

D-5



Department of Public Works

Jeffrey S. Polenske, P.E.  
Commissioner of Public Works

Dan Thomas, M.P.A., J.D.  
Director of Administrative Services

### City of Milwaukee – Department of Public Works 2020 Standard Work Rules – Acknowledgment of Receipt

This year the Department of Public Works is offering employees the option to either sign an electronic copy or a hard copy of the Department of Public Works 2020 Standard Work Rules, Division Specific Work Rules, policies, as well as safety training handouts. Employees are required to sign either this hard copy or the electronic version of the Acknowledgment of Receipt.

**Instructions to sign and/or obtain electronic copy of the 2020 Standard Work Rules, Division Specific Work Rules, policies, as well as safety training handouts:**

1. Log into PeopleSoft Enterprise Self-Service
2. Click onto tab titled "Self-Service"
3. Click onto tab titled "Policy Review"
4. Upon reviewing the DPW Standard Work Rules, Fleet Vehicle Usage and Safety Manual, DPW Foot Protection Policy, DPW Commercial Driver's License Policy, DPW Field Safety Policy and Attachment A - Personal Safety- A Guide for DPW Employees Working in the Field and your Division Specific Work Rules, check the box under "Reviewed" and click on the gray box "Reviewed," which acknowledges that you have reviewed the rules.

**Acknowledgement of Receipt of the DPW Standard Work Rules and Division Specific Work Rules, including the following policies and training attachments:**

- Fleet Vehicle Usage and Safety Manual (Re-issued November 2020)
- DPW Foot Protection Policy (Re-issued November 2020)
- DPW Commercial Driver's License Policy (Re-issued November 2020)
- DPW Field Safety Policy and Attachment A- Personal Safety- A Guide for DPW Employees Working in the Field (Re-issued November 2020)
- Safety Training PowerPoint Handouts

I, Louis Jones, hereby acknowledge that I have received and/or accessed electronic copies of the DPW Standardized Work Rules, Division Specific Work Rules, above identified policies, as well as safety training handouts, which provide guidelines on the policies, procedures, and practices related to my employment with the City of Milwaukee Department of Public Works.

I also understand it is my responsibility to read and understand these work rules. If I have questions, concerns or need additional clarity I will address them appropriately with my Manager and/or Supervisor.

I also understand that any changes made by DPW with respect to its policies, procedures, or practices outlined in these Standardized Work Rules or any other related material (i.e. Division Specific Work Rules) will be communicated to all employees in a reasonable amount of time based on the circumstances or situations involving the change(s) verbally, or in writing.

Employee Signature: [Signature]

Date: 7-14-21

Manager/Supervisor Signature: [Signature]

Date: 7/14/21

Witness Signature (when applicable): \_\_\_\_\_

Date: \_\_\_\_\_



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