



**Fleet Services
Fleet Repairs Section**

**Supplemental Work Rules
Revised:
January 2024**

1.1 Working Hours

Hours - Employees are expected to be at their starting location, prepared for work, by their assigned starting time and are expected to remain until the end of that day's assignment.

Time Recording - If required by management, employees are expected to card in or punch in at their start time, and card out or punch out at the end of their day. Time sheets and other forms for recording time should be made out daily and submitted as soon as possible.

1.4 Break Periods and Lunches

Rest and Lunch Breaks – Employees are allowed a paid 15-minute rest break. This break will not be taken before 2 hours of work has been completed, unless as approved by a manager. The 15-minute break may not be added to the employee's lunch break. The 15-minute break includes wash-up time. Employees are expected to be back in their work area promptly after the break time ends.

First shift employees will receive a 30-minute unpaid lunch break. The lunch break is generally taken between 12:00pm and 12:30pm. The 30-minute lunch break includes travel time to and from a lunch location.

Management may authorize changes to starting and ending times for rest and lunch breaks as needed. Employees will not modify their lunch break time without management approval. Sleeping, or giving the appearance of sleeping during a rest or lunch break is prohibited. Reading newspapers, magazines, books or other material in view of the public while on a rest or lunch break is prohibited.

1.6 Security *(supplements DPW Standard Work Rule 1.35)*

All Fleet facilities including buildings and gates shall be secured at all times after normal working hours. It is the responsibility of all employees working after normal working hours (extended day, evenings, weekends, etc.) to maintain building and yard security at all time. Employees responding to emergency call-out must secure all buildings and yard gates upon exiting an unattended facility. It is the responsibility of the last employee exiting the facility (typically but not exclusively a supervisor) to ensure the facility is secured.

1.7 Safety *(supplements DPW Standard Work Rule 1.34)*

Hearing Protection

Hearing protection does not eliminate sound, but reduces decibels (dB) of the sound. Properly worn earplugs or earmuffs reduce the noise levels by 25-30 dB. Hearing protection shall be worn by employees in any environment above 85 dB.

Safety Glasses (DPW Standard Work Rule 1.37)

Employees are required to wear ANSI-approved safety glasses with side shields whenever using or exposed to the operation of pneumatic tools, sledge hammers, hammers, etc., when drilling, grinding or sawing, or whenever there is a hazard of flying objects.

Daily work schedules are to be maintained and is important that Fleet Management be informed of absences, regardless of the reason. Employees (not a spouse, relative, or friend) are required to report their absence. Absences must be reported at least one hour prior to the start of the scheduled shift.

Unless exempt by a supervisor, employees are expected to report each day of an absence, including during periods of multi-day absence.

When returning to work after an absence, the returning employee must notify their supervisor.

1.28 Use of City Equipment

When operating a City vehicle, employees are required to have their driver's license in their possession. A Commercial Driver's License (CDL) shall be maintained by all Repairs Section personnel, unless exempted by management.

- a. Driver's Licenses - Operators must have in their possession, the proper driver's license for the equipment they are operating. Failure to retain and/or possess their license while operating will result in disciplinary action. Repairs Section employees are required to have a minimum Class 'B' Commercial Driver's License and are expected to abide by all Department of Transportation regulations pertaining to the possession and use of that license. Employees must report any conviction for or stipulation to (plea of no contest) a moving traffic violation within 30 days of that conviction or stipulation. Employees must report the suspension, cancellation, disqualification or revocation of their driver's license immediately.
- b. Test Drives – Employees conducting test drives for diagnostic and repair purposes shall have management approval before beginning the test drive, and shall follow the prescribed route(s) laid out by management.
- c. Personal Use of City Vehicle - City vehicle use policies shall conform to Milwaukee City Charter 3.30(2) and the following DPW policies:
No city owned or controlled (leased, rented) vehicle shall be used by any employee for the purpose of going to their private residence, or the private residence of any person for non-city business at any time during the work day, during any rest or lunch period, whatsoever, without the expressed permission of the employee's immediate supervisor. Permission to use a city vehicle for this purpose shall be granted by a supervisor only under "extraordinary circumstances". The employee may be required to provide evidence to substantiate the need upon request.
- d. Tampering – unauthorized repairs or alterations to a vehicle are not permitted.

- e. Accident Reporting – Employees must report accidents they have in City vehicles to Dispatch and their supervisor immediately. Drivers who have had an accident with a City vehicle must stay at the scene until instructed by Dispatch, a supervisor or the police that they are free to leave.
- f. Employees are responsible for the payment of any citations, parking tickets, toll violations, or other infractions committed while driving a City vehicle. The City will reimburse the employee for legitimate parking and toll expenses only, with a receipt provided by the employee.

2.1 Job Performance and Assignment

Employees are expected to complete their job assignments within a timely manner and perform work in a manner consistent with the standards of the Fleet Services Section. Actions that are detrimental or interfere with DPW's operations are prohibited.

Employees will follow the orders given by supervisors. In the event of a dispute with a supervisor regarding some aspect of the job assignment, employees should contact the Supervisor Senior for clarification.

Employees are expected to treat each other with courtesy and respect. Pranks, fighting, discourteous behavior, and any forms of harassment will not be tolerated.