

CITY OF KENOSHA WORK RULES



For:

- All Non-Represented Employees

and Employees Represented by:

- Local 71 AFSCME
- Building Inspectors Association

(City of Kenosha Work Rules - revised 03.2006)

WORK RULES AND STANDARDS OF CONDUCT INTRODUCTION

In any organization there are certain rules of conduct which its members are expected to follow. These rules are designed to insure orderly behavior and to safeguard the health and safety of its members.

The management of the City of Kenosha believes all of the City's employees want to know what is expected of them and will abide by reasonable rules of conduct which are fairly and uniformly enforced.

The following general work rules and standards of conduct apply to all City employees represented by either AFSCME Local 71 or the Building Inspectors Association, as well as, to all non-represented employees. There may also be additional rules which apply to the particular functions of an individual department. Violation of these rules or standards will result in disciplinary action ranging from an oral reprimand to immediate discharge, depending on the specific form of conduct and/or number of infractions.

Management reserves the right to discipline employees for any act of misconduct not specifically enumerated in these rules in a manner proportionate to the seriousness of the offense, according to the judgment of management. Management reserves the right in its discretion to supplement, alter, modify, amend or rescind these rules from time to time as conditions may make such action necessary.

It is not intended that these rules will modify, amend, or in any way contravene the provisions of the Civil Service Ordinance or any of our Union agreements. Any grievances arising out of discharges and disciplinary actions are subject to the grievance procedures.

WORK RULES

A. Notification of Absence

1. Employees are responsible for making themselves available for work on a reasonable and regular basis.
2. Employees who are unable to report to work due to illness, injury or emergency situations must notify their supervisor no later than the start of their shift. Employees who are completely physically unable to call in must have someone else do so for them.
3. Employees must call in EACH DAY that they are absent to inform the supervisor of their availability unless previous arrangements are made with the supervisor to cover such cases as surgery, hospitalization, long recuperation, etc.

Note: Absence of three consecutive days without an acceptable excuse will result in loss of employment.

4. Supervisors may require substantiation, including doctor's reports, for any absence due to illness or injury. Absence for more than three days always requires medical substantiation of inability to work.
5. Upon returning to work after an illness or injury, an employee may be required to furnish a physician's statement certifying his/her ability to resume normal work duties.

B. Possession or Use of Alcoholic Beverages or Other Drugs

1. At no time shall employees have alcoholic beverages or controlled substances as defined in Chapter 961 of State Statutes in their possession during working hours unless required as part of their job responsibilities.
2. At no time shall any employee consume alcoholic beverages or use controlled substances as defined in Chapter 161 of State Statutes during working hours.
3. At no time shall any employee be allowed to operate any City-owned equipment or do any City work while showing the effects of having consumed alcoholic beverages or controlled substances. Supervision shall have the right to use any reasonable means necessary to determine the employee's condition.
4. Employees under medication which may have any side effects should keep their supervisor informed of that fact and should also discuss with the supervisor any side effects the medication produces which could affect job performance (for example - drowsiness, shortened attention span, etc.)

C. Wearing Apparel and Personal Appearance

1. All City employees are expected to maintain a standard of personal appearance befitting their standing in the community and with the public.
2. For the protection of the employee's health and safety, the following minimum exterior wearing apparel shall be required of all employees engaged in outdoor manual labor work.
 - a) Tee shirt or tank top.
 - b) Long-legged trousers; during warm weather they may wear shorts which shall extend to within 4 inches of the top of the knee.
 - c) Hard soled, oxford, or work-type shoes.

Some jobs because of safety or health concerns may require the wearing of long-sleeved and/or long-legged clothing at all times of the year.

D. Time Cards - Applies to Employees Who Record Their Work Time on Time Cards

1. Employees must punch "in" before the beginning of their work shift and "out" at the end of their work shift.
2. Employees who are required to report in for lunch or who work on the premises must punch "out" and "in" at the beginning and end of their lunch period.
3. No employee may punch another employee's time card.
4. Any employee forgetting to punch his card must report it to his supervisor as soon as possible for payment authorization. Failure to do so could result in a delay in receiving pay for that day.
5. Employees must review their time cards for accuracy and sign them before turning them in to their supervisor.

E. Morning Break

1. The 15-minute break in the morning shall be of 15-minute duration from the time work stops until it is resumed. Travel time to a restaurant or coffee shop is included in this 15-minute period. Employees are expected to use good judgment and not congregate at public locations during their break periods.
2. Employees who for the entire morning are working at a location which has a lunch room or area must take their break at that location.

(City of Kenosha - revised 03.2006)

3. Employees may not take their break at a tavern or in any establishment in which the bar is the primary part of the business.

F. Wash-Up Periods

Blue collar employees who are allowed to take time to wash up at the end of their daily shift are not permitted to stop work any sooner than ten minutes before their designated quitting time.

G. Personal Telephone Calls

Personal telephone calls are not allowed during working hours unless necessitated by an emergency and approved by the employee's supervisor. Long distance calls made pursuant to this rule must be paid for by the employee.

H. Overtime Work

Employees must get prior authorization from their supervisor in order to work overtime.

I. Tools and Equipment

Employees who check out tools and equipment are responsible for their return and will be held accountable for their loss. Checked out tools and equipment should be returned as soon as the employee is finished with the project they are being used on.

Tools assigned to trucks and equipment must remain in the vehicle when parked in the department area.

Tools or equipment which become damaged or inoperable during use must be reported by the employee to their supervisor before the end of that day's shift.

J. Prohibited Conduct

The following types of conduct or behavior are prohibited and may result in disciplinary action:

1. Insubordination, including refusal or failure to follow instructions or carry out assignments.
2. Inattention to duties, loafing, idling, wasting time, or sleeping during working hours.
3. Restricting production or interfering with the work of another employee.
4. Failure to perform at a reasonable level of productivity.

(City of Kenosha - revised 03.2006)

5. Threatening, intimidating, interfering with, or physically or verbally abusing the general public, supervisors or fellow employees.
6. Fighting or agitating a fight.
7. Indulging in horseplay, wrestling, practical jokes, throwing objects, running or indulging in any other activity which creates a condition hazardous to the individual or to fellow employees.
8. Destroying, damaging, abusing or neglecting property belonging to the City, fellow employees or the general public.
9. Violation of the rules of the road (*Motor Vehicle Codes*).
10. Abuse or waste of tools, equipment, materials, supplies or products of the City, including excessive spoilage of work in process.
11. Operating machinery or equipment other than that to which the employee is normally assigned without express permission from the supervisor of such machinery or equipment.
12. Abusive use of sick leave benefits.
13. Repeated tardiness or absenteeism.
14. Leaving work during working hours without the permission of the supervisor.
15. Absence from the employee's own department without permission of the supervisor; going into departments other than the employee's home department unless such action is in performance of work duties for the City or is specifically permitted in accordance with the standard procedures for handling grievances.
16. Re-entering City premises after the day's work is completed without the permission of management.
17. Performing personal work while on City time.
18. Giving false or incomplete information requested by an authorized person; or misrepresenting one's authority in the performance of assigned tasks.
19. Falsification or misrepresentation of personnel records or any other City records may result in immediate discharge.
20. Theft or unauthorized possession of property or money not belonging to the employee.
21. Failure to comply with health, safety, and sanitation rules and regulations.

22. Deliberately creating hazards of fire.
23. Smoking in violation of posted or other specified rules, especially in areas where smoking is dangerous.
24. Unauthorized possession of concealed weapons prohibited by law.
25. Tampering with bulletin boards without authority.
26. Failure to immediately notify supervision of a change of address and/or telephone number.
27. Engaging in any personal business activity on City premises at any time.
28. Violation of FCC regulations governing the use of mobile radios, using the radios for personal business, or interfering with the transmission of messages over the radios.
29. Engaging in Union business during working hours except as specifically authorized in the labor agreement.
30. Engaging in discriminatory conduct contrary to any applicable City Ordinance or Federal or State law, rule or regulation, including, but not limited to, sexual harassment or creating a sexually hostile work environment.
31. Unauthorized or concealed recording, in audio or video format, of conversations of another employee without the express knowledge and consent of said employee where there exists a reasonable expectation of privacy.
32. The on-or-off the job selling, distributing, manufacturing or using of illegal drugs.
33. The use of any City equipment or facility for non-City purposes at any time.
34. Persons newly employed with the City of Kenosha must become bona-fide residents at the completion of their probationary period and in accordance with Civil Service rules or, where applicable, their labor agreement.
35. Persons employed with the City of Kenosha, who have passed their initial probationary period as a new employee, must maintain residency as specified in Civil Service Rules & Regulations - Section IX.3.
36. The use of electronic media and services for other than legitimate City business.
37. No person can be employed who has a relative who is already employed by the City in a position covered by the Civil Service System Ordinance or who has a relative in any elected office or elected position in City of Kenosha government; unless the person qualifies under an exception listed in Section V. of the Civil Service Commission

Ordinance.

For purposes of this rule, the term “relative” shall mean any member of the immediate household; or anyone whose relationship by blood or marriage is as close or closer than first cousin, including “step” relationships (e.g, step-father, etc.); or any grandparent or grandchild.

38. Failure to notify the Personnel Department of any change in marital status and/or eligibility of dependents.
39. Any incident of hazing that includes actions that result in injuries, creates a significant risk of injury and may have an adverse impact on productivity, safety and morale. These actions include provocative comments, language or other activities that put another employee's self-esteem, health and safety in jeopardy.

After you have read this booklet of the City of Kenosha Work Rules, detach, sign/date and return this page to the Personnel Department or your department supervisor.

I have read and understand the City of Kenosha Work Rules set forth in this booklet as they apply to me.

Name (printed)

Signed

Date Signed