any of said holidays shall fall on Sunday, the succeeding Monday shall be the holiday. If said holidays fall on a Saturday, or on a regular scheduled day of work or a regularly scheduled day off, the employee affected shall be granted a compensatory day off with pay; such compensatory time off to be selected by the employee subject to approval of the department head.
- c. Holiday Carry Over. When holiday credits are not used within the payroll year in which they are earned they may be carried over to succeeding payroll years.
- d. Ten Hour Day Holidays. Employees working a schedule of four (4) ten (10) hour days shall receive holiday pay on the basis of ten (10) hour days when such named holiday falls on one of the scheduled ten (10) hour work days.
- e. Probationary Period. Upon hire, all employees serving a probationary period of six (6) months or more may take their floating holiday credits in accordance with the County's holiday policies. After serving their initial six months of employment, such probationary employees may take accumulated vacation in accordance with the vacation and salary policies.



## MANAGERIAL BENEFITS

### **SUBJECT: IDENTIFICATION AND ACCESS CARDS:**

#### **Section 1:**

- a. ID Cards: When staff have an ID card. There is no fee for initial issuance of an ID card or for damaged cards that are returned. Lost cards will be replaced at their expense of \$5.00.
- b. Access Cards: There is no fee for initial issuance of an access card. Lost or stolen cards must be reported to the employee's supervisor within 24 hours. These cards will be immediately deactivated, and a replacement card will be issued to the employee at their expense. The charge is \$10.00 for replacement of a lost access card. If an employee finds a lost card after receiving a replacement, they may retain the found card. In the event of another loss the original card can be put back into the system at no charge. If an access card is no longer functional, the replacement fee will be waived.



## MANAGERIAL BENEFITS

### SUBJECT: JURY DUTY

#### **Section 1:**

- a. An employee serving on a jury shall remain on the payroll and receive the difference between their regular normal pay and the amount they receive for jury service, or they may elect to use accumulated vacation, holidays, and overtime credits or other earned leave which may be due them and in which case they shall receive their pay for jury service plus full pay. Employees whose scheduled hours of work include shifts that immediately precede and/or follow a day of jury duty shall only be required to work one (1) of these shifts, which shall be selected at the employee's discretion, and the jury duty day shall be substituted for the other shift and shall be considered as their shift for that day. The term immediate shall mean eight (8) hours or less before or after the jury duty day. If jury duty is canceled more than forty-eight (48) hours before the scheduled start time, the affected employees shall work their normal schedule. It is an employee's responsibility to notify their supervisor of the scheduled jury duty and which work shift will not be worked. The maximum amount of pay an employee may receive under this provision shall not exceed the pay the employee would have received working their regularly scheduled hours.



## MANAGERIAL BENEFITS

### SUBJECT: LACTATION POLICY

#### **Section 1: Purpose**

The County as an employer wants to offer support for employees who are breastfeeding. The County recognizes that guaranteeing breaks and providing space that can offer privacy for expressing breast milk or nursing supports breastfeeding employees. Dane County will provide a lactation space for employees to nurse or express breast milk at every possible location.

#### **Section 2: Facilities**

Dane County shall create a work group to review Dane County facilities and develop a report to the DOA Director that identifies facility improvements and other procurements (e.g. appliances and furniture). This work group will complete its work by the end of December 31, 2024. This workgroup will sunset after December 31, 2024. The goal of the review would be to ensure all County employees have a welcoming space in order to express milk.

The work group will include: 2 EGR represented employees nominated by the Employee Groups, 1 non-represented employee, 1 representative from facilities management, 1 representative from WPPA, 1 representative from Public Health Madison Dane County, and 1 representative from the DOA Director.

A review of facilities will include whether there is a space that is lockable, private, sanitary, and accessible during work hours. The space should not be a restroom. The space will have an electrical outlet, table, comfortable chair, storage space for an employee's pump, and nearby access to running water. While not feasible in all locations, the workgroup should explore if it is possible to provide space for the storage of expressed breast milk. During the review, the workgroup should survey employees at specific locations to reach out and solicit employee feedback on the facilities.

#### **Section 3: Break time**

Breastfeeding employees will be responsible to communicate to their supervisor about expressing milk. Employees who plan to express milk during the workday shall coordinate with their supervisors as needed so they can work together to satisfy the needs of both the employee and Dane County.

Breastfeeding employees are encouraged to give at least two (2) weeks advance notice (verbal or written) to their supervisor of their intent to take breaks to express milk at work. Upon notice, supervisors show the space to the employee. If space and other improvements are not yet made, the supervisor should notify Facilities Management.

Breastfeeding employees will agree upon a flexible break schedule with their supervisor for nursing or expressing milk. The time will not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, the employee will be allowed to come in early or leave later to make up or flex the time if their position supports this flexibility and with prior supervisor approval.



## MANAGERIAL BENEFITS

### **SUBJECT: LIFE INSURANCE**

#### **Section 1:**

- a. Life Insurance. The County agrees that it will participate in a group life insurance plan on a share cost basis with said plan to be at least equal to the cost-benefit structure of the State Group Life Insurance plan in effect during 1977. Under this plan each employee has the option of participating. The amount of life insurance is fixed at \$1,000 for each \$1,000 or fraction thereof of annual income for each employee.





MANAGERIAL BENEFITS

**SUBJECT: MILEAGE REIMBURSEMENT AND PARKING COSTS**

**Section 1:**

Mileage Reimbursement.

- a. Employees will be reimbursed at the IRS rate (said reimbursement rate to be adjusted when it is periodically changed by the IRS) or at such higher amount as authorized by the Dane County Board of Supervisors for use of their personal vehicles while performing the County's business.

**Section 2:**

Parking Costs.

- a. Employees will be reimbursed for parking costs incurred while performing the County's business. Both hourly meter fees and costs incurred at City/private lots, with receipts, are eligible for reimbursement. Parking tickets/fines received by employees are not eligible for reimbursement. Receipts for parking fees must be attached to employees' mileage sheet listing the amount requested for reimbursement on the same date/mileage line for the trip in which the parking cost was incurred. Where a County parking pass or parking validation is available, employees should use those prior to incurring parking fees.



## MANAGERIAL BENEFITS

### SUBJECT: MILITARY LEAVE

#### **Section 1:**

##### Military Leave of Absence.

- a. A leave of absence shall be automatically granted to employees who are drafted, called to active duty or enlist in the United States Armed Forces. All such employees shall be entitled to reemployment as specified in 38 USC § 4312 and Wis. Stats. ss. 321.64 and 321.65.
- b. Effective June 1, 2015, if the wages paid by the armed forces of the United States to any employee who is ordered to active duty for any period of service described in 38 USC § 4312(c)(1)-(4), is less than the salary paid by the County to said employee, the County shall reimburse the employee the difference between the wages paid by the armed forces and the salary paid by the County.
- c. Upon the written request of any employee ordered to active duty for any period of service described in 38 USC § 4312(c)(1)-(4), the County shall continue to pay health, dental, and life insurance premiums on behalf of any employee, at the rate which would be in effect for the employee had he or she not been ordered to active duty.
- d. Effective January 1, 2003, the County shall annually provide up to 30 days paid military leave to all employees. Paid military leave may be requested for periods of active duty (including training) under Title 10 or Title 32, United States Code, or for state active duty performed at the request of the Governor. The employee must provide proof of performance of said duty, such as a leave and earnings statement, and said duty must be a minimum of three consecutive days in length.



## MANAGERIAL BENEFITS

### **SUBJECT: PAID PARENTAL LEAVE**

Effective December 17, 2023 all Dane County Employees who meet the eligibility criteria and have a qualifying event, shall receive **480 hours** (prorated for less than 1.0 FTE) of Paid Parental Leave (PPL) once per payroll year.

The purpose of this new leave benefit is to provide employees additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their personal obligations.

#### **Section 1: Definitions**

1. Child(ren) – is defined as a person under the age of 18. For the purposes of this policy, the child’s parent must be an Employee of Dane County.
2. Paid Parental Leave – is defined as 480 hours of paid time off from work to enable an employee to care for and to bond with their newborn or a newly adopted child. Employees working less than 1.0 FTE shall receive a prorated amount according to their FTE status. For example, 0.5 FTEs who are approved will receive 240 hours.
3. Parent – is defined as a person identified on a child(ren)’s birth certificate, adoption certificate, certified copy of a foreign adoption order that has been registered with the State of Wisconsin, or other legal document certifying an adoption.
4. Qualifying event
  - a. Definition: A qualifying event is defined as the live birth or adoption of a child on or after December 17, 2023. For foreign adoptions the qualifying event is the date the child enters the United States.
  - b. Placements excluded: Foster care, Kinship Care, Guardianship, and other child welfare placements are not qualifying events under this policy.
  - c. Additional limitations:
    - i. Sperm donors do not incur a qualifying event under this policy.
    - ii. Still births are not covered under this policy
  - d. Surrogacy clarified: Employees receiving a child from a surrogate incur a qualifying event under this policy. An employee serving as a surrogate does not incur a qualifying event under this policy.
  - e. Multiples: In the case of multiple births (twins, triplets, etc.), all children are treated as one qualifying event. In the case of multiple children being adopted, all children are treated as one qualifying event.
  - f. One qualifying event per payroll year. In the case of multiple qualifying events by an employee in the same payroll year, the eligible employee will be entitled to only one instance of paid parental leave.
5. Eligible employee – is defined as an employee of Dane County who is entitled to accrue leave balances who has a qualifying event. Limited term employees are excluded from this policy.

#### **Section 2: General Provisions**

1. An Employee’s use of Paid Parental Leave shall run concurrently with a Leave of Absence provided under the Family Medical Leave Act (FMLA), if an employee is eligible for FMLA. Employees eligible for FMLA shall apply for and use FMLA concurrently with PPL. Employees not eligible for FMLA shall apply for a Leave of Absence under County Ordinance 18.29(3) or under the Employee Benefit Handbook and use a Leave of Absence under County Ordinance or Employee Benefit Handbook concurrently with PPL.
2. Paid Parental Leave hours may be used in conjunction with other forms of paid or unpaid time off available to the employee, including but not limited to sick time, vacation, sabbatical bank, holiday, wellness and unpaid time. If Paid Parental Leave is used in conjunction with Caregiver Leave, employees must first exhaust Paid Parental Leave.



## MANAGERIAL BENEFITS

3. Eligible Employees must use all of their PPL within one year of the qualifying event. Any portion of the PPL remaining one year after the qualifying event is forfeited. The start date of an employee's PPL is at the employee's discretion, as long as the employee's PPL balance has not yet been forfeited.
4. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use PPL intermittently, up to the limitation provided in item 6. Employees in a 24/7 operated department may use PPL intermittently with the prior written approval of their supervisor.
5. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use PPL in order to work part-time, if that is an arrangement that works for their family, up to the limitation provided in item 6. Employees in a 24/7 operated department may use PPL to work part-time with the prior written approval of their supervisor.
6. Six months after the date of the qualifying event, all use of PPL must be in a single block of time. Any use of PPL up to six months may be used intermittently or to support employees working part-time. Any use of PPL beyond six months must be used as a single continuous block of time. Time used beyond six months must be approved and monitored by the Department.
7. Employees on paid parental leave will continue to receive non-salary fringe (dental insurance, health insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) benefits provided under the Employee Benefit Handbook on the same basis as if working. Employees on Paid Parental Leave will also continue to receive compensation for fixed holidays on the same basis as if working
8. Employees may only be approved for Paid Parental Leave once during a payroll year.
9. This policy is not retroactive for any employee who is on a previously approved leave for the birth or adoption of a child. Only qualifying events on or after January 1, 2018 are able to use this benefit.
10. If both parents of a qualifying event are County Employees, each employee receives a Paid Parental Leave benefit.
11. Employees must provide documentation and notification in a timely manner. Timely responses from Employees are required in two ways: First, documentation of the upcoming event is required with the Leave of Absence request. Second, within three days of the event, Employees must provide notification to Employee Relations that the event has occurred.

### Section 3: Procedures

1. Employees who are eligible and anticipate experiencing a qualifying event must fill out and complete the application for PPL. The PPL application will be a separate application from existing leave applications, but should be submitted with an appropriate leave of absence request (FMLA, Employee Benefit Handbook, Ordinance). These applications must be completed at least 30 days in advance from the anticipated date of the qualifying event. The PPL application must include the employee's expected start date and end of the Employee's leave of absence (FMLA, Employee Benefit Handbook, or Ordinance).
2. Employees in 24/7 operated departments who wish to use PPL intermittently or to work part-time must obtain the prior written approval of their supervisor, and include such approval with their PPL application.
3. Eligible employees must provide timely documentation of the upcoming qualifying event. Forms of documentation include: a health care certification from a medical doctor, a certified copy of an adoption order listing the eligible employee as a parent, a certified copy of a foreign adoption order registered in the State of Wisconsin
4. Employees must sign the application acknowledging that they understand the policy, acknowledging that they intend to return to work and indicate a return date.
5. Employee Relations will review the application and determine if the individual is eligible and will have a qualifying event. If the application qualifies for PPL, Employee Relations will approve the application and notify the Employee.



## MANAGERIAL BENEFITS

6. Payroll will load the appropriate amount of time into a time-bank (leave code) available to the employee after the qualifying event.
7. Full-time employees who have had their application approved, will receive 840 hours of PPL. Part-time employees who have had their application approved will have their benefit time prorated according to their full-time employment status. For example, 0.5 FTEs who are approved will receive 420 hours.
8. Employees are only able to use this time after the qualifying event. Employees cannot use this time before the event.
9. If the date of the qualifying event is different from the anticipated date submitted on the application, it is the responsibility of the employee to notify Employee Relations.
10. No later than three days after the qualifying event, Employees shall provide notice to Employee Relations that the event occurred. Notice may take the form of a phone call or email.
11. If an official county holiday occurs while the individual is on an approved PPL, the employee will receive holiday pay. Official County Holidays do not count against an approved PPL.
12. If an employee has any unused PPL one year after the qualifying event, that amount of PPL shall be forfeited.



## MANAGERIAL BENEFITS

### **SUBJECT: PARKING**

#### **Section 1:**

- a. Employees shall be provided parking space in the County Parking Ramp, Monday through Friday, for a monthly fee equal to fifteen dollars (\$15.00) per month. The space provided shall be a block of space, preferably on the lowest level (floor one), which shall be reserved for County employees during the regular workday hours Monday through Friday. Employees reporting to work at any downtown location shall have preference over all others in the event of a space shortage and such employees will receive preference by order of seniority.



## MANAGERIAL BENEFITS

### **SUBJECT: RETIREMENT ENHANCEMENT PROGRAM**

The Retirement Enhancement Program (REP) is designed to assist county retirees with medical costs in retirement. Medical costs include premiums for insurance, copays, deductibles and out-of-pocket medical expenses. The program applies to county employees who retire on or after January 1, 2020.

#### **Benefit:**

The benefits under the REP are to assist retirees with medical costs. For employees with ten years of verified service, but less than twenty years of service, the county will provide the retiree with five annual payments of \$5,500 each. For employees with twenty years of verified service or more, the county will provide the retiree with ten annual payments of \$5,500 each.

The first payment will be deposited to the retiree's account after the county has been notified by the Employee Trust Funds that the employee has initiated their retirement annuity with WRS, the employee has met with Precision Retirement and the employee has terminated service with the county within that payroll year. The second and subsequent payments under the program will be deposited during the month of January of each subsequent calendar year until the five or ten payments have been made.

If an active employee dies before retirement, no payments will be made. If a retiree dies, a lump sum of the value of remaining payments due will be transferred to the retiree's account for use by their surviving spouse or dependents, if any. If there is no surviving spouse or dependents, then no further payments will be made after the retiree's death.

#### **Service Requirement:**

To be eligible, employees must have a minimum of ten years of verified service with the county. Elected officials must have a minimum of ten years of verified combined service as an employee or one or more of the elected officials listed below. The term of service does include military service earned while a county employee, absences under Family Medical Leave, periods of disability, handbook or county ordinance leave, worker's compensation, or layoff status so long as the employee has not terminated employment.

#### **Eligible Employees:**

Eligible employees include regular full and part-time employees as well as the following elected officials: County Board Chair, County Clerk, Clerk of Courts, Sheriff, County Executive, County Treasurer, Register of Deeds. To be eligible, the employee or elected official must retire from county service and must collect an annuity under the Wisconsin Retirement System within 60 days of retirement.

#### **Accounts:**

Employees with leave balances go through the Prime Choice program to determine how their leave balances will be applied in retirement. Those retirees who are directed to the Medical Trust program have an account established with the third party administrator into which the county deposits funds related to



## MANAGERIAL BENEFITS

their leave balances. Funds in this account are used by the retiree for medical expenses. The payments under the REP will be made into the retiree's Medical Trust Account in addition to any scheduled deposits from converted leave balances.

If the retiree is directed to the Special Pay Plan or has no leave balances to convert, then they will also have a Medical Trust Account established with the third party administrator specifically to receive the payments under the REP.

Retirees receive tax-free reimbursement from the third party administrator for qualified medical expenses. Reimbursements can be for one-time expenses, or the retiree can establish recurring reimbursements for recurring expenses such as monthly premiums.

Funds from the REP benefit are available to the retiree as soon as they are deposited. Funds not needed in a calendar year remain in the retiree's individual account for future use.

### **Adjustments**

Effective December 15, 2024, the REP will be adjusted annually, on the first day of the first pay period, by the amount of the cost of living increases provided.





## MANAGERIAL BENEFITS

### SUBJECT: RETIREMENT SICK LEAVE CREDIT CONVERSION/POST RETIREMENT MEDICAL REIMBURSEMENT PLAN

#### Section 1:

- a. At the discretion of their supervisor retiring employees may be permitted to remain in paid status by using accrued vacation and other paid time (excluding sick leave) until such time is exhausted. Such time shall be used prior to the date of retirement. If the retiring employee's supervisor refuses such a request, the decision may be appealed to the Director of Administration who shall decide the matter and whose decision shall be final.

#### Section 2:

##### Accrued Sick Leave Credit Conversion

- a. Sick Leave Conversion. Any employee covered by this policy who either:

1. dies while a County employee, or
2. retires from County service and, within sixty (60) days of their last day paid, applies for a retirement annuity from the Wisconsin Retirement Fund and/or Social Security, shall have their hours of sick leave credit, not to exceed one thousand nine hundred (1900) hours as of their date of retirement or death, converted to a monetary value (referred to herein as their "sick leave conversion") equal to the product of their hours of sick leave credit, but not to exceed one thousand nine hundred (1,900) hours, multiplied by their normal hourly rate of pay or the Conversion Rate (as further defined below) in effect as of their date of retirement or death.

The Department of Administration will determine the average hourly rate of filled management employees, the "Average Manager Hourly Rate" for each payroll year. The "Conversion Rate" for an employee will be the greater of their current normal hourly rate or the Average Manager Hourly Rate.

Such conversion shall be made as of the date (referred to herein as the "conversion date") of such employee's retirement or death. Notwithstanding the foregoing, a retiree described in this section may elect, prior to their conversion date, to delay such conversion to a later date within the ten (10)-year period following their retirement date.

Within a reasonable period after becoming covered by this policy, an employee shall complete and file a beneficiary designation form with the County, on which they shall designate the person(s) who shall receive any sick leave conversion balance remaining after the date of their death. The final payroll check will be made payable to the retiree's estate, and will be accompanied by the Beneficiary Form for proper distribution.

- b. Utilization of Sick Leave Conversion.

1. Death. The sick leave conversion of any deceased employee described in (a) (1) shall be paid, to the deceased employee's estate, within sixty (60) days after notification of designated payee after the date of



## MANAGERIAL BENEFITS

their death.

### Section 3:

#### Post-Retirement Leave Conversion Medical Reimbursement Plan

a. Purpose:

Dane County has adopted a Post-Retirement Leave Conversion Medical Reimbursement Plan (hereinafter, "Medical Plan") and a Governmental 401(a) Special Pay Plan (hereinafter, "Retirement Plan") (together called the "Plans") to allow retiring employees to convert accumulated leave into a supplemental retirement benefit on a mandatory basis.

b. General

The Plans are intended to allow some flexibility in the conversion of the unused accumulated leave. Dane County will apply a formula, set forth in section d below, to convert a retiring employee's unused accumulated leave (hereinafter, "Benefit"). The benefit will be paid to the retiring employee through a supplemental benefit plan.

It is the County's intention that, to the extent permitted by law, the benefits provided by the plan not be subject to FICA taxes. In addition, to the extent permitted by law, these benefits are to be tax deferred for both federal and State income tax until the retiree withdraws them from the plan. However, the County makes no warranties or representations regarding the tax treatment of any contribution made or amount received under the Plan. Employees should consult their own tax advisor to determine how to treat the supplemental benefits provided by the Plan.

Under the Plans, employees will continue to be allowed to defer their enrollment in the County's health and dental plans for a period of up to ten years after their retirement, provided that they were participating in the health and/or dental plans at their retirement.

c. Eligibility

The conversion of unused leave is automatic and mandatory upon retirement and all retiring employees with unused accumulated leave on the date of their retirement will participate in the Plan.

To "retire" and be eligible for this Plan, an employee must have reached or will reach age fifty-five (55), or age 50 for protective service employees, or older, during the calendar year of retirement, must retire from employment with the County, and be eligible for retirement benefits from the Wisconsin Retirement System (re-hired annuitants are not eligible to retire again from the County).

d. Calculation of Benefit

1. Sick Leave: An employee who retires with Dane County shall receive a Benefit for the number of hours of unused accumulated sick leave held by the retiring employee on his or her date of retirement, based on the following formula: Total hours of accumulated sick leave to a maximum of 1900 x regular hourly rate of pay or Conversion rate at time of retirement.
2. Vacation: Total hours of earned vacation leave x regular rate of pay including longevity pay at time of retirement.



## MANAGERIAL BENEFITS

3. Sabbatical bank: Total hours in the employee's sabbatical bank x regular rate of pay including longevity pay at time of retirement.
  4. Holiday pay: Total hours of holiday pay x regular rate of pay including longevity pay at time of retirement.
- e. Payment of Benefits:
1. Dane County, no later than fifteen (15) days after the following the final pay date of the retiring employee, shall make a contribution equal to 100% of the amount calculated under d.2 and d.4 to the 401(a) Retirement Plan Trust and/or 457(f) qualified deferred compensation plan in the amount of the Benefit, which shall be paid to the retiring employee according to the terms of the selected plan. Plan selection shall be based upon the age of the participant and the amount of the contribution in an effort to maximize participant tax savings without subjecting plan participants to IRS premature withdrawal penalties if applicable.
  2. Election of Form of Benefit: Within thirty (30) days of receiving written notice of an employee's retirement, Dane County shall elect the form in which the retiring employee will receive the benefit under d.1 and d.3. The County's election of the form of benefit will be based on an interview with the retiree to collect information regarding the retiree's financial needs and/or retiree access to health care. The interview will be conducted by representatives of the Plan provider. At the option of the retiree, he or she may be accompanied by an Employee Group Representative, or a representative of their choosing. The County and/or Plan provider shall notify retiring employees of their right to have a representative present. The Benefit can only be paid to the retiring employee in one of the forms set forth in paragraph 5.3. Dane County will notify the retiring employee in writing (within the thirty (30) day time period identified above) of the election made by Dane County.
  3. Form of Payment: Retiring employees who are eligible to receive a benefit under d.1 and d.3 will be paid the Benefit in one of the following forms, pursuant to the election made in paragraph e.2:
    - a. Dane County shall make an annual contribution to the PRIME Trust, or the Medical Plan Trust (selected by the parties) for the benefit of the employee to pay for health, dental, and other insurance premiums and un-reimbursed medical expenses specified under Internal Revenue Code Section 213. The annual contribution will be equal to 135% of the annual cost of health and dental insurance premiums for County sponsored insurance for the retiree and dependent(s), if any. If the retiree chooses a non-County sponsored plan, the annual contribution will be equal to 135% of the annual cost of the health and dental insurance premiums for the retiree and dependent(s), if any, plus the amount of the plan deductible up to \$5,000 per person (\$10,000 maximum) or 135% of the cost of the Single (HMO) premium annually, whichever is greater. If the retiree's health and/or dental insurance premium cost increases during the calendar year, the retiree shall notify the County and the County will make a supplemental contribution equal to 100% of the additional premium amount for that calendar year. The annual contributions will continue until the benefit amount calculated in d.1 and d.3 is exhausted by the retiree or their qualified dependent beneficiaries. If the retiree participates in outside insurance, it is the responsibility of the retiree to notify the County and provide documentation of any premium change including annual increases.

The County shall notify the Plan Administrator about any premium changes no later than October 1



## MANAGERIAL BENEFITS

prior to the effective date of the premium increase. The Plan Administrator shall notify all retirees about specifics of the premium changes, if any, no later than October 31 prior to the effective date of any increase. Retirees must notify the County of any change in the plan(s) that they will enroll in by November 15 of the preceding year. If the County does not receive such notification, the annual contribution amount shall be based upon the plan(s) that they are currently in.

For retirees who defer their participation in the County's health and or dental insurance plans, contributions will commence once the retiree begins participation in the County's health and or dental plans. If a retiree initially defers participation in the County's health and or dental plan, and during the deferral period, determines to never participate in the County's health and or dental plans, then the County will begin making an annual contribution equal to 135% of the family HMO health plan and the family dental plan. Such contributions will commence upon notice by the retiree to decline coverage or at the end of 10 years following retirement, whichever comes first.

An annual contribution of 35% of the cost of the Single (HMO) premium shall be made for retirees who choose to defer their participation in the County's health and/or dental insurance plans.

If the retiree dies before the balance is exhausted and has no surviving spouse or dependents, the County will make a payment of the remaining balance to the retiree's estate. This distribution will be subject to income tax.

- b. Dane County shall make a contribution equal to 100% of the amount calculated in d.1 and d.3 to the Retirement Plan Trust and/or 457(f) qualified deferred compensation plan (selected at Dane County's discretion) in the amount of the Benefit, which shall be paid to the retiring employee according to the terms of the selected plan. Said contribution shall be made no later than twenty- one (21) days following the date on which an employee retirees.

f. Plan Administrator

Dane County is hereby designated as the Plan Administrator. The Plan Administrator shall have the authority to control and manage the operation and administration of the Plan, including the authority to make and enforce reasonable rules or regulations for the efficient administration of the Plan. The Plan Administrator shall give reasonable notice of the availability and terms of the Plan to employees and shall keep accurate records of all benefits paid under the Plan.

g. Miscellaneous

This Plan shall be constructed and enforced according to the laws of the State of Wisconsin, where Dane County is located.

This document is descriptive only, and is subject in all regard to the documents establishing the Medical Plan and the Retirement Plan.

If this program becomes unavailable for any reason or if the terms of the program change in a way that may result in additional costs to the employee or to the County, the County shall utilize the process set forth in Dane County Civil Service Ordinance, section 18.24 to discuss the provisions of this policy.



## MANAGERIAL BENEFITS

### Section 4:

#### Retired and Employees with a disability Health Insurance.

- a. Employees who retire prior to age 65 but not before age 55 or who become totally disabled and by retirement or disability are eligible for at least the minimum Wisconsin Retirement Fund and/or Social Security retirement or disability benefits and who have exhausted their sick leave credits, shall be allowed to participate in the County's group hospital, surgical, major medical and dental insurance plans until they die, but provided that the retired employee shall pay all premiums or contributions directly to the Insurer prior to the 10th day of the month preceding the month of coverage. Failure to make timely payments by a retired employee to the Insurer shall be grounds for termination of coverage of that retired employee.



## MANAGERIAL BENEFITS

### **SUBJECT: SEPARATION FROM COUNTY SERVICE**

#### **Section 1:**

##### Separation from County Service Benefits.

- a. On the regular payday after the effective date of the discharge, layoff, resignation, retirement, or death, an employee shall be paid the regular salary, vacation, holiday, wellness and overtime accumulated through such date of discharge, layoff, resignation, retirement or death.

#### **Section 2:**

- a. Employees who retire prior to age 65 but not before age 55 or who become totally disabled and by retirement or disability are eligible for at least the minimum Wisconsin Retirement Fund and/or Social Security retirement or disability benefits and who have exhausted their sick leave credits, shall be allowed to participate in the County's group hospital, surgical, major medical and dental insurance plans until they die, but provided that the retired employee shall pay all premiums or contributions directly to the Insurer prior to the 10th day of the month preceding the month of coverage. Failure to make timely payments by a retired employee to the Insurer shall be grounds for termination of coverage of that retired employee.



## MANAGERIAL BENEFITS

### SUBJECT: SICK LEAVE

#### Section 1:

- a. Sick Leave Definition. Sick leave shall be defined as time off the job with pay because of: illness, bodily injury, exposure to a contagious disease, attendance upon members of the immediate family; and diagnostic treatment, dental procedures and opticians services when such services are performed by duly licensed practitioners.
- b. Immediate Family Definition. An employee's immediate family shall be the following relations of the employee, their spouse or their Domestic Partner: spouse, children, step-children, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, grandparents, brother-in-law, sister-in-law, son-in-law and daughter-in-law. Also included are other relatives of the employee, spouse or Domestic Partner residing in the employee's household. Domestic Partner shall be defined as provided in chapter 18 of the ordinance.
- c. Sick Leave with Pay Credits. All full-time employees covered by this policy shall be granted sick leave with pay credit at the rate of four (4) hours of sick leave for each bi-weekly pay period during which an employee receives compensation for forty (40) or more hours of work or the equivalent compensation. Part-time employees shall earn sick leave credits on pro-rata basis.
- d. The maximum accumulation of sick leave shall not exceed one thousand nine hundred (1,900) hours on the last date of each payroll year.
- e. Use of Sick Leave Credits. Employees shall inform their supervisor or department head as is appropriate of their need to be absent prior to their regularly scheduled starting time the first day and each day thereafter when return to work is doubtful; when their absence can be anticipated because of an appointment, such notice shall precede the absence by five (5) days when possible. The time off on sick leave for such appointments as are necessary shall be the minimum time required by the employee; but where it is possible for the employee to do so and in the interests of departmental efficiency, such appointments will be scheduled as near as possible to the end of the work day.
  1. Employees may use sick leave credits for temporary emergency care of ill or injured members of their immediate family (defined above), not to exceed five (5) days for any one (1) illness or injury; however, the five (5) days may be extended in unusual circumstances with prior County approval.
  2. Employees may use sick leave credits for temporary emergency care of children in the event inclement weather or an outbreak of an unexpected illness closes schools or child care facilities. Employees may be asked to provide proof of enrollment in the facility and proof of the facility's closure.
  3. If an employee is absent from work for any of the reasons set forth under the sick leave definition above, and at such time has accumulated insufficient sick leave credits to cover the time lost, the amount of time lost shall be deducted from current earnings of said employee, provided, however, that for each month worked during such calendar year by said employee during which no sick leave is taken, said employee shall be reimbursed for the time they had lost as a consequence of the insufficient accumulation of sick leave credits.
  4. Employees may at their option use vacation credits, holiday credits, or compensatory time due, to extend sick leave.



## MANAGERIAL BENEFITS

5. Employees may use vacation or holiday time in lieu of sick leave. Substituting other leave time for sick leave does not relieve the employee of any obligation to follow call in procedures. Absences may be used in evaluating general attendance, absenteeism, and specific violations of attendance policies regardless of the type of leave time that is used unless such leave time was previously approved by an employee's supervisor.
  
- f. Physical Examination by County Doctor. In the event that an employee shall have been absent under the provisions of this policy and returns to work without release from their own doctor, satisfactory to the County, the County shall have the right to direct the employee to a doctor selected and paid by the County. In the event that the employee shall be found fit to return to work, they shall be made whole for any necessary travel expense or loss of earnings incurred as a result of being directed to the County Doctor. The County may require at the County's expense a medical certificate or other appropriate verification of sick leave absence.
  
- g. Supplemental Sick Leave Bank. If an employee has reached the maximum number of hours allowed for conversion at retirement (the "cap"), the County will automatically deposit unused, accrued sick leave hours above the cap into a supplemental sick leave bank at the end of each payroll year. The hours deposited in the supplemental sick leave bank may be used during any absence caused by a medical condition that would be covered under the Family and Medical Leave Act (FMLA). The condition must be confirmed in writing by the treating physician, but the County will not require employees to submit the Health Care Provider Certification required for an FMLA leave. Employees may use the supplemental sick leave bank even if they have exhausted the number of hours available under the limitations of the FMLA during a rolling calendar year. The number of hours deposited in the supplemental sick leave bank shall be limited to 480 hours.





## MANAGERIAL BENEFITS

### **SUBJECT: STILLBIRTH POLICY**

Effective December 17, 2023 all Dane County Employees who meet the eligibility criteria and have a qualifying event, shall receive 240 hours (prorated for less than 1.0 FTE) of Stillbirth Leave (SBL) once per payroll year.

The purpose of this new leave benefit is to provide employees time to physically and psychologically recover after suffering a stillbirth.

#### **Section 1: Definitions**

1. Stillbirth – is defined as a loss of a baby at or after 20 weeks of pregnancy.
2. Stillbirth Leave – is defined as 240 hours of paid time off from work. Employees working less than 1.0 FTE shall receive a prorated amount according to their FTE status. For example, 0.5 FTEs who are approved will receive 120 hours.
3. Parent – is defined as a person identified on a child(ren)'s vital record or other medical documentation.
4. Qualifying event
  - a. Definition: A qualifying event is defined as the stillbirth of a child on or after January 1, 2024.
  - b. Sperm donors do not incur a qualifying event under this policy.
  - c. Surrogacy clarified: Employees receiving a child from a surrogate may incur a qualifying event under this policy. An employee serving as a surrogate does not incur a qualifying event under this policy.
  - d. One qualifying event per payroll year. In the case of multiple qualifying events by an employee in the same payroll year, the eligible employee will be entitled to only one instance of stillbirth leave.
  - e. Use of stillbirth leave in payroll year does not exclude same employee from use of parental leave in same payroll year.
  - f. Interaction between Stillbirth Leave and Paid Parental Leave: In the case of a live birth and stillbirth simultaneously (i.e., twins), the employee is entitled either Paid Parental Leave or Stillbirth Leave, but not both.
5. Eligible employee – is defined as an employee of Dane County who is entitled to accrue leave balances who has a qualifying event. Limited term employees are excluded from this policy.

#### **Section 2: General Provisions**

1. An Employee's use of Stillbirth Leave shall run concurrently with a Leave of Absence provided under the Family Medical Leave Act (FMLA), if an employee is eligible for FMLA. Employees eligible for FMLA shall apply for and use FMLA concurrently with SBL. Employees not eligible for FMLA shall apply for a Leave of Absence under County Ordinance 18.29(3) or under the Employee Benefit Handbook and use a Leave of Absence under County Ordinance or Employee Benefit Handbook concurrently with SBL.
2. Stillbirth Leave hours may be used in conjunction with other forms of paid or unpaid time off available to the employee, including but not limited to sick time, vacation, sabbatical, holiday, wellness and unpaid time.
3. Eligible Employees must use all of their SBL within six months of the qualifying event. Any portion of the SBL remaining six months after the qualifying event is forfeited. The start date of an employee's SBL is at the employee's discretion, as long as the employee's SBL balance has not yet been forfeited.
4. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use SBL intermittently. Employees in a 24/7 operated department may use SBL intermittently with the prior written approval of their supervisor.



## MANAGERIAL BENEFITS

5. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use SBL in order to work part-time, if that is an arrangement that works for their family. Employees in a 24/7 operated department may use SBL to work part-time with the prior written approval of their supervisor.
6. Employees on stillbirth leave will continue to receive non-salary fringe (dental insurance, health insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) benefits provided under the Employee Benefit Handbook on the same basis as if working. Employees on Stillbirth Leave will also continue to receive compensation for fixed holidays on the same basis as if working
7. Employees may only be approved for Stillbirth Leave once during a payroll year.
8. This policy is not retroactive for any employee who is on a previously approved leave for the stillbirth of a child. Only qualifying events on or after December 17, 2023 are able to use this benefit.
9. If both parents of a qualifying event are County Employees, each employee receives a stillbirth leave benefit.
10. Employees must provide documentation and notification in a timely manner. Within two weeks of event, employees must provide notification to Employee Relations that the event has occurred and submit a Leave of Absence request.

### Section 3: Procedures

1. Employees who are eligible and experience a qualifying event must fill out and complete the application for SBL. The SBL application will be a separate application from existing leave applications, but should be submitted with an appropriate leave of absence request (FMLA, Employee Benefit Handbook, Ordinance). These applications must be completed within 14 days of the qualifying event.
2. Employees in 24/7 operated departments who wish to use SBL intermittently or to work part-time must obtain the prior written approval of their supervisor, and include such approval with their SBL application.
3. Eligible employees must provide timely documentation of the qualifying event. Forms of documentation include: a health care certification from a medical doctor
4. Employees must sign the application acknowledging that they understand the policy, acknowledging that they intend to return to work and indicate a return date.
5. Employee Relations will review the application and determine if the individual is eligible. If the application qualifies for SBL, Employee Relations will approve the application and notify the Employee.
6. Payroll will load the appropriate amount of time into a time-bank (leave code) available to the employee after the qualifying event.
7. Full-time employees who have had their application approved, will receive 240 hours of SBL. Part-time employees who have had their application approved will have their benefit time prorated according to their full-time employment status. For example, 0.5 FTEs who are approved will receive 120 hours.
8. Employees are only able to use this time after the qualifying event. Employees cannot use this time before the event.
9. If an official county holiday occurs while the individual is on an approved SBL, the employee will receive holiday pay. Official County Holidays do not count against an approved SBL.
10. If an employee has any unused SBL six months after the qualifying event, that amount of SBL shall be forfeited.



MANAGERIAL BENEFITS

**SUBJECT: UNEMPLOYMENT COMPENSATION**

**Section 1:**

- a. The County will provide Unemployment Compensation Insurance.



## MANAGERIAL BENEFITS

### **SUBJECT: VACATION**

#### **Section 1:**

##### Use of Vacation Credits.

- a. New employees while on the first six (6) months of their probationary period shall earn but not receive vacation. Upon completion of six (6) months of employment they shall be entitled to use their vacation. (Note, length of probationary periods vary across employee groups.)
- b. Employees shall be entitled to use vacation during the payroll year in which they are earning said vacation credits; however, should any employee become overdrawn on vacation credits an adjustment shall be made no later than the end of March of the following payroll year, which will correct the overdraft of vacation credit. Should an employee terminate for any reason with an overdraft of vacation credit, the County shall be entitled to an equivalent offset against any monies due the employee or to otherwise recover such overdraft.

#### **Section 2:**

- a. Employees shall be allowed to select their vacation at any time, provided such selection does not adversely affect the department's operations as determined by management. Any conflicts between employees in scheduling vacations shall be decided by seniority. It is the policy to encourage employees to use all vacation credits annually. When all vacation credits are not used during the year in which they are earned, such remaining vacation credits as employees may have, shall be carried into the following year and must be used before the last day of the payroll year or it may be transferred to the Sabbatical Leave Bank, if possible.
- b. Employees shall be encouraged to use vacations in sustained periods of one or more weeks, thereby deriving what is commonly accepted as the greatest value from the vacation. In the event that an employee shall wish to use vacations in small increments - of one hour or more - this provision shall not be a bar to such use.

#### **Section 3:**

##### Sabbatical Bank.

A Sabbatical Bank shall be established for each employee as follows:

- a. Effective the beginning of the 2024 payroll year, employees may contribute up to eight hundred thirty two (832) hours of vacation time to a Sabbatical Bank. A deposit into the sabbatical bank may be made at any time during the payroll year but no later than the last day of the payroll year following the year in which said vacation was earned.
- b. Employees may use vacation time from their Bank according to the normal procedures used for the use of vacation contained in this policy.
- c. Upon termination of employment or retirement all time remaining in the Sabbatical Bank shall be paid at the employee's normal rate of pay (including longevity pay).



## MANAGERIAL BENEFITS

### Section 4:

#### Rate of Earning Vacation Credits.

All employees shall earn annual paid vacation credit as per the following:

- a. 1st through the 5th year of employment - one hundred twenty (120) hours each year.
- b. 6th through the 10th year of employment - one hundred sixty (160) hours each year.
- c. 11th through the 14th year of employment - one hundred seventy-six (176) hours each year.
- d. 15th through the 20th year of employment - two hundred twenty-four (224) hours each year.
- e. 21st year through 25<sup>th</sup> year of employment - two hundred forty (240) hours each year. Said annual vacation hours shall be prorated for part-time employees.
- f. 26<sup>th</sup> year and thereafter - two hundred eighty (280) hours each year. Said annual vacation hours shall be prorated for part-time employees.



## MANAGERIAL BENEFITS

### SUBJECT: VEHICLE USE POLICY

#### Section 1:

##### 1.0 INTRODUCTION

The purpose of this policy is to specify standards for Dane County employees and volunteers who operate vehicles in conducting official Dane County business. Department heads are responsible for implementation and enforcement of this vehicle usage policy, as well as any specific Department policies which may supersede this policy.

This Policy covers:

- Vehicles
- Drivers & Passengers
- Safety Requirements
- Maintenance
- Parking, and
- What to do if there is an accident

##### 2.0 VEHICLES

2.1. This policy applies to:

- Privately owned (or privately leased) vehicles when being used while performing official County business – however, Dane County employees and volunteers must not use motorcycles or mopeds to conduct official Dane County business; if an employee drives a motorcycle or moped to work and the employee is unexpectedly required to travel for County business, the County will arrange for transportation if public transportation or pool car is not available;
- All vehicles owned by Dane County (all vehicles owned by Dane County have a clearly identifiable Dane County logo); and
- All vehicles leased by Dane County.

2.2. The County will reimburse employees as specified in the applicable Mileage policy and County Ordinances for authorized mileage expenses incurred while on official County business and documented on a travel expense voucher form indicating starting and ending point for each trip. Commuting expenses between an employee's residence and normal place of employment are not reimbursable.

2.3. Dane County may assign vehicles to a County Department, Officer or employee under these circumstances:

- When the duties or responsibilities of the Department, Officer, or Employee includes frequent and regular calls;
- For deputized staff, based on assignment;
- As provided in contracts or agreements; or
- Otherwise needed to conduct official County business as determined at the discretion of the Department Head.

2.4. Any employee or volunteer who would like to use a pool vehicle must contact the designated person within their Department to initiate a request.

- With Department Head approval and based upon a bona fide non-compensatory business reason to require an employee to commute to and/or from work, a county employee may be assigned a County owned vehicle



## MANAGERIAL BENEFITS

to be driven to and from work (commuting).

- Personal usage of assigned County owned vehicles is restricted to travel from home to the assigned work site and back home, with minimal incidental stops. In other words, County owned vehicles may not be used for more than incidental personal transportation, and may never be used on a personal vacation.
- Employees assigned County vehicles that may be used for commuting purposes shall be required to follow Internal Revenue Service (IRS) regulations. The value of commuting use of an employer-provided vehicle is specified per IRS regulations.

### 3.0 DRIVERS & PASSENGERS

3.1. In order to operate a vehicle to conduct official County business, all the following criteria must be met:

- The driver must be a County employee or a County volunteer;
- The driver's supervisor must have determined that the driver's duties require travel;
- The driver must have a valid driver's license, and in the case of commercially rated vehicles, a valid Commercial Driver's License (CDL) for the vehicle's weight and class; and
- The driver must have a safe driving record, as determined by Risk Management using the criteria set forth below.

3.2. An employee who is required to maintain a valid driver's license (and/or a Commercial Driver's License or "CDL") as a condition of their employment with Dane County, shall report a suspension or revocation of their license to their immediate supervisor immediately upon returning to work following the receipt of notification from the Department of Transportation.

3.3. Only persons being transported in connection with official County business shall be authorized passengers in any County vehicle. Examples of "authorized passengers" include, but are not limited to:

- other County employees attending the same meeting or conference;
- other municipal employees such as City or State employees attending the same
- meeting, conference, or business function; and
- individuals, including but not limited to consumers, riding along for County business.

3.4. No "unauthorized passengers" will be allowed to ride in a County vehicle at any time. "Unauthorized passenger" means a passenger who has no County business reason for being in a County vehicle. Examples of "unauthorized passengers" include, but are not limited to non-employee-friends and family members.

3.5. Dane County recognizes an exception to this authorized/unauthorized passenger policy for County employees driving vehicles such as highway trucks who assist during emergencies and place a passenger(s) in the truck to stay warm or, if no phone or radio is available, drive someone to the nearest phone.



## MANAGERIAL BENEFITS

3.6 Risk Management will review Motor Vehicle Records (MVRs) of all employees and volunteers who operate a vehicle to conduct official County business according the following chart:

| Category of User                | Definition  | Frequency of MVR Review |
|---------------------------------|---|-------------------------|
| Frequent Driver                 | Operates a motor vehicle on official County business at least monthly       | Annually                |
| Employees who transport clients | Operates a motor vehicle with client-passengers on official County business | Annually                |
| Periodic Driver                 | Operates a motor vehicle on official County business less than once a month | Every two years         |

3.7. The Risk Manager will review MVRs for certain infractions or incidents, including but not limited to:

- Driving without a valid driver's license;
- Suspension or revocation of driver's license;
- A driving violation received while on the job;
- Off the job entries on the MVR may be considered if there is a substantial
- Relationship between the violation and the employee's required job duties.

### 4.0 SAFETY

4.1. Dane County employees and volunteers who operate a vehicle to conduct official County business are expected to follow all applicable rules of the road, including but not limited to:

- County vehicles may only be driven by County employees and County-volunteers;
- Drivers and all passengers must use restraining devices (seat belts) at all times the
- vehicle is in motion (there is also a prohibition against removing, deactivating, modifying or otherwise altering any restraining devices);
- Use of County vehicles is limited to the States of Wisconsin, Illinois, Minnesota, and Iowa, unless approved by a Department head;
- No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating (see details above regarding the prohibition against transporting non-authorized passengers while performing County business in a County vehicle);
- The driver will not operate the vehicle while under the influence of alcohol or controlled substances;
- Installation or use of any radar-detecting device in a County vehicle is prohibited;
- No smoking in County vehicles (unless excluded by County Ordinance);
- When cargo, materials or tools are being transported, the driver is responsible for ensuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer;
- Use of a County vehicle to haul load (including towing a trailer) for personal purposes is prohibited;
- When using a County vehicle to haul loads on official County business, the driver shall ensure that the trailer and/or any towed equipment is supplied with proper lighting (including brake lights, turn signals, and running lights) that is in good working order;
- The driver will not operate the vehicle when normal vision is obstructed;
- Except as specified in Section 2 above, personal use of County vehicles is strictly prohibited;





## MANAGERIAL BENEFITS

- No “jump starting” vehicles, or providing other vehicle services unless required by job duties or an emergency situation with a County vehicle.
- County vehicles that are believed to be in an unsafe condition shall not be operated.
- Lock Out/Tag Out procedures will be used where appropriate.
- Employees are to refrain from using cell phones while driving on official County business, unless using a hands free device, which the County will provide upon request.
- The driver shall exercise good judgment to limit distractions.

### 5.0 MAINTENANCE

5.1. Each department shall develop a policy to handle maintenance of County vehicles assigned to the department and to ensure that employees and volunteers take reasonable care of County vehicles.

5.2. Employees and volunteers who operate a County vehicle are responsible for the proper day-to-day operation of that vehicle while using the vehicle. For example, any defects should be documented and reported to the Department head or the department head’s designee within one (1) working day.

5.3. Dane County provides a gas procurement card for pool vehicles. Employees using pool vehicles should refill the gas tank using the gas procurement card at the designated County facilities once the gas indicator registers below the halfway mark.

### 6.0 PARKING

6.1. Drivers shall legally park County owned vehicles in a County owned facility where the vehicle is normally assigned or in a designated parking space.

- Drivers shall secure the vehicle by locking all doors and removing the keys from the vehicle while the vehicle is not reasonably attended by an adult;
- Drivers shall maintain control and possession of the keys to the vehicle at all times when the vehicle is not in motion;
- Drivers responding to emergency situations shall park vehicles with due regard to safety and security concerns;
- County owned vehicles that are taken home overnight (see below) shall be locked and parked in the employee’s garage, driveway, or other designated parking space that is in close proximity to the employee’s residence.

6.2. With Department Head or supervisor approval, an employee may take a County owned vehicle home prior to leaving on official County business which is out-of-town, or late evening or early morning and would require a return to the work place outside of normal working hours.

### 7.0 WHAT TO DO IF THERE IS AN ACCIDENT

7.1. In the event of an accident, call 911.

7.2. An insurance card with coverage information is located in the glove compartment of the vehicle. The card also has the twenty-four (24) hour phone number for Dane County’s Risk Manager, who should be contacted immediately after 911 is called.



## MANAGERIAL BENEFITS

7.3. Employees and volunteers must follow the procedures established in the Dane County Administrative Manual under the Risk Management section for the reporting of accidents. Department heads or their designee shall review all accidents involving their employees while on County business.

7.4. Any employee who receives a parking violation with a County vehicle or a moving traffic citation in any vehicle while performing County business, shall report the incident to their supervisor within one (1) working day of receipt.

- Fines for moving traffic citations, parking tickets, and other traffic violations are the employee's responsibility and are not reimbursable by the County, whether operating a County vehicle or a privately owned vehicle. Tickets issued as a result from circumstances that are mechanical and beyond the control of the employee, shall be paid by the County.

7.5. County employees and volunteers who operate privately owned vehicles to conduct official County business shall maintain insurance as required by law.



## MANAGERIAL BENEFITS

### **SUBJECT: VOLUNTARY LEAVE PROGRAM (UNPAID)**

#### **Section 1:**

Unpaid Voluntary leaves (referenced below as Program) are permitted under the following conditions:

- a. Employees who wish to volunteer for the program shall so advise their supervisor. A leave of absence form shall be completed prior to the requested dates of leave. This leave cannot be used in place of Family Medical Leave.
- b. Participation in this program is strictly voluntary and dependent upon department head approval. No employee may be required to participate in this program and an employee's participation or non-participation in this program shall not be considered by the employer in making any employment decisions concerning the employee.
- c. Participation in this program shall be on a first come, first served basis. When two or more employees have volunteered for one available slot in this program, the senior employee shall be given preference, provided the work requirements of the department will be met by the remaining employees.
- d. Employees who are not approved for the program by their department head, may appeal by following the grievance procedures of this Handbook.
- e. Employees who volunteer for the program will have all of the rights of the Employee Benefit Handbook except they will not have the right to bump other employees.
- f. Employees who volunteer for this program will continue to receive non-salary fringe benefits (dental insurance, health insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) provided under the Employee Benefit Handbook on the same basis as if working. Employees on this program will also continue to receive compensation for fixed holidays on the same basis as if working.
- g. An employee's participation in this program shall be documented in writing. A copy of this written documentation shall be provided to the employee group representative and to the department head. The written documentation shall include the start and end date of the time requested off.
- h. Time off under this program shall be for a duration of not less than four (4) hours and not more than ninety (90) calendar days (to be used consecutively or intermittently as mutually agreed by the employee and the department head). Approved time off should be used within one year of approval. At the conclusion of the time off, the employee shall return to the position and assignment held immediately prior to the time off.
- i. For the payroll year 2024, at the employee's request, total reductions in pay resulting from this program may be distributed across all of the remaining pay periods of the payroll year.
- j. Time off may be taken in contiguous blocks, or spread across multiple pay periods, as mutually agreed by the employee and the department head.



## MANAGERIAL BENEFITS

- k. If an employee on the program does not receive pay sufficient to cover employee group fees during the pay period in which the fees would normally be deducted, said fees shall be deducted during the next pay period in which the employee receives sufficient compensation to cover the amount of fees.
- l. The application can be found under forms at <https://dcinet.connect2dane.com/>



## MANAGERIAL BENEFITS

### **SUBJECT: VOTING**

#### **Section 1:**

- a. Time Off For Voting. If an employee is unable to vote in a municipal, state, or national election during non-working hours; they shall be granted reasonable time off for the purpose of voting.



## MANAGERIAL BENEFITS

### SUBJECT: WORKER'S COMPENSATION

#### Section 1:

- a. In the event that an employee is injured while at work and as a consequence of said injury receives Worker's Compensation disability pay, said employee, commencing with the first day of absence, shall receive in addition to their Worker's Compensation payment such supplemental payment as will equal their gross pay less any Federal and State taxes that was received prior to such injury or disease for a period not to exceed one hundred eighty calendar days. Part day absences during the one hundred eighty (180) day supplemental pay period shall only be counted as part day absences, (i.e., only deduct actual time away from work). These provisions are subject to the following restrictions:
- b. In the event that a Worker's Compensation claim is contested, Worker's Compensation and supplemental pay by the County shall be held up until the claim is settled or an award made by the State at which time the employee shall be entitled to receive in a lump sum all their Worker's Compensation plus supplemental pay accumulated since the date of their first absence due to the injury or disease.
- c. During the period when an employee is entitled to full pay by the County there shall be no deductions from sick leave allowance, overtime allowance, or vacation credit of such employee. The employee shall not earn sick leave, holiday, longevity or vacation credits during periods of disability under the worker's compensation act beyond the initial 180 calendar day period.
- d. After one hundred eighty (180) calendar days if the employee has a sick leave balance, the employee has the option of supplementing Worker's Compensation up to a full paycheck as long as a sick leave balance remains. If the employee exercises the option to supplement Worker's Compensation, such election shall last for the duration of the Worker's Compensation leave or until the sick leave balance is exhausted. The Employee will continue to remain on the payroll and accrue benefits. If the employees does not choose the sick leave supplement they shall be placed on Family Medical Leave which will run concurrently with the worker's compensation.