

**WHITING PUBLIC WORKS DEPARTMENT
WORK RULES AND REGULATIONS
FOR ALL HOURLY EMPLOYEES WORKING AT CITY GARAGE**

SCOPE

This policy applies to all employees who work at the City of Whiting Garage taking effect on January 1, 2005. The City has agreed to not discipline an employee for actions that occurred prior to January 1, 2005 for any absentee related issue.

PURPOSE

The purpose of these rules and regulations is to define the disciplinary actions which will be taken for certain offenses and to regulate such actions.

PROCEDURE

Chargeable offenses, as defined herein, will be subject to a system of progressive discipline. Offenses that are major in nature will be subject to harsher penalties up to and including immediate discharge. Minor offenses will normally carry lower or prolonged levels of discipline progression.

The City will classify discipline into two separate categories; Attendance and Performance. All attendance related offenses will be subject to cumulative progressive discipline and all performance related offenses will be subject to cumulative progressive discipline. Attendance offenses will not escalate an employee's performance discipline level and vice versa.

The Employer may repeat the same level of discipline if the subsequent offense is not of a serious nature to warrant progressive discipline.

<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
<u>Offense</u>	<u>Offense</u>	<u>Offense</u>	<u>Offense</u>

A. VEHICLE ACCIDENTS

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| 1. Major accidents – over \$1000 damage (employee responsible through reckless disregard or intentional action). | subject to discharge | | |
| 2. Minor accidents – less than \$1000 damage (employee responsible through reckless disregard or intentional action). | 3-day suspension | subject to discharge | |
| 3. Failure to report an accident immediately. | subject to discharge | | |
| 4. An employee whose driver's license is suspended or revoked by the Bureau of Motor Vehicles will be ineligible to drive any city vehicle and/or receive the salary of any classification of driver unless valid proof of reinstatement is presented to the Street Commissioner. | | | |

9. Employees shall not work through lunch without permission of the Street Commissioner or his designee.
10. The number to call when reporting off is 659-1219.

C. CONDUCT

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| 1. Drinking and/or using drugs while on duty or on City property. | immediate discharge | | | |
| 2. Reporting to work while under the influence of alcohol or drugs. | subject to discharge | | | |
| 3. Disobeying a direct order or refusing a job assignment from Supervisor or Department Head. | subject to discharge | | | |
| 4. Provoking or instigating a fight during working hours or while on City property. | subject to discharge | | | |
| 5. Threatening or coercing employees or residents | subject to discharge | | | |
| 6. Proven theft, vandalism and/or dishonesty. | immediate discharge | | | |
| 7. Failure to punch in/out or punching another employee's time card. | written reprimand | 3-day suspension | subject to discharge | |
| 8. Horseplay during working hours. | written reprimand | 1-day suspension | 3-day suspension | subject to discharge |
| 9. Employees must be dressed for weather conditions and wearing the uniforms furnished by the city. | written reprimand | 1-day suspension | 3-day suspension | subject to discharge |
| 10. Possession of unauthorized weapons (guns, knives, and/or explosives, etc.) on work premises or City property. | immediate discharge | | | |

11. Conviction of a felony.	subject to discharge			
12. Arrest on felony or misdemeanor charge that is related or interrelated to job.	indefinite suspension without pay, pending acquittal or conviction			
13. Proven discourtesy to customers (taxpayers) such as profanity, obscene gestures or language in trucks, alleys or streets during working hours.	1-day suspension	3-day suspension	subject to discharge	
14. Sleeping during working hours.	Subject to discharge			
15. Abuse or misuse of two way radio and/or or the use of obscene or profane language over the air. FCC rules apply.	written reprimand	1-day suspension	3-day suspension	subject to discharge
16. Filing of false or incomplete employment applications.	immediate discharge			
17. Conviction of reckless driving or any traffic violation while on-duty.	1-day suspension	3-day suspension	subject to discharge	
18. Failure to report a conviction identified in number 17.	subject to discharge			
19. Failure to clean up spills (caused by employees) at work site.	written reprimand	1-day suspension	3-day suspension	subject to discharge

D. EQUIPMENT/CLOTHING

1. Failure to check at the beginning of the shift all tires, lights, water, fuels and fluids required to operate assigned vehicle.	written reprimand	1-day suspension	3-day suspension	subject to discharge
2. Unauthorized use of equipment.	subject to discharge			

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| 3. Failure to keep assigned equipment safe. | written reprimand | 1-day suspension | 3-day suspension | subject to discharge |
| 4. Unauthorized carrying of passengers. | subject to discharge | | | |
| 5. Failure to report mechanically defective conditions of equipment promptly. | 1-day suspension | 3-day suspension | subject to discharge | |
6. Community service personnel will not be allowed to operate any equipment without the permission of the Street Commissioner or his designee and the employees will be responsible to ensure compliance.
 7. Absolutely no materials or equipment with exception of employee uniforms will be allowed to be taken home unless authorized by the Street Commissioner or his designee. Violations will be treated as theft and proper disciplinary action will be taken.
 8. Due to inclement weather, employees must be dressed in proper attire at all times. Employees will be held responsible for outerwear provided to them by the Employer.
 9. Willful damage to equipment immediate discharge.

E. SAFETY

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| 1. Failure to report an on-the-job injury. | written reprimand | 3-day suspension | subject to discharge |
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2. Due to the nature of work in the recycling/processing center, employees must observe all safety precautions and wear their safety equipment. Failure to do so may result in an injury and loss of work time. Employees will wear eye protection, gloves, leather soled safety boots whenever appropriate and respirator and hard hat when operation calls for this special task.
 3. OSHA safety standards will apply wherever applicable.

F. GENERAL

1. Employee ID badges should be in the employee's possession at all times while on duty. The Employer will provide the ID badge to each employee. It is the employee's responsibility to inform the Street Commissioner if his/her ID badge has been lost or damaged. At this time, it will not be a requirement to wear or display the ID badge in a visible manner.
2. Employee and Employer are to stay in compliance with all state and federal laws.

3. **All non-driving performance infractions shall be on a rolling 1-year calendar from the date of the last occurrence of indicated infraction.** Infractions occurring outside of the 1-year rolling period shall not be considered for progressive discipline but the Employer reserves the right to reference an employee's previous work record in cases where discharge is being considered.

**Mayor Joseph Stahura
Street Commissioner, Harry Peterson
Recycling Director, Mark Harbin**