

CLARK COUNTY MAINTENANCE DEPARTMENT
517 COURT STREET
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Approved
2/21/13
Pers. Comm
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MAINTENANCE DEPARTMENT WORK RULES

These work rules have been prepared to set forth the privileges and responsibilities of Clark County Maintenance Department employees while on duty. These work rules are in addition to and supplement the County Personnel Policy. They are not intended to limit the rights of employees but rather to define those rights so the Department can attain its' objectives in an orderly matter. Each County employee represents this Department. Therefore, the manner in which each employee works, the manner in which they conduct themselves, and their general behavior and appearance reflect upon the Department. These work rules are intended to encourage all employees to perform an hour of work for each hour of pay.

Failure to obey any of the work rules listed shall be sufficient grounds for disciplinary action. In all cases, the Department considers discipline as a corrective action necessary to the overall improvement of Maintenance Department operations.

The following work rules shall be implemented effective January 1, 2013:

1. Normal hours of work during the 5 day work week for all workers shall be Monday through Friday 7:00 am to 3:30 pm (with ½ hour lunch break.) Normal hours of work for the night shift is 3:00 pm to 11:00 pm with a paid (1/2 hour lunch break). Hours of work may be altered at any time, by the Maintenance Engineer or the Maintenance Supervisor.
2. CALL IN TIMES:
 - Employees called in outside of their regular scheduled shifts will receive compensation at 1½ times their regular rate of pay for a minimum of two hours.
 - Employees called in early will receive compensation equal to 1½ times the regular rate of pay for hours worked prior to the start of their regular scheduled shift.
 - Employee required to remain on-site due to unforeseen workload increases (i.e. snow removal, plumbing issues) will receive compensation equal to 1½ times rate for hours worked in excess of 8 that day.
3. **Usage of PTO and Banked Vacation Time**
 - A. Employees wishing to schedule time off will have an option of using Banked Vacation time or PTO.
 - B. Requests may be denied based upon the operational needs of the Department.

4. Punctuality is expected and required, each employee shall report each day in sufficient time to be ready to commence work promptly after receiving their work assignment's from their supervisor. If an employee is tardy or absent without permission, the employer shall exercise its judgment in the evaluation of given excuses and unexcused absences. Habitual tardiness and/or absence without permission are grounds for discharge.
5. Employees may be required to work overtime, but only as directed. Employees shall receive time and one-half (1 ½) pay for all time worked in excess of forty (40) hours per week.
6. Safety Guidelines: Employees are expected to follow all safety rules and regulations. In case of emergency, Maintenance Staff will assist visitors & employees in complying with Courthouse safety guidelines regarding evacuation/tornado.

IMPLEMENTATION AND REGULATION

All of the above work and safety rules and regulations become effective immediately January 1, 2013. Application and implementation of these rules shall be uniform throughout the Department.

Approved this _____ day of _____, 2013

Clark County Public Property Committee

David Holtzhausen, David Holtzhausen-Chair

_____, Duane Boon

Brian Kunze, Brian Kunze

Dale Mitte, Dale Mitte

Norman Wesenberg, Norman Wesenberg

Clark County Public Property Committee (Approved 1-25-13)

Clark County Personnel Committee (Approved _____)