



CITY OF KENOSHA WORK RULES

The following general work rules and standards of conduct apply to all City employees. These rules are designed to insure orderly behavior and to safeguard the health and safety of employees and the general public. There may also be additional rules which apply to the particular functions of an individual department. Supervisors are responsible for administering all work rules in a consistent, fair, and timely manner.

The City reserves the right to discipline employees for any act of misconduct not specifically enumerated in these rules in a manner proportionate to the seriousness of the offense, according to the judgment of the City. Violation of the following rules and standards of conduct may result in disciplinary action including, and leading up to, termination of City employment. Certain violations may lead to immediate discharge, depending on the specific act or circumstances.

The City also reserves the right in its discretion to supplement, alter, modify, amend or rescind these rules from time to time as conditions may make such action necessary. It is not intended that these rules will modify, amend, or in any way disregard the provisions of the Personnel Policies and Regulations, the Rules and Regulations of the Civil Service Commission, any City ordinance or resolution, labor agreement, local, State or federal law.

Prohibited Conduct

Employees are expected to follow the City's work rules at all times. Each individual has the right to work in a professional, efficient, safe and clean environment that promotes equal opportunities and prohibits discriminatory practices. In any organization there are certain standards of conduct which its members are expected to follow. Everyone's work behavior must at all times be in accordance with proper standards of conduct for working with the public, and in respecting and protecting the rights, safety, and efficient performance of all employees.

Tardiness

Employees are responsible for ensuring that notification of any unscheduled absence is reported to their immediate supervisor or designee no later than the beginning of their normal work day in accordance with department policy, or in the absence of a department policy, no later than the beginning of their normal scheduled workday in which the absence occurs, unless they are unable to do so and present a reason which is acceptable to their supervisor.

Alcohol and Drug Use

Employees are expected to report to work free from any substances, including alcohol, which could adversely affect their ability to perform their assigned work duties. Employees must follow the City's Drug and Alcohol Free Workplace Policy at all times. Employee should inform their supervisor if they witness alcohol or illegal substances being used by anyone on City property. Employees who suspect a violation of this policy by their supervisor should notify their department head or City Administration.

Vehicle Operation, Driving & Safety

Employees may not violate City policy or any State or local motor vehicle or traffic laws while operating a City-owned vehicle or operating a personal vehicle on City business. Employees are expected to observe common rules of driving etiquette and courtesy when operating a City vehicle or operating a personal vehicle as an employee and representative of the City.

Driver License

Employees who are required to hold a regular or commercial driver license as a condition of employment are required to inform the City of any suspension, revocation or restrictions impacting their license or driving privileges.

Accidents

Employees are required to immediately report all motor vehicle accidents or motor vehicle damage, regardless of how minor. The City utilizes a vehicle accident matrix to determine any disciplinary action regarding the circumstances of the reported accident.

Recording Devices

Employees may not use a recording device (camera, video recorder, cell phone, or any other device) to record any conversations of or with another employee, where there exists a reasonable expectation of privacy, and without the express knowledge and consent of the employee.

Locker Rooms

Employees may not use a recording device (camera, video recorder, cell phone, or any other device) to capture, record or transfer a representation of a nude or partially nude person in any City locker room or private place (including, but not limited, to a locker room or shower area, where a person may reasonably expect to be safe from being observed without his or her knowledge and consent). Employees may not enter any City locker room unless permission is granted by the department head (or designee) responsible for administering the premises in which the locker room or private place is located.

Computers

Employees may not use City computers for personal gain, profit, or non-City business of any kind or in a manner that is disruptive of City operations, that adversely affects the City's public image, interests, integrity, that is harmful to employee morale, or in a manner that may create a hostile work environment. Employees, who use City computers, including all e-mail, software, and other data stored on them, should have no expectation of privacy as the data stored on them is subject to the Public Records Law and are required to follow all City policy relating to internet use, social media and electronic mail.

City Property or Equipment

Employees may not use City equipment for personal gain, profit, or non-City business of any kind unless otherwise approved by the City. Employees may not deliberately destroy, damage, abuse, neglect, steal, misappropriate or remove property or equipment belonging to the City, fellow employees or the general public. These acts may lead to criminal charges, prosecution, and repayment of damages. Employees must return tools and/or equipment assigned to City vehicles after use. Employees must report any damage to or failure of tools or equipment to their supervisor before the end of the work day. Employees may not operate machinery or equipment without the expressed permission from their supervisor. Employees must return all City property (including keys, uniforms, cell phones, etc.) upon termination resignation, or retirement.

Radios

Employees may not violate Federal Communications Commission (FCC) regulations governing the use of mobile radios, use radios for personal business, or interfere with the transmission of radio messages.

Entering or Leaving City Property

Employees may not leave their assigned work location during scheduled work hours without an approved work-related purpose or without permission of their supervisor. Employees may not re-enter City property after their work day is completed without permission of their supervisor or the City.

Fighting

Employees may not fight, agitate a fight, or physically threaten the public or another employee.

Creating Hazardous Conditions

Employees may not deliberately commit hazardous acts or create hazardous conditions. Examples are: indulging in horseplay, running, throwing objects, or practical jokes. Employees should inform their supervisor if they witness anyone creating a hazardous or unsafe condition on City property.

Abusive or Threatening Language

Employees may not use abusive, threatening, or intimidating language against other employees or the public.

Hazing

Employees may not participate in, encourage or perform any acts of hazing. Hazing is the practice of rituals or other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group that puts the self-esteem, health and safety of another employee in jeopardy.

Firearms, Weapons & Explosives

Employees may not possess illegal weapons while performing work for the City.

Gambling or Handling Bets

Employees may not gamble, in any way for any reason, while on City property. Nor, are employees allowed to handle bets for anyone or for any purpose while on City property.

Smoking

Smoking is prohibited within all City buildings and vehicles except in designated smoking areas.

Insubordination

Employees are required to carry out any work assignments or instructions in the manner and timeliness prescribed by their supervisor or designee. Employees who are given any work assignment or instruction they feel is unsafe, violates work or safety rules, or is illegal should contact their supervisor, department head, Human Resources or City Administration.

Loafing or Sleeping

Employees may not loaf, idle, waste time, sleep, or fail to perform at a reasonable level of productivity when assigned work duties.

Intentional Work Interference

Employees may not restrict the production or interfere with the work of other employees.

Excessive Socializing

Employees may not engage in excessive non-work related visits or conversations with other employees or the public. Supervisors are responsible for determining what constitutes excessive.

Misrepresentation or Falsification

Employees may not give false or incomplete information requested by an authorized person; or misrepresent his or her authority while performing work for the City. Employees may not falsify or misrepresent personnel records, time records, cash records, or any other City records.

Time Cards

Employees are required to complete their time records in accordance with City methods and departmental procedures. Employees may not complete, modify or alter any time record of another employee.

Meal Periods

Full-time field employees who work an eight (8) hour day are provided a thirty (30) minute unpaid meal break. Full-time non-field employees are provided a forty (40) minute unpaid meal break. The meal break shall be taken midway through the regularly scheduled work day. The regular eight (8) hour day is paid exclusive of the meal period. The City may require employees to take their meal period at their work site and be responsive to duty during those times, and in such situations the regular eight (8) hour day will be paid for inclusive of the meal period.

Updating Personal Information

Employees must immediately notify their supervisor and Human Resources of any changes to their personal information such as address, phone number, etc.

Dress and Grooming

Employees are required to present a positive, professional image to the public. All employees shall wear clothing that is neat, clean, in good repair, and appropriate to their position, the work they perform, and the work environment. All employees, regardless of work location, are expected to maintain a clean and groomed appearance that will maintain a positive public image. Reasonable accommodations for alternative dress or grooming directly related to an employee's recognized religion, ethnicity, disability, or health condition will be considered on an individual basis.

General Guidelines for Attire and Grooming

The requirements for office employees are different from field employees. Office employees are those employees who work in any City building within direct contact and/or view of the general public. Field employees are those employees who wear assigned uniforms or who work in locations where there is little or no contact with the public.

The City determines and defines what acceptable or unacceptable attire for the workplace is. In all circumstances, the following articles of clothing and appearance related items are prohibited:

- Shorts of any type unless approved by supervisor.
- Halter tops, tube tops, tank tops or muscle shirts.
- Leggings/spandex or sweatpants (exercise or casual).
- Strapless shirts or dresses.
- Dresses and skirts that are more than two (2) inches above the knee.
- Flip flops or thong type sandals.
- Revealing or inappropriately fitting clothing.
- Stained, worn, frayed, or torn clothing.
- Clothing that creates a safety hazard in any way.
- Apparel or hats with slogans, phrases, symbols, advertisements, cartoons, or advertising (other than authorized City insignia).
- Tattoos which may be considered offensive by a reasonable person must be covered.

Supervisors are responsible for assuring that employees are appropriately dressed and groomed for their assigned work area. If a supervisor determines that an employee's dress or grooming is not appropriate, the supervisor is expected to tell the employee that their dress or grooming is not appropriate, and will ask them to leave work so they may change their dress or grooming. The time away from work used by an employee to correct their appearance is unpaid.

Office Employees

Acceptable attire for office employees is "business casual", which may include the following: suits or sports jackets (with or without ties), collared shirts, slacks, dresses, skirts, blouses, and sweaters are all considered acceptable office attire. Clothing should meet the general guidelines stated above. Generally, denim jeans are not acceptable for office employees unless approved by their supervisor. Blue jeans are acceptable for office employees on the "casual days" designated by the City.

Field Employees

Acceptable attire for field employees should meet the general guidelines stated above. Employees who are issued a City work shirt (or shirt with City insignia) may wear denim jeans with the appropriate footwear as determined by their supervisor. Some employees may be required to wear specific clothing due to safety or health concerns, weather and working conditions. This determination rests with the City.

Code of Ethics

All City employees are expected to perform their work and to represent the business of the City in accordance with the standards of ethical conduct prescribed in Chapter 30 of the Code of General Ordinances. The Ethics Code is subordinate to Federal and State laws, rules and regulations governing specific covered personnel conduct, and also so as to acknowledge that it is subordinate to Federal and State Constitutional rights of covered personnel. In the event of a clear and unambiguous conflict, this Ordinance, with respect to employees, shall be subordinate to the Civil Service Ordinance and to any applicable labor agreement.

Harassment

The City is committed to providing and maintaining a professional work environment that maintains employee equality, dignity, and respect. Harassment, including sexual harassment, and/or retaliation is strictly prohibited as prescribed under Ordinance 1.29 of the Code of General Ordinances. This prohibition against harassment is to be enforced by all employees including supervisors. Disciplinary action will also be taken against any supervisor or administrator who knowingly allows such conduct to occur without taking appropriate action.



**CITY OF KENOSHA
WORK RULES
EMPLOYEE ACKNOWLEDGEMENT FORM**

I acknowledge that I have received a copy of the City's Work Rules on the date listed below. I agree to read this document and accept the information presented. I also understand that it is my responsibility to comply with the work rules as a condition of employment. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee Name (Printed)

Division/Department