



City of Waukesha HR Policy

B6 City Work Rules

Purpose

The orderly and efficient operation of the City requires that our employees maintain certain standards of reasonable conduct. Corrective discipline and certain standards of reasonable standards of conduct are necessary to protect the health and safety of all employees and the public, to maintain uninterrupted services to the citizens of Waukesha and to protect the City's goodwill and property.

Summary

Some of our rules, while enumerated in the following pages, are not intended to be all inclusive of the required discipline, reasonable standards of conduct or obligations of employees while in the City's employ. The City reserves the right to impose any other rule or take any other disciplinary action in cases it deems appropriate. Employees will conduct themselves in the following manner:

1. Employees will work safely at all times, wear protective clothing, and utilize all safety equipment **consistent with training and the conditions and hazards present for the assigned work.** (e.g., vehicle seatbelts, gloves, hardhats, safety vests, safety glasses, boots, etc.)
2. Employees under the care of a medical provider for an injury or illness will abide by all medical recommendations to facilitate recovery **and provide timely communications on their recovery.** Employees will not falsify any reports, records, or information. (← This was moved up in the list and is a combination of items #6 and #16)
3. Employees are responsible for City tools, equipment and property assigned to or requisitioned by them, in their custody and care.
4. Employees will not **tamper with**, destroy, abuse, or deface City ~~or employee tools~~, equipment or property. Employees will **also promptly** ~~not fail to~~ report defective equipment or safety hazards. (← This combination of items #4 and #5)
5. ~~Employees will not fail to report defective equipment or safety hazards.~~
6. Employees will **promptly** ~~not fail to~~ report an injury or accident ~~immediately.~~ ~~Employees under the care of a medical provider for an injury or illness will abide by all medical recommendations to facilitate recovery.~~ **Moved to #2**
7. **Employees are expected to be at work, on time, ready to work at the start of their shift.** Employees will not have unauthorized, unexcused or habitual absence or tardiness.
8. Employees will not ~~punch or fill out another employee's time card or falsify any time~~ **and attendance documentation,** ~~card.~~ Employees will not falsify any reports, records, or other information.
9. Employees will not bring to work unauthorized ~~firearms and/or~~ weapons of any kind. **Individuals who possess a valid license to carry a concealed weapon are not allowed to carry during work**

hours, or while representing the City in any capacity. The weapon should not be carried into any City facility and must always be stored consistent with Wis. Stat. § 175.60(15m).

10. Employees will not bring ~~on to~~, consume or use ~~items~~ at work ~~that cause impairment~~. This includes, but is not limited to, intoxicating liquors, alcohol, narcotics or illegal drugs. Should employees be tested for illegal drugs, ~~whether through either randomly testing~~ or for reasonable suspicion, any positive test will be cause for termination. (See policy G7 Drug and Alcohol-Free Workplace for additional information.)
11. Employees will report for, and remain at, work at all times in a fit ~~for duty physical~~ condition. ~~When an employee is sick with a communicable illness, they will be required to go home.~~
12. Employees will not restrict or interfere with others in the ~~safe~~ performance of their jobs or engage or participate in any interruption of work.
13. Employees will not engage in ~~any form of violence or aggressive behavior including~~ fighting, threats, ~~verbal or physical~~ intimidation, horseplay or harassment ~~of any kind~~ of the public or employees.
14. Employees will not engage in ~~illegal, immoral, or indecent~~ conduct ~~or indecency~~.
15. ~~Employees will not refuse to follow the direct order of a supervisor or management.~~ Employees are to refrain from insubordination or other disrespectful conduct including intentional refusal to follow a lawful or reasonable order, undermining a leader's ability to manage, insolence, arguing, verbal abuse or assault of management.
16. ~~Employees will not falsify any reports, records, or information.~~
17. Employees will not violate any safety rule or practice, or engage in any conduct which creates an unsafe work environment.
18. Employees will not remove from City premises (area of use) without proper authority, City property, records or other material, including the "pirating" of software.
19. Employees will not gamble on the job.
20. Employees will not leave the job prior to the end of the work shift without proper authorization from ~~his/her~~ ~~their~~ supervisors.
21. Employees will not post, distribute, remove or alter City notices (any printed or written material) without written authority from the ~~Human Resources Department.~~ ~~City Administrator.~~
22. Employees absent three (3) consecutive work days without notice will be terminated.
23. Employees will not work another job while ~~absent~~ ~~sick, on FMLA, worker's compensation, or other such leaves.~~
24. Employees will not disclose confidential information.

- 25. ~~Employees will not sleep on the job.~~ Employees shall not neglect to perform their duties, or fail to complete assigned tasks due to sleeping, or other unauthorized action/inaction, while on the job.
- 26. Employees will not engage in unauthorized solicitations or distributions.
- 27. Employees will not engage in discourteous treatment of the public or City employees, or the use of profanity or threatening language.
- 28. Employees will not make malicious, false or harmful statements to, or about, others.

*The following language was removed from this policy and added to the B7 Business Attire & Appearance policy instead.

- ~~29. As the City maintains a professional, business image at all times, any type of large hoops, posts, etc. that may be applicable to visible body piercing are not to be worn while on City time or during the execution of City duties. This includes, but is not limited to, nose, eyebrows, cheek and tongue piercing. Earrings in the ear are not included in the above prohibition.~~
- ~~30. Any visible tattoos that depict discriminatory, obscene, drug, alcohol or gang related graphics and/or wording must be covered while on City time or during the execution of City duties.~~
- 31. City issued telephones, land or cell, personally owned or City issued, will be used only to conduct City business while on City time unless otherwise approved by management.
- 32. Personal cell phone usage during work hours should be kept to a minimum.
- 33. Pictures obtained through the use of a cell phone, or other devices, will be utilized only as authorized by supervisors and subject to Records Retention policies.
- 34. Employees will adhere to all City of Waukesha and/or department specific policies.

Any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

Passed this ____ day of ____, 2019.

Approved this ____ day of ____, 2019.

Mayor

ATTEST:

City Clerk