

**DPW OPERATIONS**  
FLEET FORESTRY PARKING SANITATION

**Forestry  
Section**

**Supplemental  
Work Rules  
Revised:  
January 2024**

**1.1 Working Hours** *(supplements DPW Standard Work Rule 1.1)*

Normal (non-emergency) working hours are as follows:

# DPW Forestry - Supplemental Work Rules – January 2024

---

Starting Time	Lunch	Quitting Time
7:00 A.M	12:00-12:30 P.M	3:30 P.M

## 1.2 **Rest and Lunch Period** *(supplements DPW Standard Work Rule 1.4)*

### Rest Period

Employees are permitted a fifteen (15) minute paid rest period. Typically, the morning rest period should not be taken before two hours of work have been completed.

The rest period is generally at 9:00 a.m., unless otherwise directed by a supervisor. The progress of work completion shall be considered when scheduling rest periods in order to maximize employee productivity and efficiency.

Rest periods are limited to fifteen (15) minutes, including any travel time to and from the work site, and shall not be taken at full service restaurants or private residences. Sleeping, or the appearance of sleeping, is strictly prohibited. Reading newspapers, magazines, books or other personal materials in view of the public is prohibited. All rest period breaks taken outside of the city limits must be approved by a manager in advance of the rest period.

### Lunch Period

Employees are allowed thirty (30) minutes unpaid lunch, including any travel time to and from the worksite. Lunch period is normally taken from 12:00 noon to 12:30 p.m., but this does not preclude altering the lunch period to meet the needs of the job. Breaks shall not be taken at full service restaurants, bars or private residences. Any break taken outside of the city limits must be approved by management prior to the break period.

***Management reserves the right to extend or adjust breaks, lunch periods, and working hours as necessary for emergency or special operational needs.***

## 1.3 **Reporting Absences** *(supplements DPW Standard Work Rule 1.6)*

Daily work schedules are to be maintained, and therefore, it is important that Forestry Management be informed of absences. Regardless of reason, **employees** (not a spouse, relative or friend) are required to report their absences to a Forestry Manager in their respective district. In 2024, the Forestry Section will be adopting the Department of Public Works Standard Work Section 1.6- Reporting Absences that requires employees to call-in one (1) hour prior to their scheduled start time. Text and email messages are **not considered** acceptable forms of notice. A voicemail message is an acceptable form of notice but employees must speak with a manager to confirm their absence. Unless exempted by a manager, employees are expected to report each day of an absence, including during periods of a multi-day absence.

## **1. 4 Inclement Weather Days (IWD)** *(supplements DPW Standard Work Rule 1.16)*

With exception as noted below the DPW Inclement Weather Day Policy will be controlling for the Forestry Section. All Forestry personnel, except those excused for sickness, injury, vacation, or military leave and other valid reasons approved by management, will report for work at the usual time and place regardless of the severity of the weather. For outdoor operations, the following cold weather policies shall apply:

- a. At or above 0°F all field crews will be dispatched for work as usual.
- b. Below 0°F, (official temperature at the federal weather station at General Mitchell Field) employees may not be dispatched to the field except for emergencies, sanitation operations as assigned and general snow and ice control operations.
- c. A Cold Weather standby will remain in force until the temperature rises to 0°F.
- d. Reasonable consideration shall be given to grant "warm-up" time on severely cold days as determined by a supervisor.
- e. When the temperature is below 5°F employees shall not be required to climb beyond the height of the bottom section of an extension ladder.
- f. Employees who refuse an assignment under this policy will not be paid standby time and will be subject to discipline.
- g. When employees are assigned to General Ice Control or Snow Plowing operations or to the Sanitation Section, the weather policy of the Sanitation Section shall be controlling.
- h. Forestry Management shall determine the number and job classifications of employees assigned under the inclement weather policy.

## **1. 5 Use of City Equipment** *(supplements DPW Standard Work Rule 1.31)*

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, or for any non-city business at any time, including rest or lunch periods, whatsoever, without advanced permission of a Forestry manager.

No City owned or controlled (leased, rented) equipment, materials, or supplies of any kind shall be used for personal or non-city business purposes at any time.

All city vehicles and equipment left unattended for any period of time, including tow-behind trailers, mowers, spraying equipment, compressors, etc, must have the keys removed and be securely locked (including all doors and cabinets) to the vehicle. Employees who fail to secure equipment shall be subject to disciplinary action.

## DPW Forestry - Supplemental Work Rules – January 2024

---

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

All Forestry facilities including buildings and yard 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. All vehicle and pedestrian entrance gates integral to the security of the perimeter Nursery Deer Exclusion Fence shall be immediately closed upon entering or exiting the nursery property.

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

#### Safety Shoes

All shoes must be at least 6 inches high.

#### Hard Hats

ANSI approved, Class E hard hats shall be worn on all public and private construction jobsites at all times and during tree removal, tree pruning, tree planting (with prentice loader/overhead hazard), and tree chipping operations.

#### 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 when operating chainsaws, brush chippers, stumpers, shop equipment, and in any environment above 85 dB.

#### Safety Glasses

Employees are required to wear ANSI-approved safety glasses with side shields during all field operations and shop operations.

#### Safety Vests

Vests will not be required for personnel when climbing. Break-away chipper vests are available for employees who are assigned to chipping brush.