

City of Milwaukee – Department of Public Works Standard Work Rules – Reissued January 2024

PREAMBLE:

The Department of Public Works (DPW) is a progressive workplace that is committed to diversity and the equitable treatment of its employees. We recognize the contribution of each and every employee to our mission of providing cost-effective service delivery in the most professional and courteous means possible. Harassment and offensive conduct, symbols and gestures will not be tolerated.

In DPW, we strive for SERVICE EXCELLENCE at every level of our organization. We cannot achieve this without our employees. We value your service and we could not accomplish this without you.

The policies and procedures outlined in this document apply to all DPW locations. These policies and procedures are supplemented by DPW Division specific work rules when necessary. Management reserves the right to exercise discretion in the interpretation and administration of these policies and procedures on a case-by-case basis.

These policies and procedures do not represent an exhaustive list of all standards of conduct expected from DPW employees as such a list would be impossible to generate. This version of “Standard DPW Work Rules”, in addition to any supplemental Division specific work rules, supersedes any previously-issued DPW work rules.

These work rules are subject to change by management. Employees will be properly notified of any and all changes to these work rules. Regularly-appointed employees of the City of Milwaukee (City) are also governed by City Services Rules. Other employees of the City are generally considered “employees-at-will”, and are not subject to City Service Rules. Violations of any of these Work Rules may result in disciplinary action up to and including discharge including for a first offense. Probationary employees are subject to termination for misconduct, even for a first offense.

Refer to the DPW Work Rules and Policies link below for links and complete details:
<https://city.milwaukee.gov/dpw/AdministrativeServices/Work-Rules-and-Policies1>

At any time, if an employee believes there is “misconduct” being committed by anyone or that there is a violation of any policy, rule, law or ordinance taking place, that employee may, at their discretion, contact their immediate supervisor, the Department of Employee Relations (DER) (ext. 3398), their elected official(s) (ext. 2221), or the City’s Fraud and Abuse Hotline (ext. 3440) to lodge a complaint.

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1.1 General Working Hours

Employees are required to report to work on time, at their appropriate work location, prepared for work, and properly attired for the work being performed. If an employee is required to card swipe/punch in and card swipe/punch out, they must complete this prior or at the start of their shift and card/punch out at the end of their day. Employees 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. Employees are to remain at their work location until quitting time unless excused by management. The City's business hours are 8:00 a.m. – 4:45 p.m.; however, the starting times, break periods, lunch breaks and quitting times may be altered to correspond with those of the Division to which the employee is assigned. Management may give directives as to where lunch/breaks may be taken. Breaks are not to be scheduled to extend lunch periods or to provide for late arrival or early departure for the work day. Breaks typically shall not be permitted until after two hours of work has been performed. Management may reschedule or cancel breaks without advance notice in response to operational needs. If a break cannot be taken due to workload, no provision may be made to compensate for that time. Break periods may not to be broken into multiple smaller break periods. For example, one 15-minute break may not be broken down into three 5-minute breaks. Management reserves the right to make changes to work hours and stagger break periods, as necessary, to respond to operational needs. Employees shall not alter, change or adjust their work hours/lunch/break periods without advance notification and authorization from management. Employees who are members of a crew will all be held responsible for adhering to rules regarding break time(s). Stopping work or leaving the work location prior to the end of the scheduled workday is not permitted.

Employees are expected to know their work schedule, including any change in their schedule, as notified by management. Failure to comply with these requirements may result in disciplinary action up to and including discharge.

Employees are directed to refer to their Division's work rules for additional information regarding work hours.

1.2 Overtime

It will be the practice of DPW to pay cash for all overtime earned by any employee. This practice will apply to all employees eligible to earn overtime as a result of their Fair Labor Standards Act (FLSA) status. Overtime means hours worked in excess of 40 hours in one work week, and all work performed on an official City Holiday, and Emergency Call-Out as determined by the DPW Commissioner. Overtime is compensated at time and one-half of the rate at which it was earned. Compensatory time may be available in some circumstances (See section 1.3 and Division Specific Work Rules for more information). All overtime must be pre-approved and authorized by management. Employees who are FLSA-exempt and do not qualify for overtime may instead

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make corresponding adjustments to their weekly schedule as “flex time.” However, flex time is only permitted when it does not interfere with operational needs, must be taken within the same week (i.e., may not be “banked”), and may not exceed two (2) hours unless approved.

Employees are directed to refer to their Division’s work rules for specific procedures regarding overtime (OT).

1.3 Punctuality and Attendance

DPW has the expectation that every employee will be: 1) punctual in reporting for work, and 2) have regular attendance at work every day you are scheduled to work. Employees are to be at their work locations ready to perform work at their scheduled work time. Excessive absenteeism and tardiness impacts the workplace and places an unfair burden on other employees. If an employee is sick, the employee must follow the procedures as outlined in section “Reporting Absences”).

Employees are to refer to their Division’s work rules for additional information regarding attendance.

1.4 Break Periods and Lunches

Breaks and lunch periods are specific to each DPW Division depending on business operations. All employees working an eight (8) hour shift will be afforded an unpaid lunch period. Extending breaks or lunch periods beyond the time permitted by your assigned Division is prohibited. Sleeping on breaks is not allowed and breaks/lunches cannot be taken at the start or end of the work shift. Breaks are taken on City time. Managers may prescribe when and where breaks are to be taken. Breaks/lunch periods are not to be extended to include travel time. Breaks/lunch periods shall not be taken at bars.

Employees are to refer to their Division’s work rules for additional information regarding breaks and lunch periods.

1.5 Leaving the Work Area

Before leaving the assigned work area and/or the building, all employees must obtain permission from their immediate supervisor or appropriate designee if the supervisor is not available, in accordance with the Division’s chain of command. This may include breaks/lunch periods at the discretion of management. Employees who leave their assigned work location without permission will be considered Absent Without Leave (AWOL), and will be subject to disciplinary action.

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1.6 Reporting Absences

Daily work schedules are to be maintained, and therefore, it is important that supervisors are informed of absences. Regardless of the reason, employees shall give advance notice to a supervisor. Voicemail, text, and email messages can be considered acceptable forms of notice, provided approval is granted by management. Employees are to contact their immediate supervisor one (1) hour before their scheduled start time unless some other time is arranged and approved by management in advance. Reports of absence are required for each day of absence unless otherwise directed by the supervisor and will not be accepted from persons other than the employee themselves, except in emergencies. The reason for any absence must be satisfactorily explained. Non-illness related absences are to be arranged in advance. Absences not arranged in advance may be considered unexcused unless the employee can substantiate a valid reason for the absence. Documentation to substantiate the need for the absence may be requested. The determination of whether or not the documentation substantiates the need is within the discretion of management. Failure to provide requested documentation shall result in the absence being considered unexcused. Notification of an absence does not necessarily constitute an excused absence. Employees assigned to work a snow and ice control operation are required to notify their home division of any absence from their normal work shift and assignment in their home division due to their participation in a snow and ice control operation; even if the snow and ice control assignment prevents them from reporting to their next scheduled work shift. Such notification must be given to the home division in accordance with that division's specific call-in procedure. Employees given a transitional duty assignment or a temporary assignment, must report their absence one hour prior to their start time to the supervisor at that assignment and must provide a doctor's excuse. The supervisor must notify both Safety at DPW.Injury@milwaukee.gov and Payroll at DPWPayroll@milwaukee.gov via email.

Employees are to refer to their Division's work rules for additional information regarding reporting absences.

1.7 Absent without Leave

Absence without leave is covered by Rule X, Section 5, of the Rules of the City Service Commission, a summary of which follows:

It is declared to be a breach of discipline for employees to be absent without leave and without immediately seeking permission and giving a proper satisfactory explanation to their Manager/Supervisor (provided such communication is physically possible) and any such absence without leave, regardless of its length, may be made the basis of disciplinary action to include discharge. Failure to report to duty at the time and place designated by your Manager/Supervisor is considered an absence without leave. Nothing in this section or in any other part of the City Civil Service Rules shall be construed to give any employee the right to

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take a leave of absence at their own discretion. An employee who is Absent without Leave for 5 or more days may be subject to Discharge.

1.8 Sick Leave

This Sick Leave Policy and related departmental regulations shall govern the use of sick leave as indicated below. Sick leave is to be used in accordance with the [Milwaukee Code of Ordinances 350-37](#). In addition, sick leave may be approved for situations covered by the Family Medical Leave Act (FMLA). It also covers doctor and dentist appointments.

Sick leave is not allowed for use as personal time off.

DPW has established sick leave guidelines and the Division has set up controls to monitor abuses of this benefit.

Note: These guidelines indicate how the sick leave benefit will be administered. It is acknowledged that many cases will be unique as to employees, facts, documentation and timeframes, etc. Therefore, management reserves the right to make decisions that may deviate from these guidelines as necessary on a case-by-case basis.

In order to receive sick leave pay, the employee must follow the following established work rules:

1. Employees must notify their supervisor each day as required by the work rules. Unless excused from this requirement by a supervisor. The Employee, not a spouse, friend or relative, must call in. In emergency situations the employee's designated emergency contact may call in and speak with the employee's immediate supervisor on their behalf (e.g., if an employee is physically incapacitated and unable to call in themselves). The employee should ask for their supervisor; if he or she is unavailable, another supervisor or designated person is to receive the call.
2. The Department of Public Works requires that an employee on sick leave must remain at home, including evening hours, except for trips to the doctor or pharmacy. When an absent employee reports that he or she is returning to work, the requirement to remain at home will cease. If an employee goes to the doctor or pharmacy, the employee may be subject to providing written verification or a dated/time receipt depending on the number of occurrences and/or pattern of sick leave abuse. Other permission to leave home may be granted in limited circumstances, but must be approved in advance. Supervisors may visit or call to verify that employees are at home.
3. If an employee is sick and must remain at a location other than their home, they must report the address and telephone number of that location at the time they make the notification call to their supervisor.

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4. **Any absence of more than three (3) days requires a doctor's certificate (excuse) to verify the employee's need to be off work for illness.** The doctor's certificate (excuse) must include the date(s) of illness, **release date for return to work** and any physical restrictions or reasonable accommodations needed. The doctor's certificate may require specificity that establishes the absence is necessary based upon the employee's actual job duties.

On the fourth day of an occurrence, management is to notify the employee of the doctor's certificate/excuse requirement. Further, the employee should be advised to hand/submit the document to management the day of their return to work. An employee with no accruals/balances may request or be placed on an Unpaid Medical Leave of Absence, only with a medical certificate/excuse. Requests are subject to management's discretion.

All medical documentation should be scanned to DPW.Injury@milwaukee.gov for processing and review. If the medical documentation identifies potential restrictions, then the employee should be instructed to go or remain at home until further notice to allow time for Safety to review/evaluate the submitted documentation.

In order to be eligible for sick leave, you must remain at home. Management reserves to conduct a Home Visit (if facts reveal that the eligibility for sick leave is in question).

Whenever an employee is required to submit a doctor's certificate/COVID test result, it is to be submitted immediately upon the employee's return to work or as requested by management. If the employee fails to submit an acceptable doctor's certificate/COVID test to verify the absence, sick leave may be denied and the employee may be subject to disciplinary action. An employee who fails to submit a required doctor's excuse upon their return to duty may be sent home until the documentation is secured. Employees who tender a resignation and call in sick prior to their last day are required to provide a doctor's excuse on or before their last day of employment. Failure to submit doctor's excuse will result in the occurrence being unexcused, unpaid and the employee may be subject to disciplinary action.

Management may require employees to have medical care providers review their job description for determination of work restrictions or light duty assignments. Management may require employees to provide a doctor's certificate for sick leave patterns/incidents of abuse. Patterns of abuse include, but are not limited to, sick leave taken before/after a weekend or holiday, scheduled weekends and/or in conjunction with vacation, job assignment refusal, and other situations deemed inappropriate by management.

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Note: Information/documentation regarding absences received by DPW is kept confidential in a locked medical file and access to that file is restricted in accordance with applicable federal and state laws.

5. Every attempt/effort should be made to schedule doctor and dentist appointments outside of working hours. However, during those times it becomes necessary to schedule an appointment during working hours it should be made for either the beginning or the end of the work day, whenever possible.
6. Any falsification of records related to absences or patterns of sick leave abuse will result in discipline up to and including discharge.
7. Employees must have a balance of sick leave hours to cover their absences. Taking sick leave without sufficient sick leave hours may result in disciplinary action.
8. Employees are not eligible to take sick leave while off the payroll, e.g. during a leave of absence, layoff, suspension, absence without leave (AWOL), while incarcerated, or after termination or resignation, including time pending reinstatement. When returning to the payroll, sick leave cannot be used until the employee has been at work for at least one full day.
9. It is the employee's responsibility to know their sick leave and vacation balances. DPW management is not responsible for employees exceeding paid leave balances. Employees may be subject to discipline for exceeding paid leave balances.
10. If an employee falls ill during the work day they must immediately notify their supervisor for further directions.

The Sick Leave Control Policy guidelines include the issuance of disciplinary actions consistent with DPW Progressive Discipline Policy for employee misconduct. Management reserves the right to make decisions that may deviate from the guidelines as needed on a case-by-case basis.

When an employee has three (3) occurrences of sick leave absence in any 120-day period of time, there will be a review of their sick leave utilization. DPW will review 120 days of actual service. Layoffs, leaves of absence or injury pay (including sick pending injury) will not be counted as part of the 120 days of actual service.

Note: Excessive use of sick leave is generally three (3) occurrences of sick leave in any 120-day period or a pattern/incident of abuse. Excessive use of sick leave (unexcused absences, multiple occurrences, extended period of absence) may be subject to the DPW Progressive Discipline Policy for employee misconduct.

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Review Process

- Employees with three (3) occurrences of absence/sick leave in a 120-day period or a pattern/incident of abuse may be subject to disciplinary action under the DPW Progressive Discipline Policy. An employee will be required to submit a doctor's certificate for each subsequent absence. An employee who has 120 days of service without an absence/sick leave occurrence will have this requirement removed.
- Each set of three (3) occurrences of absence/sick leave in subsequent 120-day periods will be grounds for disciplinary action. A one-half (1/2) day absence may be considered an occurrence.
- DPW will be looking at 120 days of actual service excluding layoffs, leaves of absences, injury pay, worker's comp, FMLA, etc.
- A doctor's certificate (medical documentation) may be required for an absence before/after a vacation and/or holiday. This may result in a day that is not considered a pattern of sick leave abuse; however, the day will still be counted as an occurrence.
- Employees under continuous sick leave review will be subject to home visits. Any employee may be subject to home visits as determined on a case-by-case basis.

Benefits to not using sick leave

- Participation in the incentive program.
- The availability of a sufficient sick leave balance in case of a lengthy illness.
- Eligibility for an employee recognition letter.
- Eligibility for terminal leave compensation as authorized in the Milwaukee Code of Ordinances.

Employees who do not use sick leave are eligible for the Sick Leave Control Incentive Pay program (SLCIP). In order to qualify for the SLCIP, an employee must have met all of the following requirements:

- Did not take any sick leave in the trimester.
- Did not take unpaid FMLA or FMLA sick leave substitution.
- Did not receive any injury pay during the trimester.
- Was not on any unpaid leave of absence during the trimester.
- Was not AWOL, tardy or suspended during the trimester.
- At the beginning of the trimester, had 12 days of sick leave in their sick leave account.

Employees who earn an incentive day under the SLCIP are eligible to receive one (1) day of pay or a day off with pay for each trimester they qualify.

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1.9 Doctor/Dental Appointments

In order to maintain productive work schedules, employees will make every attempt to schedule medical and dental appointments at the beginning and end of the workday, after work hours, or on scheduled days off.

Employees are allowed a total of 8 hours of this time for doctor and dental appointments per calendar year, which can be taken in up to two (2) hour increments. Employees must use other paid leave balances if an appointment will require more than the two (2) hour increment. Employees may be asked to provide documentation of the appointment date and time to substantiate the need for leave.

Refer to the City of Milwaukee Sick & Disability Leave link below for complete details
<https://city.milwaukee.gov/DER/benefits/Sick-and-Disability-Leave>

1.10 Family Medical Leave Act (FMLA)

Employees are required to provide advance notice for foreseeable Family Medical Leave Act (FMLA) leave. An employee must submit a request for leave at least thirty (30) days prior to when the leave would begin, or as soon as practicable, meaning the same business day or following business day that the need for leave became known. Delayed requests for leave, or requests for leave made “after the fact” may result in the request for FMLA leave being denied.

The use of FMLA is only approved with appropriate FMLA paperwork, which includes one of the following:

1. Certification of Health Care Provider for Employee’s Serious Health Condition
2. Certification of Health Care Provider for an Employee’s Family Member’s Serious Health Condition
3. Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave
4. Certification for Qualifying Exigency for Military Family Leave

Employees must submit a Medical Certification for either their self or their family member. The certification must be faxed to the Department of Employee Relations (DER), which is 833-816-1918. Medical certifications may also be hand delivered to the DER office, which is located in City Hall on the 7th Floor. Employees must give notice as soon as practicable of their intent to use FMLA. They must comply with their respective Division’s notification policy and/or established call-in procedures for reporting an absence (see section “Reporting Absences”). When reporting an absence from work under FMLA, the employee is responsible for identifying the absence as

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FMLA in advance whenever possible, unless it's an emergency. Employees must complete a Request Form to use FMLA and it should be sent to DPWFMLA@milwaukee.gov. Request Forms must be submitted within two pay periods of when it is used, unless an employee is on an approved continuous absence. Failure to do so could result in the denial of the FMLA request. Any period of delay in notification may be counted as non-FMLA leave. Request Forms sent to DPWFMLA@milwaukee.gov must be labeled with the employee's first and last name in the "Subject" line.

Questions about the FMLA may be directed to DPWFMLA@milwaukee.gov, as well as DPW Administrative Services Manager at (414) 286-8019, the Operations Human Resources Administrator at (414) 286-3255, the Infrastructure Human Resources Administrator (414) 286-2416 the Water Works Human Resources Administrator (414) 286-2805 or DER Leave Administration Coordinator at (414) 286-2358.

Refer to the City of Milwaukee FMLA Policy link below for complete details
<https://city.milwaukee.gov/DER/benefits/Family-Medical-Leave-Act-FMLA>

1.11 Unpaid Medical Leave of Absence

Temporarily-disabled employees who have exhausted all their sick leave balances may request a medical leave of absence. Such requests will be considered only after submitting a medical certificate describing the need for the leave and expected duration. Approval of these requests is subject to management discretion. **Whenever possible, extensions must be requested prior to the expiration of the granted period of leave. Extensions may require the submission or resubmission of medical documentation and must be approved by management.**

Refer to the City of Milwaukee Request for Leave of Absence link below for complete details, including "Reinstatement following a leave of absence" information related CSC Rule X, Section 7

<https://city.milwaukee.gov/ImageLibrary/User/jkamme/Forms/RequestforLOAFinal1.17.2020002.doc>

1.12 Court Absence (or Jury Duty) (In accordance with Chapter 350-35)

Employees shall be granted time off with pay for reporting for jury duty or jury service upon presentation of satisfactory evidence of a jury duty/service notice. If any employee is called for jury duty and reports without receiving a jury assignment for that day, or if the employee is engaged in jury duty or service for a part of the day, the expectation is the employee will report to their respective work location for the remainder of the work day if possible. Notice must be provided to management in a timely manner.

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Employee's paychecks are reduced by the dollar amount of their jury duty pay. It is the responsibility of the employee to provide their manager/supervisor with a copy of the check stub or the actual check for their jury duty pay.

An employee who is under subpoena to appear in court to give testimony of an incident that was witnessed by the employee while at work shall be granted time off with pay upon presentation of satisfactory evidence requiring the court appearance. An employee who is subpoenaed to appear in court for a non-City related matter may be granted time off upon presentation of satisfactory evidence requiring the court appearance.

Please refer to the link below for more details: City of Milwaukee Jury Duty.
<https://city.milwaukee.gov/DER/benefits/Jury-Duty>

1.13 Funeral Leave

Funeral leave is administered under the [Milwaukee Code of Ordinances 350-35\(5\)](#). Funeral leave for an immediate family member with pay is not to exceed what is provided for in the ordinance. These days shall be limited to work days that fall within the calendar period outlined in the ordinance.

Please refer to the link below for more details: City of Milwaukee Funeral Leave
https://city.milwaukee.gov/ImageLibrary/User/jkamme/Forms/CBP155_FuneralLeave.pdf

1.14 Other Unpaid Leave of Absences

Leave of absence may be granted for other reasons at the discretion of management, in compliance with the City Service Rules, and with consideration of staffing levels. All absences will be designated as excused or unexcused.

An absence will be considered unexcused unless the employee can substantiate a valid reason for the absence and management agrees, or if prior arrangements have been made with his/her immediate supervisor. Requests for an excused absence, whenever possible, shall be made in writing at least 24 hours prior to the date of absence with the employee's immediate supervisor. Emergency requests with less than 24 hours' notice will have to be verified by the employee's immediate supervisor. "Personal business" is not a valid reason for absence. The reason for absence must be satisfactorily explained to the immediate supervisor or to DPW's Business Operations Manager- Payroll at 414-286-8446. **Documentation substantiating the need for the absence will be required. Failure to provide documentation will result in the absence being Absent without Leave; and subject to discipline up to and including Discharge.** In addition, if an employee is approved for a leave of absence and if an employee requires additional time on a leave of absence, then an employee must request for an extension in advance of your leave of

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absence expiring and you must submit substantiating documentation to support the extension for the leave of absence.

1.15 Vacation Scheduling

See City of Milwaukee – DER – TVA Guidelines for more information:

[http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/Vacation TVA Guidelines.pdf](http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/Vacation_TVA_Guidelines.pdf)

Vacation requests will be reviewed and granted while taking into consideration the efficient/effective operation of the DPW Division to which you are assigned.

Vacation will not be granted for periods of incarceration.

Vacations shall be scheduled in advance. All vacation time shall be taken only with the approval of management and in accordance with the respective Division’s vacation policy. Employees will accrue vacation each pay period in accordance with provisions of the Milwaukee Code of Ordinances.

New employees are eligible to use earned vacation benefits immediately upon employment subject to the approval of management.

If an employee does not have vacation accruals, then they are to complete the Request to Borrow Vacation Hours Form prior to an employee taking vacation. Management has the discretion to approve or deny the request.

Biweekly Vacation Accrual – Vacation accounting procedure in which the payroll system automatically calculates the amount of vacation accrual based upon the time paid in the pay period and the employee’s number of years of active service.

Accrual Rate	Total Hours	Maximum Hours	Years of Active Service
3.7 hours per pay period	96	176	less than 4 years
5.3 hours per pay period	136	216	at least 4 years but less than 9 years
6.8 hours per pay period	176	256	at least 9 years but less than 14 years
8.4 hours per pay period	216	296	at least 14 but less than 21 years
9.9 hours per pay period	256	336	at least 21 years

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It is the responsibility of each employee to know their vacation balances including any SLCIP days and remaining Compensatory Time Off (CTO) balances. Employees exceeding their balances will be considered absent without leave and may be subject to discipline, unless they have submitted a Request to Borrow Vacation Hours Form which has been approved by a manager or supervisor.

See DPW Payroll's webpage for more information, including Self Service General Instructions and steps to look up sick/vacations balances: Milwaukee.gov/dpwpayroll

Requests for emergency vacation will be considered on a case-by-case basis with appropriate documentation of the emergency. Unexcused absences will be considered Absent Without Leave and may be grounds for discipline up to and including discharge.

Employees are directed to refer to their Division's work rules for additional information regarding vacation scheduling.

1.16 Employee Notification Requirements

Employees are required to report change of address, phone number, emergency contacts to the department within 48-72 hours. See details below. Employees who fail to report these status changes may be subject to disciplinary action.

Employee Responsibility to Report Change of Address

Employees are required to report any change of address to the department within 72 hours of the move by submitting the Residence Statement Form, found on the DPW Payroll website.

Employees who fail to report change of address within the 72-hour period may be subject to disciplinary action. A copy of this work rule must be signed and returned to payroll to be placed in the file.

See DPW Payroll's webpage for more information, including a link to access the City's Residence Statement Form: Milwaukee.gov/dpwpayroll

Employee Responsibility to Report Change of Phone Number

Employees are required to report any change of telephone number with 72 hours to both Payroll and their manager using the Updated Phone Number form in order to receive a notification via text message about a severe weather emergency declaration by the Mayor or a field safety incident. It is required to report a phone number change by using the Updated Phone Number Form. The completed form is to be provided to your manager and DPWPAYROLL@milwaukee.gov.

Employee Responsibility to Designate and Provide Emergency Contact Information

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Employees are required to designate a primary and secondary emergency contact person including the relevant contact information listed below for each one:

- Primary and Secondary Telephone Number
- Home Address

Employees are required to report changes with their emergency contact designee or contact information of their designee into PeopleSoft Self Service and with their payroll assistant within 48 hours of the change. If you require assistance contact your immediate supervisor.

Employee Communication with a Court of Law

An employee who is required to communicate with, or receive information from, any court of law, government agency or other regulatory body for any purpose that falls under these work rules is solely responsible for maintaining their mailing address information with those agencies. Excuses that a court of jurisdiction did not have an updated address will not be accepted.

Note: All communication to and from your employer will be to the employee or the designated emergency contact person only. Generally, DPW will only accept and act upon information that comes from either the primary or secondary designated emergency contact person.

See City of Milwaukee – Employee Self Service Instructions - for more information:
https://city.milwaukee.gov/ImageLibrary/Groups/derAuthors/Benefits-/SelfService_GeneralInstruction.pdf

1.17 Snow and Ice Control

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 assignments. Efforts are made to prioritize and call first those employees who expressed interest in being on active call out lists. However, any employee working in DPW may be called upon to fulfill these critical emergency assignments. If an employee is called for a snow and ice control assignment they are required to respond and report. Failure to respond and report in a timely manner may result in disciplinary action up to and including discharge.

If for any reason an employee is unable to report for a snow and ice control assignment, even outside of normal scheduled work hours, they are required to provide documentation to support their need to be excused. For injury or illness, medical documentation stating the employee's incapacitation period is required upon their return to work. Failure to

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provide valid documentation may result in disciplinary action, up to and including termination or discharge.

Employees needing to be excused from a snow and ice control assignment due to FMLA are required to complete an FMLA request form for the hours/days covering the entirety of the assignment, including hours of the snow assignment outside of the regular schedule.

Failure to complete the FMLA request form or attempt to use FMLA outside of the approved terms of the FMLA will be considered absent without leave and may result in disciplinary action, up to and including termination or discharge.

Reporting for Snow and Ice Control Operations

- a. All personnel, except those excused, shall respond to callouts or assignments as instructed.
- b. It is the employee's responsibility to ensure childcare arrangements are made. Childcare conflicts are not a valid excuse for not reporting for a Snow and Ice Control Operation.
- c. After receiving an assignment, all employees responding to Snow and Ice Control assignments will ideally report within thirty minutes, but shall report no later than 60 minutes from the time of notification. Failure to do so may result in disciplinary action up to and including separation
- d. Upon arrival, drivers must sign-in or clock-in at the garage and then proceed to their assigned equipment. After completing the pre-trip inspection, drivers should proceed to the assigned Sanitation District where they will receive their salting or plowing assignment. Support staff, Route Monitors, and Plow Coordinators must check in with the management on duty at the Sanitation District

Unavailable Status

- a. Drivers are eligible for Unavailable status, up to 4 weekends and 4 weeknights during the winter season of mid-October to mid-April. Driver Unavailable status removes the driver from call out from 3PM Friday until 7AM Monday for weekends and at 7AM on approved weekday until 7AM the next weekday.
Drivers requesting Unavailable status must do so in writing to Fleet Dispatch, no later than Noon on the Wednesday prior to the desired weekend or at least 3 business days prior to the desired weeknight.
Employees will be notified in writing by Fleet Dispatch management whether the request is approved or not approved.

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- b. Non-driving personnel that are scheduled for snow duty can be absent from their assigned scheduled assignment if they secure a replacement by switching with others in the same assignments. Switches are subject to approval by management. Switches are to be emailed to the Operations Services Manager to be noted on the published schedules.
- c. Route Monitors and Plow Coordinators shall indicate any unavailability at the beginning of the winter season (early November). All other requests for Unavailable status must be done in writing to the Operations Services Manager no later than one week prior to any General Plowing event. Failure to provide advance approval may result in disciplinary action up to and including discharge.

While on Assignment

- a. Directives from Department of Public Works supervisory personnel are to be followed. If a driver has a question(s) about the equipment operation or procedures, they should contact a supervisor in the Dispatch Office or Sanitation District Office. When assigned to operate, mount and maintain snow plows and other equipment necessary in snow and ice control operations, the following rules (referenced in 2.2 of the Fleet-Dispatch work rules) apply to drivers and equipment operators.
- b. Cooperation is expected at all times between the drivers, personnel, and the management on duty. Feedback as to operation effectiveness, conditions, and suggested altered approaches should be discussed with the management on duty so that the best possible operation can be executed.
- c. For consistent quality operations city-wide, be prepared to follow the Alerts prescribed instructions such as; goals of operation, type of salt, application rate, pre-wetting instructions, etc. Report any concerns or changing conditions to the management on duty, such as on drying roads that no longer need salting. Avoid salting dry bare pavement areas.
- d. Plow snow at the appropriate speed so as not to unduly burden residents with excess snow splashed onto sidewalks or buildings. Snow should be deposited just behind the curb. Do not leave rows of snow in the center of the street or at intersections.
- e. Any requests from the public to assist with a private vehicle or plow or salt any private area must be courteously refused and reported to management.
- f. The needs of the plowing operation and the employee will be considered in scheduling break periods.
- g. Drivers will report the completion time of their assigned route and return to the Sanitation District Office for additional instructions or a new route assignment as needed.

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- h. At the end of each operation drivers should offload any salt, complete post-trip inspections, fill fuel tanks, and check tires, oil and other fluids. Follow directives regarding saddle tank levels and the need to fill. Drivers shall complete an Equipment Service Request Form for any repairs that are needed. The equipment should be parked in a condition so that it is ready to go out on the next operation.
- i. When on standby, drivers should make sure equipment is ready for service. Drivers should check fluids, lights and accessories.
- j. Drivers should not idle their engine unnecessarily.

1.18 Inclement Weather Days (Division Specific)

This work rule is subject to management discretion and will involve an assessment of the current and predicted weather conditions with an emphasis on employee safety and productivity. “Weather” may include, but is not limited to: temperature, wind, wind chill and precipitation.

As a general guideline: If the 5:00 a.m. official temperature at the federal weather station at General Mitchell Field is -10°F or colder, employees will not be dispatched to the field except for emergencies and snow and ice control assignments. A cold weather standby will remain in force until the temperature rises above -10°F or employees are sent home for the day. In that event, employees will be paid a minimum of two (2) hours standby time, and the balance will have to be accounted for as provided below.

There may be certain employees, as determined by management that will be directed to remain at work during Inclement Weather Days (IWD). These employees will be given assignments that may or may not be consistent with assignments given on a “typical” day. For example, an employee who usually drives a vehicle may be assigned to clean a garage/equipment.

INCLEMENT WEATHER DAY (IWD) LOST TIME:

At all times it will be the objective of the department to minimize lost time due to a IWD. To accomplish this management may take any of the following actions:

1. Schedule Change: There may be a schedule change to make up for the IWD. The division could schedule ten hour days for the balance of the week where a day is lost due a IWD. There may also be a weekend day (Saturday/Sunday) scheduled to make up the IWD.
2. Employees will be allowed to use vacation to make up for the IWD (up to -80 hours may be permitted, subject to management approval)
3. Employees with an approved Alternative Work Arrangement (AWA) may work remotely subject to request and approval of their supervisor/manager. See the AWA Program and Policy section for more information.

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4. Employees may take unpaid time, subject to management approval.

This IWD work rule is intended as a guideline as to how the IWD policy will be implemented. Each Division has unique types of work/tasks that may not be subject to these general guidelines. Therefore, management reserves the right to make decisions that may deviate from these guidelines as necessary on a case-by-case or division-by-division basis. In addition, management reserves the right to make changes to these guidelines as needed. Every attempt will be made to notify employees in advance of any changes to these guidelines.

Employees are directed to refer to their Division’s work rules for additional information regarding Inclement Weather Days.

1.19 Incarceration

See City Service Rule XIV, Section 12, letter A for more information:

http://city.milwaukee.gov/ImageLibrary/User/jkamme/CityServiceCommission/CSC_Rules.pdf

Employees and/or the employee’s designated emergency contact must as soon as practicable notify management regarding their incarceration/status and provide any updates as relevant. Being absent/unavailable for work due to incarceration is not an acceptable reason for missing work and will be subject to disciplinary action up to and including discharge. Vacation and Sick Leave (or other unpaid leave) is not permitted for periods where an employee may be incarcerated.

If an employee is allowed the opportunity by the courts to exercise their right to be released from jail under the Huber Law for work purposes, it is the responsibility of the employee or their designated emergency contact to provide the employee’s immediate supervisor with all of the necessary information and/or documentation for the employee to be released (e.g., contact name, contact phone number, fax number, appropriate paperwork, etc.).

Note: Management shall not be responsible for the timing of any release of information of an employee claiming Huber Law release privileges.

Being Absent Without Leave (AWOL) or failure to provide management with this information on or before the employee’s fifth (5th) day of absence due to incarceration may result in management taking a discharge action. An absence due to incarceration of 5 or more days will be considered an “excessive” absence and may be grounds for discharge regardless of whether or not “notice” is provided by the employee. Situations will be evaluated on a case-by-case basis. An employee’s past disciplinary history will be considered in the disciplinary action taken.

Note: Employees must provide their immediate supervisor with current emergency contact information. If there is a change with the emergency contact designee or the information of the

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emergency contact designee, it is the responsible of the employee to notify their immediate supervisor within 48 hours of the change.

1.20 Sleeping on the Job

No employee shall be permitted to sleep or create the perception of being asleep while at work. This includes breaks or lunch periods.

1.21 Rules of Conduct

Chain of Command

Employees are required to follow the chain of command by first contacting their immediate supervisor when they have concerns, suggestions, grievances, or other issues. If an issue requires immediate attention and their immediate supervisor is not available, the employee is to speak with the next supervisor in line. If the source of the conflict is the immediate supervisor an alternative management contact will be permitted. However, at any time an employee believes that there is “misconduct” being committed by anyone or that there is a violation of any policy, rule, law or ordinance taking place that employee may, at their discretion, contact DER (ext. 3398), their elected official(s) (ext. 2221), or the City’s Fraud and Abuse Hotline (ext. 3440) to lodge a complaint.

Insubordination

In accordance with City Civil Service Rule XIV, Section 12, item “f”, insubordination will occur when an employee violates any lawful and reasonable official regulation or order, or failure to obey any lawful or reasonable directive/order or instruction made or given by their manager, supervisor, crew leader or an individual assigned to act on management’s behalf. Loud or unprofessional language/behavior toward a supervisor, manager or crew leader will also be deemed as insubordination.

The expectation is that all employees will follow reasonable directions given by their supervisor or manager at the time they are given in the manner in which they are given.

Misconduct

One or more actions or conduct found in deliberate violation or disregard of standards of behavior which an employer has a right to expect of his or her employees, or in carelessness or negligence of such degree or recurrence as to manifest culpability, wrongful intent, or evil design of equal severity to such disregard, or to show an intentional and substantial disregard of an employer’s interests, or of an employee’s duties and obligations to his or her employer in accordance with Wis. Stats. 108.04(5). Misconduct is also defined as: The violation of any of the policies or procedures contained within these work rules, City of Milwaukee policy or procedure,

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or the failure to conform to the standard of conduct that is required to maintain a professional, efficient and effective workplace. Harassment, offensive conduct and symbols will not be tolerated. **Discharge is possible for a “first offense” depending upon the facts and circumstances of the misconduct.**

Negligence

Failure to properly protect, examine, pre-trip (vehicle/equipment) or maintain/safeguard any property belonging to the City is prohibited. Vehicles, facilities, and equipment are to be maintained in a clean and orderly condition.

Misconduct for Excessive Absenteeism

An absence is any period of time away from work not covered by Injury, Vacation, FMLA or an approved Leave of Absence (LOA) and can be paid or unpaid. Each continuous period of absence, regardless of duration is an “occurrence.” Three occurrences within a 120-day period will result in a disciplinary action consistent with the Sick Leave Policy, see section 1.9. See section “Incarceration”. Misconduct for Excessive Tardiness

Excessive tardiness by an employee in violation of the DPW work rules/policy that has been communicated to the employee or if the employee does not provide both notice and one or more valid reasons for the tardiness.

Personal Conduct

The public and fellow employees should be treated in a courteous and professional manner. Conduct that is deemed offensive or disruptive will not be tolerated. This shall include foul, loud, abusive and vulgar language or behavior (including horseplay), sexual harassment, or racial or ethnic slurs/symbols or other remarks that have the effect of denigrating others relative to age, race, religion, gender or sexual preference. Employees engaged in interactions, either in person or on the phone, shall refrain from using vulgar language or discussing topics or engaging in behaviors others may find offensive. Employees shall identify themselves to members of the public when asked. Abuse of authority or abuse of managerial discretion is also unacceptable conduct.

Recording of Conversations/Images

Employees are prohibited from recording any conversations or taking photographs of any person without management approval. Violations are considered misconduct and will be grounds for disciplinary action.

Work Conduct

Discrimination, sexual harassment and workplace violence are prohibited. All existing laws and policies regarding these matters will be enforced. No sexually graphic or other offensive material shall be possessed or distributed by any City employee during work hours or displayed on any City vehicle, work shelter, building or property at any time.

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Furthermore, abusive, vulgar or profane/unprofessional language or behavior is prohibited. Co-workers and the public must be treated in a civilized and courteous manner. Fighting, arguing, acts of intimidation, or racial or sexual comments/symbols will not be tolerated.

Safe Practice Conduct - Safe Work Procedures

The safety policies and procedures for each Division will be considered an addendum to the work rules outlined in this document and any supplemental work rules employees may receive which pertain to their respective job assignment. As such, it is the responsibility of each employee to be familiar with and follow all safety procedures.

Storage of Personal Items

As a precaution, personal items, including City-issued safety apparel, should not be left in City vehicles overnight or during absences, planned or unplanned. Vehicles may be used by others for emergency purposes or may be removed from service.

Non-work related items are not to be stored in tool shanties at any time. The City will not reimburse employees for personal non-work related items that are damaged or stolen, including those stored in/on City property.

Personal Non-Work Related Items

Personal vehicles are not to be parked inside a City building, unless prior permission is obtained from a supervisor. Performing maintenance to personal vehicles, equipment or non-City property using any City-owned resources is prohibited. Use of personal items including heating units, cooling units, toaster ovens, hot plates, refrigerators, microwaves, laptops or computers in the workplace is prohibited except as provided in designated break areas or with management approval.

Work Environment

Employees shall maintain a clean and neat work environment. Employees are responsible for cleaning up their assigned areas and vehicles, including personal and work-related items.

Idleness

Employees shall avoid being idle at a job site/location or giving the appearance of being idle. It is the employee's responsibility to be productive and to present a positive image. Reading the newspaper/magazines, using a cell phone for non-work related purposes or other non-work related material in view of the public is prohibited. Employees are required to notify management of unexpected circumstances that cause work to be stopped or delayed. Whenever previously scheduled work has been completed, employees are required to notify management so additional work or other assignments may be given. Failure to notify management when work has been stopped, delayed or completed may be grounds for disciplinary action. Employees are to contact their manager or supervisor if they are uncertain regarding of their assignments or reference their checklist of assignments if one was provided to them.

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1.22 Dress Code: Attire and Grooming Policy

Workplace attire and grooming must be neat, clean and appropriate for the work being performed and the setting in which the work is performed. Natural and artificial scents may also become objectionable, and are also subject to this policy. Departments may determine appropriate workplace attire and grooming for their area. Supervisors should communicate their department's workplace attire and grooming guidelines to their employees during the orientation, evaluation periods or whenever deemed necessary. Any questions about the guidelines for attire should be discussed with the immediate supervisor. Regardless of dress and grooming, all staff must carry or wear their City of Milwaukee-DPW identification badge/card at all times while at work and must identify themselves as City employees upon request.

Employees are expected to present a professional, business-like image to clients, visitors, customers and the public at all times. Acceptable personal appearance, like proper maintenance of work areas, is an expectation for all DPW employees. Clothing shall be free from holes and tears, and shall not contain wording or slogans deemed inappropriate for the workplace.

Employees are expected to maintain a neat and well-groomed appearance. Personal cleanliness and good grooming habits must be observed. Hair, including facial hair, should be clean and neatly trimmed or arranged.

Certain employees may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and may be provided to employees by the DPW.

At its discretion, a department may, such as during unusually hot or cold weather or during special occasions, allow staff to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, athletic wear, tight, revealing or otherwise inappropriate clothing.

1.23 Reasonable Accommodation of Religious Beliefs - Workplace Attire

DPW recognizes the importance of individually-held religious beliefs to persons within its workforce. Reasonable accommodations will be evaluated for staff member's religious beliefs in terms of workplace attire, unless the accommodation creates an undue hardship.

Accommodation of religious beliefs in terms of attire may be difficult in light of issues of safety for the particular employee as well as co-workers. Staff members requesting a workplace attire

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accommodation based on religious beliefs should speak with their manager directly. These requests will be evaluated on a case-by-case basis.

1.24 Dress Code: Jewelry/Body Piercing and Tattoo Policy

All DPW employees should exercise sound business judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties in accordance with the DPW Dress Code: Attire and Grooming Policy 1.23.

In addition, any jewelry/body piercing or tattoos which conflict with an employee's ability to perform effectively in the position they hold or the specific work environment they are in will be addressed via this policy.

Factors used to determine whether jewelry/body piercing and tattoos pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks
- Community norms
- Customer complaints

If a conflict arises with a DPW employee regarding jewelry/body piercing and or tattoos such as those listed above, DPW reserves the right to ask the employee to either remove the excess jewelry/body piercing or cover the tattoos.

1.25 Odors and Fragrances

Fragrance-free Workplace Policy: Fragrances (e.g. perfumes, colognes and other scents), lotions, powders and other odor emitting products that are offensive to others should not be worn by employees. In addition, other fragrant products, such as scented candles, potpourri and similar items are not permitted in the workplace. DPW reserves the right to prohibit the use of any product that produces an odor.

1.26 Standards of Attire

Employees shall be attired professionally and appropriately in a manner that enhances public respect for and confidence in DPW employees. The following specific standards included:

- A. Personal Grooming: Employees shall come to work clean and with good hygiene, and keep their hair neatly groomed, including beards and mustaches.

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- B. Personal Jewelry: Jewelry shall be permitted so long as it does not interfere with job functioning or present a safety hazard to the employee and those with whom they work. In addition, facial jewelry shall not be permitted.
- C. Accessories: Artifacts worn on the outside of the clothing shall be permitted so long as they do not interfere with job functioning or present a safety hazard to the employee and those with whom they work, and so long as they are not obscene/offensive.
- D. Hats and Other Headwear: Hats are not to be worn inside an office setting. Other kinds of headwear are not permitted unless it is medically necessary or part of an established religious practice.
- E. Slogans or Pictures on Items: Profanity and nude or semi-nude pictures are not permitted. Also, not permitted are objects or items of clothing with political slogans, wording or images that are racially or sexually offensive, suggestive cartoons or images depicting alcohol, tobacco or firearms.
- F. Tattoos: Tattoos are permitted so long as they are not obscene. Tattoos that are considered obscene must not be visible to co-workers and the public.
- G. Torn Clothing: Clothing with rips or tears in the fabric are not permitted.
- H. Shorts, Baggy Pants: Shorts or extremely baggy pants are not permitted, except that shorts may be permitted by management during summer months or on occasions where temperatures are uncomfortably hot inside locations. Field staff pants must go to the ankle and therefore, three quarter length, capri or other similar length attire is not acceptable.
- I. Revealing Attire: Clothing such as miniskirts, short shorts, crop tops, tank tops, inappropriately tight fitting clothing such as leggings and jeggings, and clothing made of transparent material or clothing that exposes areas of the body usually covered in the workplace are not permitted.
- J. Footwear: Open-toed shoes are permitted so long as they do not interfere with job functioning or present a safety hazard to the employee and those with whom they work. Footwear that requires laces should be laced up and tied. Division specific rules may apply.
- K. Gang Attire: Employees shall refrain from wearing anything that can be construed to be related to membership in or representative of any gang.

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1.27 Ethical Standards

All employees are expected to adhere to the City of Milwaukee Chapter 303 Code of Ethics. Employment by the City carries with it a responsibility to be constantly aware of the importance of ethical conduct. You must refrain from taking part in or exerting influence in any transaction in which your interests may conflict with the best interests of the City.

Gifts and Gratuities

Employees shall not accept gifts or gratuities in any form including money, merchandise, food or beverages from individuals or companies with whom the City does business. The acceptance of such gifts is unprofessional and can place employees in a compromising position that is not in the best interest of the City (City Service Rule XIV, Section 12, Letter N). In addition, employees shall not take any fee, gift or other valuables in connection with performing their job duties when such gratuity is given in expectation of receiving preferential treatment.

City Property

Employees shall not use any City-owned property or equipment for private purposes. City-owned property includes records and data, whether electronic or hard copy, which employees are prohibited from using or sharing with others unless authorized to do so as part of their official City business.

Theft

Theft of City property or services with intent to deprive the City of the property or services permanently, theft of currency of any value, felonious conduct connected with an employee's employment with the City, or intentional or negligent conduct by an employee that causes substantial damage to City property. Claims of pay for time not worked can be considered theft. Use of City property for personal reasons can be considered theft. This includes converting to personal use any material that may be discarded or sold by the City as salvage material. Private property taken without authorization will also be considered as theft regardless of the value of the property taken.

Vandalism

Intentionally causing damage to or being reckless and displaying irresponsibility to the care of City property is unacceptable.

Junking – The removal or arranging to remove at another time of any material for personal use, gain or profit is prohibited. Searching through discarded material is also prohibited.

1.28 Alcohol and Controlled Substances

Employees shall not report to work “under the influence” of or “impaired” by alcoholic beverages or controlled substances of any kind. This includes employees being at work with a

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“prohibited substance” in their system. Employees shall not drink alcoholic beverages or take non-prescribed controlled substances during work hours. Being “under the influence” or “impaired” by prescribed medications is also prohibited.

All employees are subject to “Reasonable Suspicion” testing protocol as it relates to impairment.

“Under the influence” is defined as any diminished ability to work, drive, or operate machinery/equipment in a safe, efficient and effective manner due to the use of any substance. This also includes being at work with a “prohibited substance” in one’s system.

DPW employees who drive City vehicles or operate power equipment are prohibited from drinking alcoholic beverages or using non-prescribed controlled substances during working hours, including any lunch period or break, paid or unpaid.

The possession of alcoholic beverages or non-prescribed controlled substances in City vehicles or at the work site is prohibited. Employees must possess and have on their person a valid State of Wisconsin driver’s license, and as applicable any Commercial Driver License or Learner Permit.

* The first violation of this rule will result in a ten (10) day suspension. A formal referral to the City’s Employee Assistance Program (EAP) or Substance Abuse Professional (SAP) Program may occur. A Probationary employee will be subject to a Termination for a first violation of this policy.

* Further, upon successful completion of the EAP or SAP process, an employee will be required to pass a return to duty test and may be subject to Follow-up testing. Follow-up tests will be unannounced and observed collections. The number and frequency of the tests shall be determined by the EAP or SAP, and shall consist of at least six (6) tests in the first 12 months and not to exceed 60 months after the employees return to duty.

* The second violation of this rule will result in discharge. The City will not be responsible for any SAP services or Return to Duty Testing once a positive result is determined by the Medical Review Officer (MRO).

NOTE: There may be some extraordinary circumstances where a first violation would result in discharge (including but not limited to, possessing and selling controlled substances). The consequences for testing positive for the presence of drugs or alcohol shall be consistent with Title 49, Code of Federal Regulations, Part 382. The threshold for positive alcohol BAC without objective evidence of intoxication is .04% BAC (Random Testing for CDL holders). For

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Reasonable Suspicion, Post Accident and Random Testing (CDL and Non-CDL holders), results between: .02-.039, will result in a one (1) day suspension, and .04 and above will result in a ten (10) day suspension. The testing result uniformity between the CDL and Non-CDL policies does not negate the prohibition against consuming or possessing prohibited substances while at work.

This rule reflects DPW’s concern for a safe work place and a productive work force and has been in place since December 9, 1983.

It is each employee’s responsibility to comply with this work rule. If assistance in dealing with use of substances that impact your ability to work is required employees may contact the Employee Assistance Coordinator at (414) 286-3145.

NOTE: This document is intended as a “guideline” as to how the Non CDL Drug Testing policy will be administered. It is acknowledged that many cases will be unique as to employees, facts, documentation, timeframes, etc. Therefore, management reserves the right to make decisions that may deviate from these guidelines as necessary on a case-by-case basis. In addition, management reserves the right to make changes to these guidelines as needed. Every attempt will be made to notify employees in advance of any changes to these guidelines.

1.29 Smoking

Smoking (including e-cigarettes and vaping) is prohibited in all indoor, enclosed areas of City buildings, including all garages, hallways, waiting areas, restrooms, cafeterias, and private, enclosed offices of City employees and elected officials and in all City-owned or leased vehicles. This includes shelter wagons/work shelters and any location where there may be a fire hazard or other sufficient reason including anywhere there is a “No Smoking” sign posted. Smoking is also prohibited within 30 feet of public buildings owned or leased by the City of Milwaukee. Smoking is only permitted during authorized break and/or lunch periods.

Employees are expected to follow appropriate division rules about smoking on the job (for example while doing field work outside).

1.30 Computers and Electronic Communications

See City of Milwaukee, Internet Use Guidelines for more information:
http://city.milwaukee.gov/ImageLibrary/MINT/mint_city_policies/InternetUseGuidelines.pdf

See City of Milwaukee, Cloud Policy for more information:
https://mint.milwaukee.gov/ImageLibrary/MINT/mint_city_policies/CloudPolicy.pdf

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See *City of Milwaukee Email Use Policy for more information:*
<http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/EmailGuidelines.pdf>

The DPW Email Use Policy considers all computers, software and data City property. City and department management reserve the right to examine, at any time and without prior notice, all directories, files and other information stored on data disks, computers, and/or other media. Animated files, pictures, wallpaper, screen savers and/or other software that interfere with the efficient operation of individual workstations or the Division's network may be removed by network administrators.

Email users may not send messages that can be construed as scandalous, defamatory, libelous, obscene, immoral, or in violation of any intellectual property rights.

All email and/or internet transmissions sent from or received through City computers (including any incidental personal messages either sent or received) are considered City property. Inappropriate electronic communications including emails, social networking, etc. are prohibited. Computer games shall not be installed on City computers and are strictly prohibited.

Employees are to access and use only the computer assigned to them unless authorized by their immediate supervisor to use an alternate computer.

1.31 Use of Telephones/Electronics (Laptops, Surface Pros, I-Pads and Tablets) - Cell Phones/Smart Phones/City Phones

City desk telephones, City cellular telephones, City Laptops, City Surface Pros, City I-Pads and City Tablets are for official City business. Management may monitor the use of City-issued communication devices at any time without notice. Employees shall have their assigned City cell phone with them at all times including when they are in the field. The use of any communication device shall not interfere with the safe and efficient performance of assigned duties.

All emails, texts, photos and messages via City of Milwaukee cell phones are subject to open record requests and review by management.

See City of Milwaukee Mobile Device Management Policy for more information:

https://mint.milwaukee.gov/ImageLibrary/MINT/mint_city_policies/MobileDevicePolicy.pdf

Personal Usage

- Employees using a City-issued cell phone should limit personal calls.
- Employees are not to use their personal cell phones while at work with the exception of emergencies, breaks and during lunch.
- Employees are not to use blue tooth devices or any other microphone-type device during work hours.

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- Extended social conversations are prohibited during work hours.

Review and Audit of City-Issued Cell Phones

All City-issued cell phone records are subject to review.

Lost or Damage to City Cell Phones, City Laptops, City Surface Pros, City I-Pads and City Tablets

Employees are to immediately report lost or stolen City-issued electronics to their immediate supervisor. The supervisor must notify ITMD immediately of the lost or stolen City-issued cellphone or other electronics. Employees could be held financially liable for the replacement of City-issued electronics, including but not limited to, cell phones, laptops and tablets, for loss or damage as a result of gross negligence.

Cell Phone Etiquette

- City cell phone is to only be used by the employee it was issued to. Violation could result in disciplinary action.
- Employees who have been issued a City cell phone are prohibited from using the phone for political reasons, pornography, in any form or fashion (including but not limited to sexually graphic material), entrepreneurship-related activities, defaming, threatening or intimidating any persons (including City employees, managers and/or supervisors).
- Texting while driving is strictly prohibited and subject to disciplinary action. For the safety of our employees and others, it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone.
- GPS Tracking: All City-issued cell phones have GPS tracking software installed.
- Appropriate use of the cameras on City-issued cell phones must be maintained at all times.
- When you are out of the office, you must provide a voicemail indicating who and what phone number to contact in your absence.

1.32 Business Telephone Etiquette

- A. Make sure you speak clearly and slowly when you answer the phone. Professional communications will be required of all City employees.
- B. Always identify yourself.
- C. Ask permission before putting a caller on hold. *"Would you mind holding while I get your file?" or "Can you please hold briefly while I see if Mr. Jones is available?"*.
- D. When returning to your caller, remember to thank them for waiting.
- E. Do not permit the phone to ring more than three times.
- F. Always use a pleasant, congenial and friendly tone.
- G. Never interrupt the person while he/she is talking to you.
- H. Never engage in an argument with a caller.

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- I. Do not answer the phone if you are eating or chewing gum.
- J. Do not give the impression that you are rushed.
- K. Learn how to handle several callers simultaneously with ease and grace.
- L. Return calls promptly that have been left on voice mail.
- M. Always offer to leave a message if a manager or another team member must return the call, and get the best number and the best time to have a call returned to the caller.
- N. Always end with a pleasantry: *"Thank you for your call"* or *"It was nice speaking with you"*.
- O. Let the caller hang up first. This shows the caller that you aren't in a hurry to get off the phone with them.
- P. When you are out of the office, you must provide a voicemail indicating who and what phone number to contact in your absence.

1.33 Business Email Etiquette

- A. Emails are to have an appropriate/descriptive "Subject" line
- B. Emails should have a greeting addressed to the recipient(s), such as "Good morning", "Hello" or something similar. Email narratives are to be written professionally.
- C. Email attachments are to be labeled, especially when sending to staff outside your immediate work group.
- D. Scanned documents, sent directly from a printer/scanner, must have an appropriate/descriptive "Subject" line. Individual scans are to be made if documents are unrelated or involve multiple individuals.
- E. Prepare a signature line.
- F. When you are out of the office, enable out of office "Auto-Reply" indicating who and what email to contact in your absence.

Emails sent to DPW Payroll (DPWPayroll@milwaukee.gov) must be labeled with the employee's first and last name in the "Subject" line, as well as a brief description or title of what the email or document contains/represents.

1.34 Use of City Equipment (Division Specific)

(Fleet Vehicle Usage and Safety Manual Reissued January 2024 attached)

Vehicles, instruments, tools, and other equipment provided by the City must be properly used and maintained. Willful damage to any City equipment or damage caused by negligence is

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unacceptable and may result in payment for replacement or disciplinary action. Employees shall immediately notify their supervisors of any damage, loss, or theft of City property.

Equipment such as City vehicles, tools, equipment, rainwear, etc., is sometimes used by employees for the performance of their duties. Employees are responsible for the proper use, care and security of such equipment. Employees are not allowed to deface, distort or damage City equipment in any way. City equipment shall not be utilized for personal use. Employees may be required to pay for missing equipment or equipment damaged by misuse/neglect. Neglect of equipment or property of the City may result in disciplinary action up to and including discharge.

Operators are responsible for the safe operation of all equipment assigned. Before starting any equipment for the day, drivers and operators should visually check the equipment for damage, proper tire inflation, and any hazards in front of, along both sides or behind the vehicle. Check engine oil and other fluids for proper level and check operation of brakes and other systems. Any problems should be reported to your supervisor immediately. GPS equipment and on-board radios shall not be tampered with or altered in any way. **Should a manager and/or supervisor need to issue a GPS unit, then permission and approval must be sought from both the Administrative Services Director and the HR Administrator.**

When backing a vehicle have a co-worker stand behind and direct you with hand signals whenever possible.

If there is no co-worker available, get out and look behind the vehicle before backing up. Accidents that occur while backing up may result in disciplinary action.

Safety chains must be used when towing anything behind a vehicle.

No person shall be allowed to ride in the bed of a truck or in any position that may create a safety hazard. No person is allowed to be in or on the bed of a truck while it is being loaded or unloaded. Vehicles should be turned off when the operator is out of the cab.

In case of accident or personal injury, notify your supervisor immediately. **You must also notify the Fleet Operations' Dispatcher by calling 286-5561** and the Police. Get details, names and addresses of other parties, make and model of vehicle(s), correct position of vehicles involved, condition of street, weather conditions, names of witnesses and other pertinent information. Complete an Accident Report at the dispatcher's office. If the accident occurs outside of normal business hours and Fleet Dispatch is not available, call the City Hall Operator at 286-2489.

All vehicles shall be kept clean and free of rubbish. It shall be the duty of the operator to make sure all unnecessary materials are removed. Likewise, vehicles and equipment requiring fuel should be refueled at the beginning or end of the work day.

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The use of City equipment to conduct personal business is prohibited. No City vehicle shall be used by an 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, or during any break or lunch period, without the express 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.

Employees may be required to sign a document at the time City equipment and/or any City-issued item is given to them which addresses their responsibility not to damage the equipment, their potential financial liability for lost or damaged equipment, as well as their responsibility to turn in all City equipment upon separation from City service including: discharge/termination, retirement, voluntary resignation, etc. Failure to turn in all City-issued equipment upon separation from City service will result in the employee's last paycheck being held or funds being deducted to cover the cost of the equipment.

Employees are to refer to their Division's work rules for additional information regarding use of City equipment.

1.35 Social Media Policy

See City of Milwaukee Social Media Policy for more information:

<https://city.milwaukee.gov/ImageLibrary/Groups/derAuthors/Policies/SocialMediaPolicy.pdf>

1.36 Harassment

See City of Milwaukee Anti-Harassment Policy for more information:

<http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/AntiHarassmentPolicy2018-FINAL020118.pdf>

It is the policy of the City to provide a work environment that is free of harassment. Harassment on the basis of gender is a violation of Section 703 of Title VII of the 1964 Civil Rights Act. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

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- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- D. Sexual harassment by an employee, manager, supervisor or non-employee will not be tolerated. All employees are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur. Any employee who feels that he or she has been subjected to sexual harassment or other type of harassment should contact:
 - His or her immediate supervisor
 - Administrative Services Director at (414) 286-3307, Administrative Services Manager at (414) 286-8019, DPW Human Resources Representative (414) 286-8123, Infrastructure Human Resources Administrator at (414) 286-2416, Operations Human Resources Administrator at (414) 286-3255 or Water Works Human Resources Administrator at (414) 286-2805
 - Department of Employee Relations, Human Resources Compliance Officer at (414) 286-6210

***NOTE:** Employees are prohibited from possessing and/or displaying sexually graphic material in any City building, work shelter or vehicle.*

1.37 Security/Safety

All employees are issued access/ID badges/cards, keys and fobs. Depending on the Division, the employee may also have PIN numbers created uniquely for themselves and their job tasks. Employees are required to wear their issued access/ID badge/card at all times while at work in a visible manner. Employees are not to lend their access ID/badge/card to another employee or give out their PIN number. If the access/ID badge/card is lost, stolen or misplaced employees must contact their supervisor immediately.

Security around and within City facilities is of extreme importance and all employees are required to abide by established security policies or procedures for that facility or as directed by management. Use of access/ID cards to properly gain access to any controlled or secured location or area is required as authorized. Do not enter a secure area through a door/gate opened by another employee without scanning your access/ID card. Access to any controlled or secured area in which any employee is not authorized is prohibited. Any location or area which is controlled or secured is intended to remain as such and any security breaches are to be immediately reported to management.

Willful damage, tampering or disabling of any security measure or device including GPS, radios, doors, locks, gates, fencing, controls, cameras or monitors at any facility or City-owned equipment/vehicle or leaving any secured area or location opened and unsecured will be cause for disciplinary action.

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Most workplaces are generally open environments and employees need to take necessary precautions to safeguard and secure any personal belongings or City-issued tools, equipment, materials or property. Do not assume items left in open areas are secure.

1.38 Field Safety Policy

(Department of Public Works General Field Safety Policy and Attachment A- Personal Safety- A Guide for DPW Employees Working in the Field Reissued January 2024 attached)

All employees have an obligation to report to their immediate supervisor or manager any safety concerns for themselves, co-workers and others.

Manager and Supervisor Responsibilities

Investigating safety needs and priorities, to include reporting immediately on-site to an emergency involving 911 or other emergency responses.

1.39 Safety Equipment/PPE's

Procedures, Equipment and Clothing

It is the responsibility of all employees that safe working environments are maintained at all times, that DPW's safe working procedures are followed, and that furnished protective equipment and clothing are used.

Safety Shoes

All employees performing jobs which require safety shoes will wear appropriate footwear in satisfactory condition to provide necessary protection. Employees exposed to construction worksites and heavy maintenance and inventory are required to wear 6" boot-type safety shoes. Safety shoes are to be purchased by the employee and are reimbursable. **An employee will be issued a Safety Boot Voucher. Currently, the safety shoe allowance provides up to \$175.00 for safety shoes per calendar year and employee can only receive one Safety Boot Voucher per calendar year (this includes transfers and promotions into other divisions in the Department of Public Works.)** Managers and Supervisors are required to check the Safety Boot Spreadsheet or reach out to the Administrative Specialist Senior 414-286-3703 to confirm whether an employee received a Safety Boot Voucher. If a Manager or Supervisor fails to take the necessary steps for verification of a Safety Boot Voucher, then they may be subject to a disciplinary action. Safety Boot Vouchers must be completely filled out and signed by both the supervisor/manager and employee. An employee must use the Safety Boot Voucher within 14 calendar days. If an employee is unable to use the Safety Boot Voucher, then they must provide it back to the same supervisor/manager who issued the voucher and request for a new Safety Boot Voucher. Safety shoes must meet the standard ANSI Z41.1-1967-75 (75 pound test), or ANSI 241 PT1 83 I/75 C/75. ***(City of Milwaukee DPW-Foot Protection Policy Reissued January 2024 attached)***

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Hard Hats

In accordance with OSHA Regulations (Standards – 129 CFR), Head Protection 1926.100 (a) (b) which states in part:

- (a) Employees working in areas where there is a possible danger of head injury from impact, from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets.
- (b) The employer must provide each employee with head protection that meets the specifications contained in the following consensus standards American National Standard for Industrial Head Protection.

Hard hats shall be worn on all public and private construction jobsites at all times. Hard hats shall be worn when entering and while working in any confined space.

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

Hearing Protection

Hearing protection shall be worn by employees when operating or working near drill rigs, backhoe breakers, compressors, air hammers, pneumatic tools, saws, shop equipment such as sheet metal cutter, drill press, loud motors, etc., and in any environment over 85 dB. 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.

Safety Glasses

Employees are required to wear ANSI-approved safety glasses with side shields in all areas of the treatment plants and laboratories except: lunch rooms, control room, plant offices, plant restrooms, plant entrance lobby area and conference room. Employees are required to wear 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.

Prescription Safety Glasses

The City will provide prescription safety glasses at a cost pre-determined by the contract with an authorized vendor holding the contract with the City to employees who require safety glasses for protection against hazards in the workplace and who have successfully passed probation. Employees who elect to purchase frames or lenses other than from the selections offered by the City may do so; however, the employee shall be required to pay any additional costs over and above the standard cost authorized by the City. All such frames and lenses shall meet the requirements of current OSHA/ANSI standards. Prescriptions will not be accepted when their issue date has been exceeded by six (6) months.

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The cost of the eye examination will be the responsibility of the employee and is not covered under the prescription safety glass program. Employees must take special care of the lenses of the prescription glasses dispensed under this program. If lenses are damaged due to improper care, the cost to replace the lenses will be borne by the employee. The City will limit the purchase of prescription safety glasses to one (1) pair per year.

Safety Vests

Employees working in the public right-of-way (e.g. roadway, sidewalk) must wear lime green safety vests (ANSI/ISEA 107-1999) issued by the City over their clothing and any outerwear to increase their visibility to general traffic as well as City vehicles on the job site. Employees working at night or in bad weather conditions are required to wear reflective vests at all times. If employees have any questions regarding this, they should consult with their supervisor before going to the job site.

Safety (Seat) Belts

Employees, are required to use safety (seat and/or shoulder) belts when operating any City or personal vehicle during their work shift.

Face Coverings

Employees must follow the face covering policy for City of Milwaukee employees.

1.40 Injuries

Injuries sustained while in the performance of normal duties are to be reported promptly (within 24 hours) to an employee's immediate supervisor and Corvel at 1-844-645-2567.

Failure to do so could result in a delay in the determination of your eligibility for benefits. It is considered a serious offense to collect injury pay through a false claim of a job-incurred injury or any other illegal act.

If the employee will be, or is expected to be off work for ANY period of time due to an injury at work, a medical certificate is required. It is the employee's responsibility to provide the proper documentation for any such absence as soon as possible; otherwise, the absence may be considered Absent without Leave (AWOL).

Employees should be aware that there may be "Limited/Transitional Duty Assignments" available if they have work restrictions that prevent them from performing the essential functions of their own position. The DPW Safety Section will inform employees of any limited duty assignment. Employees given a transitional duty assignment or a temporary assignment, must report their absence one hour prior to their start time to the supervisor at that assignment and must provide a doctor's excuse. The supervisor must notify both Safety at DPW.Injury@milwaukee.gov and Payroll at DPWPAYROLL@milwaukee.gov via email.

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When released by the employee’s doctor, the employee shall return to work. For additional information regarding the City of Milwaukee - DPW Transitional Duty Program, contact the DPW Safety Division at (414) 286-4672 or via email at: DPW.Injury@Milwaukee.gov.

1.41 Post-Accident/Injury & Drug and Alcohol Testing

CDL Employees Only

Post-Accident Drug and Alcohol testing will be conducted in accordance with 49 CFR part 382 under the following circumstances:

Type of Accident Involved	Citation Issued to the CMV Driver	Test Must Be Performed by Employer
Human Fatality	Yes	Yes
Human Fatality	No	Yes
Bodily Injury with Immediate Medical Treatment Away From	Yes	Yes
Bodily Injury with Immediate Medical Treatment Away From	No	No
Disabling Damage to Any Motor Vehicle Requiring Tow Away	Yes	Yes
Disabling Damage to Any Motor Vehicle Requiring Tow Away	No	No

CDL and Non-CDL Employees

Testing will be conducted any time when management “reasonably believes” that alcohol or drug impairment may have been a contributing factor to the accident. This will involve the use of “Reasonable Suspicion” protocol. If an investigation reveals that an accident/injury may have been caused by impairment an employee shall be subject to alcohol/drug testing.

NOTE: Pursuant to state statute, all indemnity benefits are precluded if an employee violates the department’s drug/alcohol policy when there is a direct causation (impairment) that causes the employee’s injury.

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1.42 Driver’s License & CDL Policy

(DPW CDL License Holder Policy: Reissued January 2024 is attached)

Employees must possess and have on their person a valid State of Wisconsin driver’s license, and as applicable any Commercial Driver License or Learner Permit, to operate any City vehicle. The type of license required, regular or Commercial Driver’s License (CDL) is determined by the employee’s job title, date of hire and/or the type of vehicle being driven. It is the responsibility of all employees to immediately notify their supervisor if their driver’s license is suspended, revoked, expired or restricted in any way. Notice is required prior to the first shift worked. A probationary employee without a valid license, the necessary endorsements and/or permit, may be terminated.

Failure to provide timely notice of the loss of license/CDL, or operating a vehicle after a license has been lost to revocation, not endorsed or suspended, may result in a ten (10) day suspension for the first offense. A second offense may result in discharge.

According to the Federal Motor Carrier Safety Administration (FMCSA), CDL holders including CDL Permit Holders, are required to register as drivers in the FMCSA Clearinghouse. Additionally, all employees that hold a CDL title and/or operate CDL equipment in the course of their job duties, are required to submit a Clearinghouse Consent Form in order for the employer (DPW) to run an annual query. Failure to submit a consent form may result in an employee being removed from their safety-sensitive assignment. Employees are required to immediately (within 48 hours) notify management upon gaining a Commercial Driver Learner Permit (CDL permit) and must complete the DPW DOT Verification Form, register in the FMCSA Clearinghouse and complete any associated requirements. See the DPW DOT Verification webpage for more information and the access the DPW form: <https://city.milwaukee.gov/dpw/operations/Ops-Forms/DOT-Verification>

If an employee’s driver’s license is not endorsed, suspended, expired, revoked or restricted to prohibit driving a City vehicle, and if that employee’s job assignment requires driving a City vehicle, that employee must obtain an occupational driver’s license immediately. Failure to, or inability to, obtain an occupational driver’s license within 30 days of the loss of the driver’s license will subject the employee to disciplinary action up to and including termination/discharge. The employee could also be subject to being transferred and/or demoted to a job that does not require the operation of a vehicle only if this type of position is vacant/available.

Any employee whose position requires a valid driver’s license, whether driving City equipment or not, is required to immediately report to their Department/Division any suspension, revocation, expiration or restriction of their driver’s license. Loss of a driver’s license or CDL may result in disciplinary action. Notice is required prior to the first shift worked.

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Loss of a CDL for a period of time that is more than one (1) year may be cause for discharge or, if non-disciplinary related, separation. Loss of CDL driving privileges caused by a non-CDL vehicle conviction on more than two (2) occasions will result in discharge or, if non-disciplinary related, separation. Administrative suspension periods will be excluded.

Per the Salary Ordinance, “Loss of Commercial Driver’s License (CDL): An employee in a position requiring a Commercial Driver's License (CDL) who temporarily loses his or her CDL due to a non-commercial motor vehicle conviction or an off-duty commercial vehicle conviction shall have his or her pay reduced by 4% for the duration of the CDL suspension beginning on the day the CDL is officially suspended.”

Employees who are subject to testing and are found to have prohibited substances in their blood or urine will be disciplined as follows:

- *The first violation will result in a 10-day suspension.
- *The second violation will result in Discharge.

1.43 Interlock Devices

In the event an employee has a driver’s license requirement to operate vehicles that have ignition interlock devices installed it shall be the employee’s responsibility to provide a compliant vehicle. The City will not provide vehicles with interlock devices.

1.44 Personnel Investigations

Employees are expected to report misconduct that they become aware of. The report should be made to a supervisory employee as soon as possible.

Employees are expected to fully cooperate in any investigation either as a complainant, witnesses or the party accused of misconduct. Truthfulness is demanded. Failure to cooperate or providing false/misleading statements may result in discipline up to including Discharge. Making a false complaint may be grounds for Discharge, even for a first offense.

Employees who are involved in any personnel investigation are to keep the matter confidential. No discussion of the matter outside of “official proceedings” (interviews/hearings) is permitted. No employees shall be permitted to utilize a 3rd party for the purpose of circumventing this rule. Violations shall result in discipline, up to and including discharge.

1.45 Personnel Matters

Personnel matters are conducted confidentially, and all discussions, communications and documents associated with a personnel matter must remain confidential. Employees are

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expected to respect their own privacy, and that of their co-workers by keeping personnel matters confidential. Confidentiality is also required of employees who act as representatives of other employees in personnel hearings.

1.46 Grievances

See City of Milwaukee Workplace Safety Grievance Procedures for General City Employees for more information:

<http://city.milwaukee.gov/ImageLibrary/User/jkamme/Forms/WorkSafetyGrievanceProcedureGe.pdf>

See City of Milwaukee Discipline Grievance Procedure for General City Employees:
<http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/DisciplineGrievanceProcedure.pdf>

Grievance Initiation and Appeals forms can be found on City of Milwaukee website:
<https://city.milwaukee.gov/DER/PoliciesProcedures/Forms>

The City is committed to providing a safe work environment for employees by promoting employee readiness for situations that may threaten their welfare and supporting employees in identifying and reducing risk behaviors that may contribute to unsafe work practices, and strives to create employment policies that treat employees fairly and equitably to ensure disciplinary actions are prompt, uniform and impartial.

Grievance Procedure

Every reasonable effort should be made for employees and their supervisor to resolve issues or concerns.

Step 1:

If discussion with the employee's supervisor does not resolve the grievance, the employee or employee representative must prepare and file a written grievance initiation form within five (5) working days and submit form to the employee's section manager. Within ten (10) working days the employee will receive a written disposition from management.

Step 2:

If the issue remains unresolved, or the grievance unanswered, the employee may within five (5) working days of receiving the grievance disposition, file a written Grievance Appeal to the section manager. The appeal will be forwarded to the DPW Administrative Services Director for review. A written disposition will be provided to the employee within ten (10) working days of receiving the request for review.

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Step 3:

If the issues remain unresolved, the employee may within five (5) working days of receiving the written disposition, submit a written appeal to the City of Milwaukee Department of Employee Relations, Labor Negotiator, with a copy provided to the section manager. A review will be conducted as soon as administratively possible. The Labor Negotiator's decision is final.

1.47 Progressive Discipline

Employees may be discharged for a first offense of misconduct depending upon the circumstances. The Progressive Discipline policy should not be considered either an implied contract of employment, expressed contract of employment, or implied covenant of good faith and fair dealings.

Tracks

1. Workplace Misconduct (including excessive absenteeism and tardiness)
2. CDL and Non-CDL Drug & Alcohol Test Violations and Failure to Provide Notice of the Loss of a CDL (not subject to progressive discipline)

Steps in Progressive Disciplinary Policy:

1. Memo
2. Written Warning
3. One Day Suspension
4. Three Day Suspension
5. 10-Day Suspension
6. 15-Day Suspension
7. Discharge

*Note: The Progressive Discipline Policy is to be considered a **guideline** when issuing discipline. City Service Rules and State Statutes require a "just cause" standard to be used when issuing discipline. Employees may be discharged for a first offense of misconduct depending upon the circumstances. Examples include, but are not limited to: workplace violence violation(s), intoxication, causing injury/property damage, sexual assault, or theft. There is no guarantee expressed or implied that disciplinary "steps" will be followed in all matters of discipline.*

1.48 Workplace Violence

See City of Milwaukee Workplace Violence Prevention Policy for more information:

<http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/WorkplaceViolPrevPolicy.pdf>

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See City of Milwaukee Policy Prohibiting Firearms and Dangerous Weapons in the Workplace for more information:

<http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/FirearmsWeapons.pdf>

NOTE: Possession or use of a weapon, firearm or dangerous instrument while on City business is prohibited.

Firearms

The City has a zero-tolerance policy for firearms and dangerous weapons in the workplace. Employees are prohibited from carrying or possessing a firearm or dangerous weapon while in the course of their employment. Weapons include, but are not limited to the following:

- Firearms, including handguns, rifles, revolvers, shotguns and BB guns
- Weapons that expel projectiles by explosion or combustion
- Destructive devices
- Stun guns
- Tasers
- Combustible or flammable liquids that are likely to produce death or great bodily harm
- Knives – In accordance with the City of Milwaukee Code of Ordinances: Section 105-34-2(a)

Employees with the proper licenses may store a firearm or weapon in their own vehicle while parking on City property, but may not take the weapon from their vehicle while on City property.

Violation of the Weapons Policy is considered a serious offense.

1.49 Americans with Disabilities Act

See DER's website for additional information:

http://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/ADAAA_WFEA_Compliance_Manual.pdf

You may also contact DPW Safety Division at (414) 286-4672 or via email at:

DPW.Injury@Milwaukee.gov.

1.50 Negligent Operation and/or Loss of City Property (Single Vehicle Accident/Loss or Damage to City Property)

An employee found to have operated a City vehicle, piece of equipment or other property (including rental) in a manner that causes or is responsible for damage, incurring additional

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unnecessary expense to the City, loss, or theft of that property may be disciplined or discharged as follows:

\$1,001-\$5,000	1-Day Suspension
\$5,001-\$10,000	3-Day Suspension
\$10,001-\$20,000	10-Day Suspension
\$20,001-\$50,000	15-Day Suspension
\$50,001 +	Discharge

Example: A single vehicle accident where the employee is the operator causing damage may be considered “gross negligence.”

Note: An employee’s prior disciplinary history will be taken into consideration and final disciplinary action may be more severe depending upon that disciplinary history. Further, the primary consideration related to determining discipline will be the cost of repairs or replacement value for the piece of equipment.

1.51 Residency Requirement for Emergency Personnel

On July 26, 2016 the Common Council of the City of Milwaukee adopted legislation imposing a residency requirement on law enforcement, fire, and emergency personnel to reside within 15 miles of the jurisdictional boundaries of the City. (CC File # 160453: Effective 10/11/2016).

This charter ordinance, adopted pursuant to Wis. Stat. § 66.0502 (4)(b), provided the Board of City Service Commissioners (CSC) the authority to designate the classifications and/or assignments in the city service considered as emergency personnel for purposes of this requirement. The designation of emergency personnel for positions in the Fire and Police Departments is under the jurisdiction of the Fire and Police Commission.

Emergency positions in the City Service generally include those that require incumbents to be available to respond to emergency calls for service either to assess the emergency situation and dispatch personnel and equipment as necessary and positions that are required to perform time sensitive emergency repairs or maintenance activities critical in securing the health, safety or protection of residents of the city. Emergency report titles are contained in the ordinance.

Employees hired or promoted into a position subject to this residency requirement, and any incumbent employee who at any time has their position designated as subject to this residency requirement, are granted a period of time not to exceed six (6) months from the date of hire or promotion, or the date upon which the emergency designation becomes effective, to comply with the residency requirement. Employees who are subject to this residency requirement may request extensions or temporary exceptions from the Commission in accordance with the authority delegated to it by the City Charter.

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A map depicting the 15 mile boundary is available at the City of Milwaukee website:

http://city.milwaukee.gov/ImageLibrary/User/jkamme/Residency_15MileBufferStreets.pdf

1.52 Alternative Work Arrangements Program and Policy (AWA)

An employee may request an AWA; however, it is subject to management approval and the requirements outlined by the Department of Employee Relations' Policy.

See Alternative Work Arrangements Program and Policy for more information:

<https://city.milwaukee.gov/ImageLibrary/User/jkamme/Policies/AWAProgramandPolicy7-8-20212.pdf>

1.53 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act) - Breastfeeding/Lactation Policy

See DER's website for additional information:

<https://city.milwaukee.gov/ImageLibrary/Groups/derAuthors/Policies/PumpActPolicy8.1.2023.pdf>

The [PUMP Act](#), (enforced by the U.S. Department of Labor), which broadens workplace protections for employees to express breast milk at work. For more information related to private rooms available to DPW employees contact an immediate supervisor.

1.54 Pregnant Workers Fairness Act (PWFA)

See DER's website for additional information:

<https://city.milwaukee.gov/ImageLibrary/Groups/derAuthors/Policies/PregnancyAccommodationPolicy7.10.2023.pdf>

The [PWFA](#) is a new law that requires employers to provide “reasonable accommodations” to a worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an “undue hardship.”

1.55 Nepotism & Employee Relationships

Rule VIII, Section 10, of the Rules of the Board of City Service Commissioners, prohibits nepotism related to City of Milwaukee hiring and appointments. See DER's, City Service Commission website and City Service Rules for additional information:

<https://city.milwaukee.gov/DER/csc>

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Employee Relationships

Employees involved in non-work related “romantic relationships” must report that relationship to DPW management and human resources staff, so appropriate action can be taken relative to assignments, shifts, supervision, scheduling, performance review or any other direct action. Violations may result in disciplinary action up to and including discharge, including for a first offense.

1.56 City Ordinances, City Service Rules

These work rules are not intended to supplant City Ordinances and City Civil Service Rules. They are intended to supplement these laws and rules, and if there is a conflict, the City Ordinances and City Civil Service Rules will prevail.

See City Charter and Code of Ordinances for more information:

<https://city.milwaukee.gov/cityclerk/ordinances#.XjmawaZYaUk>

See City Service Rules for more information:

[https://city.milwaukee.gov/ImageLibrary/User/jkamme/CityServiceCommission/CSC RULES.pdf](https://city.milwaukee.gov/ImageLibrary/User/jkamme/CityServiceCommission/CSC_RULES.pdf)