



DPW Standard Work Rules - Revised January 2024

DPW Division Specific Work Rules and policies for:

Infrastructure Services Division – Environmental Engineering, Bridges & Buildings, Transportation Infrastructure and Transportation Operations

1.1 General Working Hours

Electrical Services & Sewer Underground Operations

Normal starting time is 7:00 a.m. and quitting time is 3:30 p.m., unless directed differently by your supervisor or manager.

Street Maintenance

Normal starting time is 6:45 a.m. and quitting time is 3:15 p.m., unless directed differently by your supervisor or manager.

Bridge Maintenance

Normal starting time is 6:00 a.m. and quitting time is 2:30 p.m., unless directed differently by your supervisor or manager.

Construction

7:00 a.m. to 3:30 p.m. **OR** 8:00 a.m. to 4:30 p.m. with a 30 minute unpaid lunch.

The working hours of employees assigned to inspection work in the field will vary according to the type of work performed and will coincide with hours worked by the contractor.

Office

7:00 a.m. to 3:45 p.m. **OR** 8:00 a.m. to 4:45 p.m. with a 45 minute unpaid lunch.

The working hours of employees are assigned and approved by their supervisor or manager.

Alternative Arrangement The City has an Alternative Work Arrangement (AWA) for certain positions. Interested employees should contact their manager.

Use of Time Clocks

All personnel **reporting to the DPW Field Headquarters** shall use the Time Clock when starting and quitting. This includes crew personnel who are picking up vehicles at these

yards. Employees are responsible for their own ID Access Card and are responsible for their own time clock reporting. Registering time in and out with another employee's ID Access Card or validating another employee's time clock record are not allowed.

1.4 Break Periods and Lunches

Infrastructure Services Division - Breaks shall not exceed 15 minutes including travel time; this is a paid break period. Certain job assignments do not allow travel during 15 minute break period unless directed by your supervisors. Breaks are not to be taken before 2 hours of work performed. Full service restaurants, private residences, excessive travel times and sleeping on breaks are NOT allowed. Reading newspapers or magazines on breaks is permitted if done outside the view of the general public. Taking extra breaks without permission is prohibited. Breaks and lunch cannot be taken at the start or end of the work shift. Bridge Maintenance and Street Maintenance employees may be required to work through lunch periods to complete special work assignments; in such cases the employee's lunch period will be adjusted, and may include authorization by a supervisor or manager to end that day's work shift after the employee has worked a straight eight hours. Employees must notify their supervisor or manager when their work demands require an adjustment of their lunch period. Lunch periods may not be adjusted without authorization from a supervisor or manager and doing so without prior approval may result in disciplinary action.

Employees are allowed 30 minutes for lunch, the time will be determined by your supervisor or manager. These lunch times may be altered to meet changes required by working conditions. This lunch period, except for Bridge Operators/Leadworkers, is on the employee's time. Due to time constraints, full service, sit down restaurants are not permitted except for carryout. These full service restaurants must be in close proximity to work location or route and within City limits. Breaks at private residences and travel time to break locations are NOT allowed.

Street Maintenance Section and Electrical Services – Employees are allowed a 15 minute break; normally at 9:00 am for Street Maintenance & Electrical Services and 9:30 am for Underground Section.

Bridge Maintenance Section - Employees are allowed a 15 minute break; the time will be designated by your supervisor.

Bridge Operations Section – Bridge Operators do not receive a 15 minute break, or a designated lunch period; instead, such employees work a straight eight hour shift.

Construction Section – Employees are normally allowed two 15 minute breaks during the workday. Breaks shall not exceed 15 minutes including travel time. Employees may schedule morning and afternoon breaks as they fit into each individual's workload. This policy must adhere to the following conditions:

- The main incoming division telephone lines MUST BE covered at all times.
- Flexible break time must not extend lunch hours or to reduce the workday.
- The needs of co-workers/team members should be respected. If your co-workers are waiting for you to complete a task or to give them information required for their job responsibilities, or the section is short staffed—delay taking a break.
- When leaving for a break, please let a co-worker know where you are in the event you are needed for a work-related matter or a personal emergency

Office personnel – Employees are normally allowed two 15 minute breaks during the workday. Breaks shall not exceed 15 minutes. Area supervisors or managers will establish break times based on the staffing needs of the Department.

1.5 **Leaving the Work Area**

Field Personnel assigned to DPW Field Headquarters - Moving your personal vehicle to a more convenient location, starting and warming up your vehicle or sitting in your vehicle before your quitting time is not allowed.

Construction & Office – When leaving the work area for a period longer than ten (10) minutes, employees should notify their immediate supervisor or a co-worker of their destination and expected return (lunch periods excluded). Upon return to the work area, the immediate supervisor should be informed of your presence. Employees are not excused during their work periods to insert coins in parking meters.

1.6 **Reporting Absences**

The following numbers should be used by the respective personnel when reporting absences. A message left on "voicemail" and within the call-in time will be accepted. Employees reporting an absence by leaving a "voicemail" message **should state their full name, the reason for their absence and a telephone number where they can be contacted. Also, an employee leaving a "voicemail" must call back after their starting time and speak directly with their supervisor or manager.** If employees reporting an absence by leaving a "voicemail" message do not call back and speak directly with their supervisor or manager they should expect a call from management to verify their absence and resolve any discrepancies. Failure to answer a call from your supervisor or manager may result in your absence being considered an "Unexcused Absence". **An Email message is not considered an acceptable form of notice.**

All employees must call in at least one hour before their scheduled start time.

- Sewer Underground Operations Section – District #1 – 286-3786 or 708-8509
- Sewer Underground Operations Section – District #2 – 286-5187 or 708-2549
- Bridge Carpenter Crew - 286-5504 or 708-3207
- Bridge Ironworker Crew - 286-5686 or 708-5345
- Painter Crew - 286-5513 or 708-5307
- Bridge Operators - 286-2575 or 708-8096

- Construction Section – 286-8673 or 708-3884
- Field Engineer’s Section – 286-2460r 418-7010
- Infrastructure Services Office Personnel – call your immediate supervisor
 - (Tim Thur – 286-2401)
- Electrical Services Personnel - 286-3015 or 286-5944
- Streets Maintenance Personnel - 286-3425
- Inventory Personnel- 286-0669 or 286-6123
- Plant and Equipment Personnel- 286-3422
- Office – notify your unit head or assistant unit head

In cases of extended absences due to illness, etc., arrangements can be made with Management to be excused from daily calls. The reason for any absence must be satisfactorily explained. Long term illnesses of more than four (4) days require that the employee provide regular updates to their supervisor or manager including doctor certificates for each follow-up doctor visit.

1.15 Vacation Scheduling

Each of the sections has specific vacation policies. Please discuss these policies with your respective Supervisor or manager.

1.16 Inclement Weather Days (IWD)

Street Maintenance and Bridge Maintenance Sections – are not affected by inclement weather. All employees are required to report to work under all weather conditions. Shift employees on duty must remain on duty until relieved.

Environmental Engineering Section- Sewer Underground Operations Section – essential functions are exempt from this policy. These include, but are not limited to all field investigator duties and emergency services, such as clogged sewers, etc.

When the temperature is **ABOVE +5** degrees go to work. When the temperature is between **0 and +5** degrees, the wind-chill factor governs. If the wind chill is **BELOW -20**, stand-by/dismissal. If the wind chill is **ABOVE -20**, go to work. When the temperature is less **than zero**, stand-by for 2 hours. If temperature does not get above 0 degrees, employees will be dismissed.

1.19 Rules of Conduct

Idleness - Crew members shall not sit in City vehicles or stand idle at job sites or in the shop areas while waiting for equipment, the delivery of materials, the arrival of supervision, waiting for a fellow crewmember to finish a task or at the beginning or end of the work day. In order to portray a more positive image, it is suggested that crewmembers perform the following tasks, rather than stand idle or sit in a vehicle:

- Check the immediate area for potholes, low trenches or possible roadway and sidewalk hazards. Note and report these to your supervisor or call 286-CITY (286-2489)

- Check the immediate area for deteriorated and/or clogged catch basins, inlets and manholes. Note and report these to 286-CITY (286-2489)
- Check the immediate area for defective signs, streetlights, traffic signals, parking meters and pavement markings. Note and report these to 286-5944 or 286-CITY (286-2489)
- Clean and maintain hand tools and other equipment at the site
- Maintain a clean and safe work site, pile debris to one area
- Clean truck cabs, work shelters and/or shop areas

1.20 Dress Code: Attire & Grooming Policy

Employees in Street Maintenance & Bridge Maintenance Sections may wear short sleeve shirts (T-shirt type) or sleeveless shirts. Construction Section employees will not be allowed to wear sleeveless shirts. Long sleeve shirts fastened at the cuff are required for anyone handling hot materials. Full-length pants are required; no shorts, capris or skirt-type clothing are allowed. “Arc Flash” Personal Protective Equipment (PPE) and proper clothing must be worn while working on energized equipment.

Sewer Underground Operations Section employees are required to wear long sleeve shirts for safety, as they may be entering a structure at any time.

1.36 Safety Equipment/PPE’s

Hard Hats

Damaged or worn hard hats must be turned in for replacement. Employees shall wear only City issued hard hats. Paint, stickers, decals, etc. may weaken the hard hat shell, and therefore, are not allowed.

Street Maintenance and Bridge Maintenance Sections – locations where Street Maintenance and Bridge Maintenance crews are conducting maintenance activities are not considered public construction sites. However, these employees are required to wear their hard hat whenever there is a danger of being struck in the head from an overhead or swinging hazard, while operating a forklift or skidloader (Bobcat) or working in close proximity (20 feet) of the skidloader, while under the city’s movable bridges and when required by your supervisor, manager or Safety Specialist.

Environmental Engineering - Sewer Underground Operations Section – hard hats are mandatory.

Safety Glasses

Employees and visitors in any shop area are required to wear safety glasses at all times. Full face welding helmets are required when working with welding and brazing-type equipment. Full-face shields are required when grinding, sawing and metal cutting.

Environmental Engineering – Sewer Underground Operations Section –employees will wear safety glasses or goggles when performing their regular work assignments

Safety (Seat) Belts

An employee assigned to an activity or crew who is required to get in and out of the vehicle a number of times in a given block is exempt from the rule while moving the vehicle down that block.

1.51 Parking at the DPW Field Headquarters

Employees assigned to the DPW Field Headquarters located at 3850 North 35th Street will be allowed to park in the parking lot located within the facility. There are several areas defined within this parking lot:

- Area marked with white lines – this is general parking, this area is **open to all vehicles**
- Area marked with yellow lines – parking for City Management vehicles **ONLY**
- Area marked with blue lines – parking for Water Department employees **ONLY**
- Area marked with red lines – this is assigned parking **ONLY**
- Areas marked with blue lines for accessible parking- parking for employees that have accessibility needs. Proper tags must be displayed to utilized this parking area

The parking stalls with white lines are general parking and open for all employees. The parking stalls marked with yellow, red or blue markings are not open to general parking. The parking stalls marked in yellow markings are for “City Management Vehicles”. The parking stalls marked in blue lines are assigned Water Department parking or accessible parking when signage is displayed. The parking stalls marked in red are assigned parking. If you are not sure where you should park then park in stalls with white line and ask your supervisor.

Employees improperly parked in stalls where they are not assigned may receive a parking ticket, be towed and/or be subjected to disciplinary action.

Employees will not be allowed to move their personal vehicles during work hours. This includes, but is not limited to, moving personal vehicles to a more convenient location prior to or at the end of an assigned shift. Employees are not allowed to start and warm up their vehicles or sit in their vehicles near the end of an assigned shift while waiting for the end of their shift.

Employees with assigned parking stalls are not allowed to transfer their parking stall to another employee. If an employee with an assigned parking stall is on vacation or not at work for any reason they may not let another employee park in their assigned parking stall. Only management can reassign parking stalls.

There will not be any overnight parking allowed at this City facility. Only employees assigned to a third shift assignment will be allowed to park overnight in the DPW Field Headquarters parking lot. **Violators may receive a parking ticket, be towed and/or be subject to disciplinary action.**

Personal vehicles will not be allowed to park within the garage at the DPW Field Headquarters. Employees are not permitted to wash or service a personal vehicle within this garage. **Violators may receive a parking ticket, be towed and/or be subject to disciplinary action.**

1.52 Snow and Ice Control Operations

Snow and Ice control Operations for the City of Milwaukee are critical emergency assignments and a matter of public safety. All DPW employees may be called for snow and ice control operations. Efforts are made to prioritize and call first those employees who volunteer to be on active call out lists. However any employee working in DPW Operations and Infrastructure may be called upon to fulfill and snow and ice control assignments. If you are called for a snow and ice control assignment you are required to respond and report whether you have previously volunteered or not. Failure to respond and report may result in disciplinary action up to and including discharge.