



COUNTY OF DANE
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GREG BROCKMEYER
Director of Administration

September 21, 2018

TO: Amy Utzig
Director of Employee Relations

FROM: Greg Brockmeyer
Director of Administration

RE: PROPOSED TEMPORARY EXCEPTION TO THE EMPLOYEE BENEFIT HANDBOOK REGARDING VACATION SELECTION FOR CNA EMPLOYEES AT BADGER PRAIRIE HEALTH CARE CENTER

Dane Co. Ord. §18.24(5)(a) authorizes the Director of Administration to make temporary exceptions to the Employee Benefit Handbook ("EBH") after reasonable notice to and if requested, meeting with interested stakeholders.

In 2017, the vacation signup process at Badger Prairie Health Care Center was changed. In September of 2018 an Impartial Hearing Officer (IHO) ruled that the change was contrary to the terms delineated in the Employee Benefit Handbook. Consequently, the County will address proposed changes to the Vacation Selection policy in the Meet and Confer process. Unfortunately, the process is currently stalled and therefore it is unclear when it may be able to fully address this issue. Nevertheless, with the vacation selection imminent, I am granting this exception for 2019 only, so that the vacation selection process can proceed without the confusion that the reinstating of the old process would create amongst the CNA employees.

I have asked Bill Brotzman, Badger Prairie Health Care Center Administrator to distribute the following proposed exception to his employees, the appropriate Employee Group Representative, and any other interested stakeholders. If concerns regarding the implementation of the exception are raised, I will schedule a meeting to discuss further.

Otherwise, if no interested stakeholder raises concerns with the following exception, then it shall become effective as of October 3, 2018.

EXCEPTION TO EBH:

Section: Vacation Selection for Employees at Badger Prairie Health Care Center

A list of the appointment times will be posted on the scheduling office window. First appointments will be set for October 15, 2018.

2019 CNA VACATION SIGN-UP

In an effort to ensure all CNA's are treated equitably and are able to sign up for vacation time, the vacation sign-up process for 2019 will be revised from previous years. The changes and guidelines are outlined below.

There will be two-rounds of vacation/holiday sign-up:

- First Round sign-up will be limited to 2019 granted vacation time only. Any other benefitted time is not available during this round of sign up.
- First Round sign-up will be for either: up to FOUR (4) individual days, or up to FOUR (4) blocks of time. It's your choice, but you must choose one option or the other. A block is defined as at least a seven day stretch including your weekend and scheduled days off. Even if the day you select is a fixed holiday it will be counted as one of those vacation days.
- These individual days or blocks are to be marked off on a 2019 payroll calendar and a copy kept by the schedulers. This will serve several important functions: establish the start and stop days of your block of time, and help account for how many days you have used.
- Second Round will be for all remaining current years vacation and holiday time (as earned for County fixed holidays, i.e. you can't sign up for all 14 holidays in January because you would not yet have earned them), as well as time that has been placed in your vacation bank. As before, you must sign up for at least half of your allotted time. Daily numerical limits will also remain the same, with 8 people guaranteed off on Monday through Friday and 3 people on the weekends. We will continue to allow two alternates to sign in round 2. Any alternate choices or additions after the sign up process are pended until the schedule is posted.

No cancellations of time will be allowed until everyone has completed both rounds of their vacation sign up.

CAUTIONARY NOTES:

- Should you fail to show up for or call at your appointed time, we will make one (1) attempt to call your phone number. If the appointment is missed, you will need to reschedule into an available slot following all other scheduled appointments on any given day.
- Floats must check to see that all days within their block are available when they sign. Schedulers cannot guarantee to make your day off in that week fall on a day that is already closed in the vacation calendar. If the date is already closed, you may be needed to work.
- If you choose to take a different position in 2019 via posting that changes your weekend off or increases your FTE, you need to be aware you may not be able to keep your block intact. Only adjustments to scheduled time will be made, no additions to requests will be given priority.

BE PREPARED:

- It is each Employee's responsibility to know their individual schedule. You must know your weekend off in order to sign up correctly. Schedulers will help you prepare by making available a 2019 payroll calendar. They will also post an updated calendar with the days no longer available after each day's sign-up is complete. If you have a specific rotation pattern, you may also take a copy of a 2019 calendar with the days off marked for your pattern, i.e. 1A, 3B, etc.
- If you are not prepared, you risk making mistakes and running out of time. When you reach the end of your appointed time, the calendar will be handed back to the scheduler so they can prepare for the next person scheduled. The end of your appointment will be five minutes before the next appointment is scheduled to begin.
- The scheduler who meets with you or takes your phone call will try to assist you if you ask for their help. However, they cannot know your personal plans so they cannot be held responsible for dates incorrectly signed up for or missed. A copy of the updated version of the "Vacation Acknowledgment Form" will be given to you after you have completed both rounds of the sign-up.
- If you plan on conducting your appointment by phone, it would be helpful to provide a written list of dates to the scheduling office prior to your appointment time.