

WORK RULES AND RULES OF CONDUCT

1. Absence Without Leave

Absences without leave are defined by the Rules of the City Service Commission. It is declared to be a breach of discipline for an employee to be absent without leave and without immediately seeking permission and giving a proper satisfactory explanation to his/her supervisor. Failure to report for duty at the time and place designated by a supervisor is defined as an absence without leave and may be made the basis of disciplinary action. Employees are prohibited from taking leaves of absence at their own discretion.

2. Alcohol and Controlled Substances

The consumption or possession of alcoholic beverages and/or the use of non-prescribed controlled substances on departmental premises or vehicles is prohibited. Reporting to work under the influence of alcohol or drugs is prohibited. Also prohibited is the unlawful manufacture, distribution or dispensing of controlled substances by employees in all City of Milwaukee workplaces.

Employees who drive their own vehicle, a City-assigned vehicle or operate power equipment to do City business are prohibited from drinking alcoholic beverages or using non-prescribed controlled substances during working hours, including any lunch periods or breaks.

Violation of this rule will result in disciplinary action up to and including discharge. This rule reflects the department's concern for a safe work place and a productive work force.

In accordance with the federal Drug-Free Workplace Act of 1988, employees must notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days of such conviction. Any employee who is convicted of a criminal drug violation which occurs in the workplace or who violates department policies regarding non-prescribed controlled substances or alcohol will have appropriate disciplinary action taken against him or her, up to and including discharge from employment.

3. Attendance

DCD expects that every employee comes to work every day, as assigned, on time, fully prepared, for the full duration of the scheduled workday. Attendance is an essential function of every job at DCD. Lateness and absenteeism place an extra burden on other employees and impact productivity.

Employees are to notify their supervisor of their inability to work and must provide assurance that the absence is for an illness or injury (e.g. medically necessary). The employee must call or email the supervisor to report an absence or tardiness within 15 minutes of his/her normal starting time or, if there are extenuating circumstances, as soon as practical. The employee, not a spouse, friend or relative, must be the person calling in unless there are extenuating circumstances which prohibit the employee from calling in. If the supervisor is not available by telephone when the employee is calling-in, the employee may leave a voice message and a phone number at which he/she can be contacted by the supervisor during the period of illness if needed. If the employee is absent for more than one (1) working day, he/she should contact his/her supervisor on a daily basis for as long as the absence continues unless the supervisor makes other arrangements with the employee. In the event of a personal illness or injury where an employee is absent for more than three (3) days, the employee must provide a medical provider certificate/medical release indicating that the employee is released to return to their normal job duties before allowing him/her to return to work. Please refer to the Sick Leave Policy for more information on this topic.

Failure to call in or report for work for three (3) consecutive work days may be deemed a voluntary resignation.

Some employees have Transitional Vacation Accounts (TVA). (Employees uncertain about whether they have a TVA should check the biweekly Time Owed and Allowed report, which lists TVA balances.) Per the Milwaukee Code of Ordinances (MCO) 350-40, if an employee with a TVA has borrowed vacation and the vacation balance is negative at the end of PP26 or PP27, the Payroll staff will adjust the borrowed vacation hours to zero by reducing the TVA balance by the amount of vacation borrowed. If the employee does not have a TVA balance, the employee will be allowed to schedule only the remaining vacation for the next year. For example, an employee earning 136 hours vacation in a year with a -40 hour vacation balance in PP26 will be allowed to schedule only 96 hours of vacation beginning PP1 of the next year. (136 hrs – 40 hours borrowed = 96 hours available to schedule.)

37. Wellness Program

The City of Milwaukee is committed to provide opportunities that facilitate and support growth in the multiple dimensions of health: physical, mental, emotional, spiritual, social, and environmental.

The Wellness: Your Choice Milwaukee program increases the employee, eligible spouses and domestic partners personal health awareness and impacts the employee health assessment fee. Participation is voluntary and completely confidential. The employee completes a health appraisal, which includes lab work, interest assessment, a meeting with a health professional and, if appropriate, tobacco education session. The health appraisal process typically begins in August and must be completed by the first week in December.

38. Witness Duty Pay

Full-time employees who are subpoenaed by the City or a third party (not including fellow employees) to appear as a witness in court as a direct result of an incident that occurred while the employee was working shall receive full pay (Earn Code 077) based on their work hours for the time required. No greater amount of time off than necessary is granted for appearing as a witness. Any compensation received for the appearance, other than travel time, or for appearance made on off-duty days must be paid to the Accounting Unit.

39. Workplace Clinic

The City's Workplace Clinic provides free onsite clinic services to City of Milwaukee employees and spouses/domestic partners. Health care services are provided at no cost to employees for conditions such as ear infections, pink eye, flu/cold symptoms, urinary tract infections, sprains and strains, insect bites, rashes, respiratory infections, and other conditions. The services provided at the clinic focus on prevention, wellness, early intervention and chronic condition management. Employees are not required to carry health insurance through the City to utilize the clinic services.

The Workplace Clinic staff may provide a Return to Work Certificate work excuse for the employee if the employee is actively exhibiting symptoms of illness or injury. The excuse provided will indicate that the employee was seen at the clinic, the employee's return to work date, any medical restrictions for the employee, and the duration of the restrictions.

In compliance with the federal and state standards and regulations applicable to healthcare providers, the City's Workplace Clinic is committed to ensuring and protecting the patient's right to privacy, and is prohibited from releasing information regarding an employee's visit to the clinic, outside of what is provided in the Return to Work Certificate.

For more information on the Workplace Clinic, please call 414-777-3413.

4. Building Access

The Personnel Office issues employee identification access cards upon hire. Employees are required to wear their employee identification access cards at all times while on City premises. Lost or stolen cards should be promptly reported to the Personnel Office. Supervisors can obtain a temporary visitor access card from the Personnel Office under certain circumstances approved by the Human Resources Officer. Supervisors must collect access cards from employees or visitors upon separation and turn them into the Personnel Office.

Building entrances are unlocked between the hours of 7:45 a.m. to 5:00 p.m. Authorized employees can access the building after hours with their access cards.

5. Business Ethics

DCD conducts its business in accordance with the highest ethical standards and with awareness of, and in conformity with, applicable laws and guidelines. The guidelines which follow are meant to help employees in their daily work at DCD. Because DCD takes ethical violations very seriously, any violation of these guidelines or other behavior that DCD determines is unethical, dishonest, or otherwise inappropriate, may result in discipline, up to and including termination.

a. Conflict of Interest Policy

All DCD employees are expected to conduct themselves ethically using good judgment and common sense. Employees are to act with integrity and concern for the public interest, to avoid conflicts of interest, in fact or appearance, and to remember that their actions add to or detract from DCD's reputation for high moral and ethical standards. In general, an employee:

- Is not to accept anything of value from contractors, vendors, or any person or entity, which could appear to influence his/her public duties.
- Is not to accept anything of value from contractors, vendors, or any person or entity, which could appear to be reward for action taken in his/her public duties.
- Is not to use his/her public position for personal gain or for the gain of immediate family members or for organizations in which he/she has an interest.
- Is not to use workplace information which is unavailable to the public for personal gain or for purposes unrelated to his/her position responsibilities.
- Is not to enter into a contract with the City of Milwaukee or its affiliate agencies without written disclosure to the Commissioner of DCD and to the contracting department.
- Is not to represent persons for compensation before City departments, commissions, or boards unless as part of his/her official duties.
- Is not to represent persons for compensation before City departments, commissions or boards related to his/her former position for a period of 12 months after leaving DCD employment.

Employees are required to disclose to their division directors and the Commissioner any circumstance that could potentially present a conflict of interest, using the appropriate form:

1. Notice of Potential Financial Conflict of Interest
2. Notice of Outside Employment
3. Notice of Participation in Voluntary Organization

Disclosure forms are found on the intranet under Staff Resources – forms.

“Value” is defined as money, object or service or other thing with a combined pecuniary value exceeding \$50, excluding the value of food or beverage offered with a talk or meeting which is consistent with Chapter 303-9 of the City Code of Ordinances, Ethics Code.

b. Financial Conflicts of Interest, Including Property and Business Ownership Policy

Every day, employees are involved with local businesses and the real estate development community. It is the department's goal to help local firms be successful and profitable. However, to be a credible force, DCD must guard against the possibility that employees have financial conflicts of interest. In other words, we must ensure that employees are not in a position to gain financially from the department or City's business or real estate transactions.

The following circumstances are always considered a financial conflict of interest, and must be disclosed:

- Owning or having a financial interest in any organization that does business with DCD, RACM or one of its affiliate agencies if the employee has influence over the organization's business or financial relationship with the department.
- Representing a private party as a real estate broker in any transaction involving real estate owned by the City of Milwaukee, the Redevelopment Authority of the City of Milwaukee, the Housing Authority of the City of Milwaukee, the Neighborhood Improvement Development Corporation, Milwaukee Neighborhood Redevelopment Corporation, or one of the City's affiliate agencies.
- Using professional relationships developed on the job for personal financial gain.
- Using inside information learned on the job for personal financial gain.

The following circumstances may present a conflict of interest, and must be disclosed:

- Establishing or administering programs or policies that affect real estate owned by an employee.
- Buying or selling real estate that will be affected by DCD or RACM programs or policies.

c. Participation in Programs Operated or Influenced by DCD or RACM Policy

In fulfillment of its mission to improve Milwaukee neighborhoods and the local business environment, DCD staff may want to participate in a variety of programs operated by DCD, RACM or an affiliate agency which are designed to help property and business owners.

The City has an overriding obligation to maintain credibility in the eyes of the public. To avoid conflicts or the appearance of conflicts of interest that could threaten the department's credibility, it is the policy of DCD that the following individuals are prohibited from participating in any programs managed or significantly influenced by the Department of City Development and its affiliates: (1) senior managers and their spouses; (2) employees directly involved with the program and their spouses.

Other employees may apply for such programs if the program rules allow. To ensure fairness, a DCD employee, his or her spouse, or his or her siblings, parent, or children must disclose their intent to apply for a DCD or RACM operated or influenced program using the Notice of Potential Financial Conflict of Interest Including Property or Business Ownership form that is located on the DCD Intranet under Staff Resources. The application will be subject to extraordinary scrutiny, and the decision about whether the application may proceed through processing will be made by the Commissioner.

d. Participation in Voluntary Organizations Policy

The same talents and knowledge that make you a valuable employee of DCD make you a valuable member of a voluntary organization. Such organizations include professional and trade organizations, not-for-profit organizations, educational organizations, religious organizations and boards, and committees and commissions sponsored by government agencies.

You enrich DCD programs and services when you actively participate in outside activities that contribute to your professional growth or the quality of life in Milwaukee. However, your involvement in voluntary activities must not conflict with your professional allegiance to DCD. You must use your judgment to ensure that:

- Participation in voluntary activities does not interfere with the satisfactory performance of your job duties.
- You do not cause DCD to incur any expenses relating to your volunteer duties, unless payment of such expenses is related to the mission of RACM or DCD and is approved in advance by your supervisor.
- You do not use your position with DCD to gain an unfair advantage for the organization for which you volunteer or for individuals associated with the organization.
- You do not provide services or advice to the organization that compromise your ability to make fair objective judgments on the job.

In the event of a conflict between a department project and an employee's personal opinion, the employee must not portray his/her personal views as representing any official DCD, RACM or City policy or as reflecting the views of an expert on DCD or City policy or procedures. Further, employee identification badges should be removed when testifying on your own time before any City panel or Board, and the employee should go to whatever lengths are necessary to inform the members of the panel that he/she is expressing a personal opinion and not any official City view.

An employee whose volunteer service violates these principles may be subject to disciplinary action.

e. Second Jobs and Consulting

There are many reasons employees of DCD may want to hold a second job or provide professional services as a consultant. Under certain circumstances, that's fine. But if a second job or consulting relationship affects or appears to affect the way an employee carries out his/her responsibilities at DCD, that is a problem.

An employee who holds a second job or does consulting work that conflicts with his/her DCD or City responsibilities will be formally asked to quit the second job or end the consulting arrangement. If he or she refuses, or if the second job or consulting work has involved a violation of DCD business ethics standards, the employee will be subject to disciplinary action.

DCD requires all employees who hold outside jobs or do consulting work for pay to report this activity using the form titled "Notification of Outside Employment or Professional Services." New employees have one week from the day they start working at DCD to file the form. Employees who take an outside job or start consulting while working for DCD must complete the form and obtain written approval from the Commissioner or designee before beginning the second job or the consulting arrangement.

DCD policy requires that you use your best judgment to determine if your second job or consulting work conflicts with your DCD, RACM or affiliate agency job. If a concern arises about a possible conflict, it is the employee's responsibility to confer immediately with his or her supervisor about the situation.

6. Code of Conduct

Conduct which is dishonest, unethical, or illegal will not be tolerated. What follows is a non-exhaustive list of types of conduct that are unacceptable. Violations of these standards or any other conduct of a similar nature can result in a variety of disciplinary actions, up to and including immediate termination:

- Falsification of an employment application or any record.
- Damage, destruction, or defacement of property or the property of the department.
- Theft from the department, fellow employees, or customers.
- Transportation of, possession of, or use of firearms or other dangerous weapons while on the job.
- Refusal to follow directions properly assigned by supervisor or insubordination.
- Acts of dishonesty.
- Use of abusive or harassing language or disrespect to management, other employees, or members of the public.
- Use of threats or intimidation or acts of violence.
- Failure to report on-the-job injuries or accidents.
- A pattern of poor performance.

7. Conflict Resolution Procedure

Employees are encouraged to discuss any work-related problem with management at any time. In most cases, employees should talk to their immediate supervisor first. If you are not satisfied with your supervisor's response, or if you are uncomfortable going to your supervisor with your problem, DCD has designated the Human Resources Officer to serve as a facilitator and problem solver. The Human Resources Officer is available to help any employee with any work-related problem, concern, or issue.

8. Decals for Personal Vehicles

Field employees may use department-issued decals to mark their personal vehicles as being used on official business for the City of Milwaukee. The decal is to be used only in an employee's official capacity and should not be used to circumvent parking ordinances or other regulations. The decal issued to the employee is for the employee's use only and should be removed at the end of each work day. Any lost or stolen decals should be reported immediately. Decals not being used by a field employee must be returned to Personnel for redistribution or disposal.

9. Dress Guidelines

The Department of City Development strives to maintain a public image consistent with a professional business atmosphere. It is expected that staff members' dress and grooming will be appropriate to a business-like environment.

The personal appearance of each employee is an important component in the provision of quality service to customers.

General Guidelines:

- Employees are expected to use good judgment in choosing their attire, taking into consideration their position, contact with our customers, and health and safety standards.
- Clothing should be neat, clean and in good repair at all times, and should not create a safety hazard in the work environment.
- Personal cleanliness and good grooming habits must be observed.
- Hair, including facial hair, should be clean and neatly trimmed or arranged.
- Clothing that may be appropriate for recreational, social, leisure time or "at home" activities is not suitable for work. This includes, but may not be limited to: revealing attire, tanks or halter-tops, and shorts. Items of clothing with messages on them are not considered appropriate for a business environment.
- Supervisors and managers can impose special dress and grooming requirements necessary for employee safety such as work boots, hard hats, and protective eye wear when inspecting properties.

- Maintenance employees assigned to the Housing Authority are required to wear safety shoes and uniforms at all times for safety reasons and must abide by the Housing Authority dress code.

10. Driver's License Requirement

Employees who drive motor vehicles in the performance of their jobs must have a valid State of Wisconsin driver's license. Employees with expired, invalid, or temporary driver's licenses must immediately notify their immediate supervisor upon the suspension or revocation of the license. Failure to report a loss of license may be grounds for disciplinary action. Suspension or revocation of your driver's license will subject you to reassignment, an involuntary leave of absence, or disciplinary action. It is your responsibility to provide the most current driver's license to the Personnel Office.

11. Ethics Code

All employees are covered by the City Code of Ethics (Chapter 303, Code of Ordinances), which describes standards of conduct and conflicts of interest. Some individuals are also required to file a Statement of Economic Interests form. This is limited to persons holding certain positions coded in the City positions ordinance.

Here are some general guidelines to follow:

- An employee should not accept anything of value, which could appear to influence his/her public duties.
- An employee should not accept anything of value, which could appear to be a reward for action taken in his/her public duties.
- An employee should not use his/her public position for personal gain or for the gain of immediate family members or for organizations in which he/she has an interest.
- An employee should not use workplace information, which is unavailable to the public, for personal gain.
- Contracts of over \$3,000 between a City employee and the City are prohibited without written disclosure to the Ethics Board and to the contracting department.
- An employee should not represent a person, for compensation, before City departments, commissions, or boards unless as a part of his/her official duties or at a recorded open hearing.
- For a period of 12 months after leaving City employment, an employee may not represent, for compensation, persons before City departments, commissions or boards related to his/her former position.

The above comments are only a general description of parts of the Ethics Code itself. The actual statutes, rules and opinion summaries, as well as the Ethics Board itself, should be consulted when questions arise. The complete text for the Ethics Code can be found in Chapter 303 of the Milwaukee Code of Ordinances. City departments also have copies of the code for posting.

For more information or to request a complaint form, please write to:

Ethics Board
Room 205, City Hall
200 East Wells Street
Milwaukee, WI 53202-3554
Phone: 286-8641

12. Hours of Work

- The department expects and requires that you be at your work area at the regular starting time and work until the regular quitting time. The department will determine the above times and make occasional changes in emergencies or when changes in conditions occur.
- Working hours are normally from 8:00 a.m. to 4:45 p.m., Monday through Friday, including a 45-minute unpaid lunch period, normally between 12:00p.m. and 12:45 p.m. The lunch period will be regulated or assigned on an individual basis so as to minimize any inconvenience to the public.
- Your immediate supervisor may, from time to time, as operational requirements necessitate, assign temporary work schedules that vary from your normal working hours. When practical, as much advance notice as possible will be given to you. Special exceptions to the normal work hours for your convenience must be approved by your immediate supervisor and noted on your time card.
- Normal working hours for maintenance employees are 8:00 a.m. to 4:30 p.m., Monday through Friday, with a 30 minute unpaid lunch period, normally between 12:00 and 12:30 p.m.
- For non-management employees, the normal workweek shall be eight hours per day, 40 hours per week. Any time worked in excess of eight hours per day or 40 hours per week must be approved in advance by your immediate supervisor. Whenever possible, work schedules will be adjusted to limit the necessity for you to exceed eight hours per day or 40 hours per week.
- You are allowed two 15-minute rest periods per day as workloads permit, one in the morning and one in the afternoon, at times designated by your division director. Extending rest periods beyond the allowable time is prohibited.
- If you are a maintenance employee, the department allows you a brief wash up period prior to each break and the lunch period. The wash up period prior to lunch is intended specifically for that purpose and not for use as an extended lunch period. You may be allowed up to an additional five minutes for each break period, which also includes the travel time to and from your assigned area. You will also be allowed a period of up to 10 minutes at the close of business to allow you to put away your tools, wash up and prepare your time card.
- Employees are prohibited from regularly leaving the building to feed parking meters or move personal vehicles on City time. Short-term metered parking in the vicinity of City Hall complex is intended for short-term use for the convenience of citizens and not for full-time employees of the City. So as not to disrupt the department's operation, employees are to secure their vehicle where it can be parked for the duration of the workday.

The department reserves the right to designate areas within housing development boundaries and office premises where you may take your lunch and rest periods.

13. On-line Time Entry

Employees are to utilize the City of Milwaukee On-line Time Entry system, CityTime. DCD employees are "hourly employees" and must record all time worked, including overtime worked, as well as all time paid-not worked, where applicable. All time entries are to be to the nearest tenth of an hour. ("Exception pay employees" must record any overtime worked, all time paid-not worked other than holidays, and all time off without pay.)

The proper completion of employee time records is of the utmost importance. Employee time records serve as the basis for the for budget management. It is imperative that each employee's time record accurately reflects time worked and hours paid-not worked. Supervisors must approve the employee time.

Employees should turn in their CityTime no later than 12:00 p.m. noon on payday Thursday to allow supervisors and accounting adequate time to review and approve records. Employees should notify Payroll staff of changes no later than 9:00 a.m. Monday following pay week.