



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
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March 18, 2020

TO: ALL EMPLOYEES

FROM: Greg Brockmeyer
Director of Administration

RE: COVID-19 Policy Updates

I would like to thank each of you for your continued commitment to providing needed services to the citizens of Dane County. We appreciate the personal sacrifices you are making in the face of this health crisis. With the additional restrictions put in place by the Governor yesterday, closing restaurants and taverns and limiting public gatherings to less than 10 people, there are many citizens less fortunate than us who are now facing layoffs or reduced working hours. We know that this will put an added strain on each of you as well, but let us keep those employees and their families in our thoughts and provide them with assistance when we are able to do so.

We will continue to look for creative ways to provide needed services to the public while taking into consideration the safety of you and your families. I ask that you have patience as these are truly uncharted times and we are learning along with you on how to navigate through this crisis. By the end of this week, the Department of Administration will be issuing a substantial policy in order to respond to this situation. I wanted to let you know of a few of the items in that policy:

- 1) County Government will remain open during this crisis. We need you to help provide critical services to our community. This situation is not similar to a snowstorm where County government can close for a few days. This is expected to be a prolonged crisis and we need to continue serving the public. Many staff who are able to work from home will be able to do so. Some staff, like the Sheriff's Office, will still need to come to work with additional precautions. Employees, whose job duties are substantially reduced or eliminated by closing public access to county facilities and cannot work remotely, may be reassigned or placed on paid leave.
- 2) Benefit eligible County Employees will receive two weeks of Emergency COVID-19 Leave. For employees who work less than 1.0 FTE, this amount will be prorated by an employee's FTE percentage. This emergency leave is not available to LTEs. Employees can use this leave for illness, illness of a family member, non-travel related quarantine, caregiver, or respite needs in relation to COVID-19. This Leave will continue to exist until the County Executive declares that the COVID-19 emergency has abated. This time will not accrue.
- 3) As Dane County employees, you should never have to choose between working and taking care of yourself or your family when in crisis. All County Employees will be able to use the sick leave that they would have earned in 2020 immediately. Further direction will be provided to payroll clerks on how to implement this feature. Additionally, sick leave and supplemental sick leave can now be used to cover your time away from work while taking care of your children in the absence of childcare. We hope these additional benefits will help you and your family to stay healthy and prevent the spread of COVID-19. Thank you for your continued service to Dane County, working together we will get through this.