



DEPARTMENT OF PUBLIC WORKS (DPW) MILWAUKEE WATER WORKS (MWW) ENGINEERING SECTION ADDENDUM

1.1 General Working Hours

A. Work Schedules

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

The normal starting and quitting times are 7:00AM to 3:45PM (Plants), 7:00AM to 3:30PM (Construction) and 8:00AM to 4:45PM (Mains). The Mains Unit "Alternate Start Program" allows for a 7:00AM to 3:45PM work day, subject to conditions documented on the request form and contingent on management approval. Employee work hours may vary according to the type of work performed and may coincide with hours worked by contractors, other sections of MWW, or other divisions of DPW.

B. Alternative Work Arrangements (AWA)

Alternative work arrangements, which includes remote work and/or alternate work hours, shall be in accordance with the City's Alternative Work Arrangements Program and Policy. Engineering Employees working in positions deemed eligible for alternative working arrangements may submit a completed request form and agreement to their manager. Given the nature of MWW's operations, a full time remote work model will not be approved, and Engineering staff are required to report onsite at least three (3) days per week.

Eligible Positions

Civil Engineers, Mechanical Engineers, Electrical Engineers, Engineering Drafting Technicians

C. Job Assignments

It is the employee's responsibility to immediately notify their manager of any work limitations. Medical restrictions will require documentation. Refusing a job assignment could result in disciplinary action. All work must be performed in a manner consistent with standards established by MWW. Actions which are detrimental to or interfere with the operation of MWW are prohibited.

1. Leaving the Work Area

Employees are not allowed to travel to their personal residence or any other residence, place of business, or location outside of their assigned area during work hours (work hours do not include lunch period). Employees must obtain permission from their immediate manager, if available, or notify a lead worker before leaving the work location. An employee shall not leave the job for the day or for extended periods without authorization.

1.4 Break and Lunch Period

A. Break Period

Employees are allowed two (2) 15-minute paid break periods during the work day to be taken as authorized and scheduled by management. Scheduled break periods may be altered depending on the circumstances of the job. Break periods cannot be extended, and are not allowed to be taken in conjunction with the lunch period or at the beginning or end of the day. Sleeping on breaks is not permitted.

B. Lunch Period

Employees assigned to Mains and Plants are allowed a 45-minute unpaid lunch period, normally taken from 12:00-12:45 PM. Employees assigned to Construction are allowed a 30-minute unpaid lunch period, normally taken from 12:00-12:30 PM or as time permits depending on the circumstances of the job. Management may alter lunch periods as needed to meet schedule and/or workload demands. Extending the lunch period beyond the time permitted is not allowed. Any changes to the lunch period requires the approval of a supervisor. Sleeping during the lunch period is not permitted. Reading newspapers and magazines or using personal electronic devices is not permitted during the lunch period if in view of the general public.

1.6. Reporting Absences and Tardiness

Daily work schedules are to be maintained, and therefore, it is important that managers are informed of absences or tardiness. Employees who are late shall contact their manager as soon as possible to provide an anticipated arrival time and the reason for tardiness. Employees must provide advance notice to a supervisor of at least one (1) hour before the scheduled starting time if employee will be absent from or late to work. Text message or email messages are not considered acceptable forms of notice.

A message left on "voicemail" and within the call-in time will be accepted. Employees reporting an absence by leaving a voicemail message **should state their full name, the reason for their absence and a telephone number where they can be contacted. Also, an employee leaving a voicemail must call back after their starting time and speak directly with their supervisor.** If employees reporting an absence by leaving a voicemail message do not call back and speak directly with their supervisor they should expect a call from their supervisor to verify their absence and resolve any discrepancies. Failure to answer a call from a supervisor may result in the absence being considered an Unexcused Absence.

Report of absence is required for each day of absence, unless otherwise directed by the manager, and will not be accepted from persons other than the employee, except in emergencies. The reason for any absence must be satisfactorily explained. Long-term illnesses require that the employee provide regular updates to their manager, including doctor certificates for each follow-up doctor visit.

Failure to follow these procedures may result in disciplinary action. Notification of tardiness or absence does not necessarily constitute an excused tardiness or absence. Employees will not be paid for time they do not work as a result of being late for work.

1.15 Vacation Scheduling (See Attachment A)

1.18 Inclement Weather Policy (See Attachment B)

1.21 Rules of Conduct

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.

Portable radios are only allowed at the discretion of management, and at no time are to be distracting to fellow employees or audible to the general public. MP3 players, iPods, iPads, and other electronic devices not issued by MWW, as well as the use of headphones/earbuds, etc., are not allowed during work hours in positions that require contact with the public or where communicating as a team, and are at the discretion of management.

1.30 Computers and Electronic Communications

Laptops, tablets and other electronic devices, along with hardware and software, are the property of MWW, and for the use of MWW, DPW, and City-related business. The various devices have been loaded with specific operating software. Basic setup applications installed shall not be altered. This includes configuration settings for programs, networks and device setup. However, changes to Windows Desktop or Android and iOS home screens are allowed for personal preference customization.

Employees shall not load or remove software, or attach unauthorized hardware to any MWW-owned computer equipment, including personal device charging units.

MWW laptops and tablets will be periodically updated, and therefore, shall be made available to the MWW Information Technology Section as requested.

Employees issued electronic devices will be required to sign the City Electronics User Requirements and Expectations Acknowledgement form.

A. IT Cloud Computing Policy

IT Cloud services are not to be used without the knowledge of IT Management. Refer to the City of Milwaukee Cloud Computing Policy in the DPW Standard Work Rules.

1.37 Security/Safety

MWW employees are issued an access/ID card and PIN number for access to MWW facilities. Employees are required to wear their issued access/ID card in a visible manner at all times while at work. Employees shall not lend their access/ID card to another employee or to a non-MWW employee, or give out their PIN number. If the access/ID card is lost, stolen or misplaced, the employee shall contact their manager immediately. Failure to maintain control of access/ID card may result in disciplinary action.

- When entering the facility at the beginning of a work shift or visit, the access/ID card must be scanned and PIN number entered on the keypad.
- When leaving the facility, the access/ID must be scanned again by all employees to exit. Do not tailgate in or out of the facility.
- Employees shall not write their PIN number on the access/ID card or keep their PIN number with the access/ID card. If an access/ID card is lost, this would provide an unauthorized person easy access to the worksite.
- For Engineering Staff Reporting to Linnwood
 - If the access/ID card is forgotten when coming to work, the employee must stop at the gate and the security guard will provide a temporary access card. Temporary access card shall be returned to the security guard at the end of the work shift.
 - Plant doors shall not be unlocked, propped open or altered by any means without authorization of management. All doors shall stay locked. The security card should be used to open plant doors. Keys shall not be used to open plant doors.
- Employees are not allowed to take pictures within the facility perimeter or remove MWW confidential materials, unless approved in writing by executive management.
- Family or friends are not permitted on plant premises unless previously approved by management.

1.39 Safety Equipment/PPE's

A. Hard Hats

In accordance with OSHA Regulations (Standards – 29 CFR), Head Protection.190.135, which states, in part:

(a)(1) – The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects. All employees are required to wear their hard hat whenever there is a danger of being struck in the head from an overhead or swinging hazard.

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

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

B. Safety Glasses

Employees are required to wear ANSI-approved safety glasses whenever there is a hazard of flying objects, and in all designated areas. It is recommended that field employees wear safety glasses at all times during work hours. Shop areas require safety glasses with side shields to be worn at all times.

C. Procedures, Equipment and Clothing

It is the responsibility of all employees that safe working environments are maintained, safe working procedures by DPW and MWW are followed, and that furnished protective equipment and clothing are used. Shirts are required at all times (tank tops, muscle shirts or sport bras are not allowed). However, employees can wear sleeveless shirts if their shoulders are covered. Full-length pants are required (shorts, capris or skirt-type clothing are not allowed for field work). Failure to comply will be considered to be a violation of these work rules.

D. Other

Specialized, job-related Personal Protective Equipment (PPE) shall be worn as determined by management. It is the responsibility of the employee to use this equipment as directed.

1.454 Miscellaneous

A. Employee Information

Employees shall provide MWW with their current home address, main telephone number including personal cell phone numbers, and emergency contact information. Providing a mailing address other than the personal residence will not be accepted. A post office box may be provided as long it accompanies the employee's residence street address. Any changes in this information shall be reported by the employee to their immediate manager using the MWW Employee Change of Address form and/or MWW Employee Emergency Contact Information form within 72 hours of the change. Current cell phone numbers are required for the City's "One-Call" notification system.

B. Pre-Trip Vehicle Inspection

Vehicles must be inspected daily; before, during, and after operation through procedures set forth in the DPW Fleet Vehicle Usage and Safety Manual. Drivers are responsible for keeping the cab of their assigned vehicle clean.

Engineering Section Vacation Policy

January 2024

The following shall apply to the scheduling of vacation. For the purpose of this policy, the term vacation will refer to vacation, sick leave incentive days, CTO and TVA, if available.

Employees shall submit all vacation request forms at least 24 hours in advance to their manager (Management Engineer or the Engineer in Charge). Any request to change scheduled vacation shall also be submitted in writing in this manner. Submitting a vacation request form does not guarantee vacation approval. Employees will be notified in writing by their manager as to the status of their vacation request in advance of the requested date(s), and will be permitted to make a copy of the processed vacation request form.

Vacation approval is based upon guidelines established in this policy including seniority, staffing requirements, workload considerations and management discretion.

Call-in vacations are not allowed. However, emergency vacation may be granted by management based upon special circumstances. Employees will be required to provide valid documentation of the need for the emergency vacation request.

It is the responsibility of each employee to know their sick leave and 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.

Selection Process

Requests for vacation between January 1st and March 15th will be processed on first-come, first served basis. Vacation requests for the remainder of the calendar year which are submitted by March 15th will be processed based on seniority (determined by City start date) and staffing requirements. A vacation calendar is distributed electronically for staff use. Employees are to retain a copy for their own records. Vacation requests submitted after March 15th will be processed on a first-come, first-served basis. It is the responsibility of each employee to know their vacation balances including any sick leave incentive days and remaining CTO balances.

Inclement Weather Policy

January 2024

The Mayor of Milwaukee may declare a particular day, or portion of a day, as DO NOT REPORT or EARLY RELEASE due to severe weather conditions. When this occurs, the Milwaukee Water Works (MWW) recognizes that emergency response and critical infrastructure employees must report to work regardless of the declaration, while other designated employees would be allowed to refrain from traveling to work, or may be relieved from work early for their personal safety.

- I. Employees who work in critical infrastructure areas that require 24/7 operations and emergency response are designated as “*Essential*” and **must report**. These employees work in the following sections:
 - **Distribution** (Except Communications Assistant III, Office Assistant IV, Program Assistants)
 - **Plants** (Except Office Assistant IV and Water Plant Maintenance Assistant)
 - **Water Quality**

While it is mandatory that all *Essential* employees in these designated sections report to work as scheduled, management will do its best to accommodate case-by-case circumstances due to severe weather conditions. *Essential* employees unable to report must call their supervisor to report their delay or absence and provide a specific reason for their unavailability to come to work. Emergency vacation or unpaid leave may be approved for certain circumstances, but is not guaranteed. Disciplinary action up to and including discharge may be issued for failure to report.

- II. Employees who work in the following sections/work units are designated by the City of Milwaukee as “*Non-Essential*”:
 - **Business**
 - **Accounting, Rates & Finance**
 - **Payroll**
 - **Customer Service & Billing**
 - **Meter Services**
 - **Technical Services**
 - **Administration Office Staff**
 - **Distribution:** Communications Assistant III, Office Assistant IV, Program Assistants
 - **Engineering**
 - **Plants:** Office Assistant IV and Water Plant Maintenance Assistant

Non-Essential employees must:

- Work remotely, if practical and work is available

- If remote work is not practical or available, employees must report to work, request available accrued leave (which includes vacation, compensatory time off (CTO), sick leave control incentive program (SLCIP) time but not sick leave), or request an unpaid excused absence *unless* all three (3) of these actions have occurred:
 - Non-essential city operations are suspended
 - City facilities are closed
 - The Commissioner of Public Works has instructed non-essential staff not to report to work

Under these circumstances, employees will be eligible to record time not worked as Paid, Not Worked (PNW) in lieu of using available accrued leave or an unpaid excused absence