



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: DANE COUNTY CIVIL SERVICE EMPLOYEE WORK RULES

The following work rules, which are also in the Civil Service Handbook, relate to personal conduct. They are issued by Dane County as part of its responsibility under the law to inform all Civil Service employees of personal conduct considered unacceptable as a Dane County employee. These rules are intended to be reasonable and are established so that Dane County can attain its objectives in an orderly and efficient manner in serving the public. They are not intended to unreasonably restrict the rights of employees, but rather to advise employees of prohibited conduct.

Engaging in one or more of the following forms of prohibited conduct by a Dane County Civil Service employee may result in disciplinary action ranging from a reprimand to immediate discharge, depending upon the specific form of conduct and/or number of infractions.

PROHIBITED CONDUCT

1. WORK PERFORMANCE

- A. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions in reference to supervisory personnel.
- B. Loafing, loitering, sleeping or engaging in unauthorized personal business.
- C. Unauthorized disclosure of confidential information or records.
- D. Falsifying records or giving false information to other governmental agencies or to employees responsible for recordkeeping.
- E. Failure to provide accurate and complete information whenever such information is required by an authorized person.
- F. Failure to comply with health, safety and sanitation requirements, rules and regulations.
- G. Negligence in performance of assigned duties.

2. ATTENDANCE AND PUNCTUALITY

- A. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- B. Unexcused or excessive absenteeism.
- C. Failure to observe the time limits and scheduling of lunch, rest or wash up periods.
- D. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

3. USE OF PROPERTY

- A. Unauthorized or improper use of County property or equipment including vehicles, telephone or mail service.
- B. Unauthorized possession or removal of County or another person's private property.
- C. Unauthorized posting or removing of notices or signs from bulletin boards.
- D. Unauthorized use, lending, borrowing or duplicating of County keys.
- E. Unauthorized entry to County property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.



SECTION: HR
TOPIC: CIVIL SERVICE 01
WORK RULES
FEBRUARY, 2007

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4. **PERSONAL ACTIONS AND APPEARANCE**

- A. Threatening, attempting, or doing bodily harm to another person.
- B. Threatening, intimidating, interfering with, or using abusive language towards others.
- C. Unauthorized possession of weapons.
- D. Making threatening, false or malicious statements concerning other employees, supervisors, officials or the County.
- E. Use of alcoholic beverages or illegal drugs (controlled substances) on the job during working hours.
- F. Reporting to work under the influence of alcoholic beverages or controlled substances as exhibited by behavior, including but not limited to, unusual slurring of speech, stumbling or a positive alcohol or drug test.
- G. Unauthorized solicitation for any purpose.
- H. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- I. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- J. Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, or the general public.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by Administrative Code, and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require.

END OF POLICY