

**KENOSHA COUNTY**  
**UNIFORM WORK RULES**  
**APPLICABLE TO ALL DEPARTMENTS**

Revised 1987

Revised 1990

Revised 1995

Revised 1997

Revised 2000

Revised 2007

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Whenever people live together or work together, whether at home or in business, their safety, efficiency, and happiness require adherence to certain rules of conduct. It is Kenosha County's intent to keep such rules to a minimum and to formulate these rules with the good of all always in mind.

While rules are necessary to provide employees with a good place to work and to permit the County to function effectively, it is the basic responsibility of every County employee to live and work in the spirit of self-discipline. However, in a government organization, as in a community, the enforcement of rules is necessary to take care of those who violate the principles of self-discipline.

It is the County's policy that each department head and supervisor administer these rules in a consistent and fair manner, with an overriding commitment toward a constructive and corrective discipline action rather than a punitive system.

However, any employee who fails to maintain proper standards of conduct at all times or who violates any of the following rules shall be subject to progressive disciplinary action up to and including discharge, in accordance with the County's disciplinary policy, Report #139.

Employees must comply with their respective department/division rules in addition to the Kenosha County Uniform Work Rules. In the case of a conflict between these rules and the department/division rules, the department rules shall govern. It is the responsibility of an employee who is uncertain about a conflicting rule to obtain clarification from the department head or supervisor. To the extent that any policy may conflict with federal, state or local laws the County will abide by the applicable federal, state or local law.

**ATTENDANCE/AVAILABILITY FOR WORK**

1. Regular attendance is expected of every employee. Employment assumes the availability for work.
2. Employees must be at work, able to work, and ready to work at the scheduled starting time and shall continue to work, except for authorized break and lunch periods, until the scheduled quitting time. However, employees shall not leave work at the scheduled quitting time if they are engaged in work-related activities whose ending time is beyond the control of management, such as court hearings, meetings and conferences, or emergency situations.
3. Employees shall not be tardy in reporting to work.

4. Employees shall not be absent from work or leave work at any time during the scheduled work day without supervisory approval.
5. Employees who are unable to report to work due to illness or other justifiable cause must personally report their absence to a supervisor at least one-half (1/2) hour prior to the start of their shift. In cases where supervisors are not available one-half (1/2) hour prior to starting time, employees must personally report their absence to a supervisor no later than the starting time of their shift.
6. Employees claiming worker's compensation must immediately notify their supervisor or management of the occurrence of the injury to ensure that the claim is filed in accordance with the Wisconsin Worker's Compensation Act.
7. Employees who are off work for more than four (4) consecutive work days for a medical reason must submit a return-to-work slip or proof of continuing disability from their physician.
8. Employees requesting benefits under the accident and sickness pay maintenance benefit plan or family and medical leave must complete the required form and submit it to the Personnel Office for approval. Except in extenuating circumstances, the form must be submitted before the time off is taken. Failure to complete notification procedures as directed may result in the delay or loss of the benefit, or in the employee forfeiting any rights to pay for the time period which elapsed prior to notification.
9. Employees who will be absent from work due to family medical leave, worker's compensation, or under the accident and sickness pay maintenance benefit plan must immediately notify their supervisor or management in addition to the Personnel Office, of the absence and the duration of the absence.
10. Employees who are absent from work and receiving benefits under worker's compensation or the County's accident and sickness pay maintenance plan shall notify their supervisor or management of their work status after every appointment with a physician, not to include routine therapy appointments. Employees shall also submit to the Personnel Office a written status report including applicable medical restrictions after every appointment with a physician, not to include routine therapy appointments. For those cases where physician appointments are infrequent, proof of continuing disability from a physician is required at least every thirty (30) days in order to continue to receive benefits.
11. Employees shall not take excessive time off, with or without pay. Excessive time off includes, but is not limited to, habitual, repetitious, or patterns of absenteeism.
12. Employees shall not work for another employer while on paid or unpaid leave unless authorized by the County.
13. Employees shall not engage in conduct or activities which serve to lengthen the healing period of an injury or illness or that prevents them from returning to work. Employees shall not exceed their medical restrictions at or outside of work.

14. Employees are solely responsible for keeping and maintaining accurate records of their benefit time or leave balances. Benefit time granted in error will be corrected and considered time off without pay.
15. Absence of two (2) consecutive work days without notifying the appropriate department head or supervisor shall constitute a voluntary resignation.

### **WORK HABITS**

1. Employees shall be courteous and polite at all times while on duty or while engaged in work-related situations.
2. Employees must be in a physical and psychological condition satisfactory to perform their assigned work. Employees must advise the HIPAA compliance officer of any prescription medication they are taking which could impair their ability to do their job.
3. Employees shall not demonstrate incompetence or inefficiency in the performance of job duties.
4. Employees must complete assigned work within a reasonable period of time.
5. Employees shall be considered insubordinate if they refuse assigned work or refuse to follow a legitimate order of supervision or management.
6. Employees shall not restrict the amount of work they can perform, interfere with others in the performance of their jobs, or participate in any interruption of work.
7. Employees shall not extend authorized breaks or lunch periods.
8. Employees must obtain supervisory authorization before working overtime.
9. Employees shall not bring electronic communications or recording devices, including, but not limited to, voice or visual imaging devices, whether personal or County property, into the work environment without prior written supervisory authorization. This rule specifically excludes open public meetings.
10. Employees shall not abuse, misuse, or destroy any County property or the property of other employees, clients, vendors, or the public. Employees found to have done so may, as part of the disciplinary action, be required to repair or replace the property involved.
11. Employees must complete or punch their own time cards (both in and out) and shall not complete or punch the time card of any other employee.
12. Employees shall not give any incomplete, misleading or false information of any kind. This includes, but is not limited to, records, time cards, absences, time off, incident, accident, injury or illness records. Also, employees shall not falsely state or make a

claim of illness or injury. Employees found to have created a false report or record which would cause the County to pay out funds inappropriately may, as part of the disciplinary action, be required to reimburse the County.

13. Employees shall not remove from the premises, without proper supervisory authorization, County records, materials, tools, equipment, or other property. Employees found to have done so may, as part of the disciplinary action, be required to repair or replace any item damaged or lost by their actions.
14. Employees must work safely at all times and immediately report any injury or accident to their supervisor or management.
15. Employees must immediately report defective equipment or safety hazards to their supervisor or management.
16. Employees must obey all safety rules and wear protective equipment provided, and shall not engage in any conduct which creates a safety hazard.
17. Employees must report all property and equipment damage to their supervisor or management.
18. Employees shall not litter, contribute to unsanitary conditions, or carelessly handle or throw matches or tobacco products, and may smoke only in areas expressly designated for that purpose.
19. Employees and union officers shall not conduct personal or union business, solicit funds, or distribute literature during work hours without prior supervisory approval.
20. Employees who are required to be licensed or certified to perform their jobs must maintain such license or certification in good standing at all times.
21. Employees must comply with all federal or state codes, local ordinances, and regulations that govern their respective departments.
22. Employees shall not release or cause to be released, including to the news media, any records or confidential information without prior supervisory authorization.
23. County telephones, electronic e-mail and other types of communication devices are to be used for conducting County business and are to be used in a professional manner. Employees shall not use such equipment for personal business without supervisory permission. Long distance calls even in emergency situations must be paid for by the employee.
24. Employees have a duty to immediately and accurately notify supervisors and report incidents of inefficiency, neglect, misconduct and disregard for the public's interest. Failure to report such issues or failure to provide all meaningful and relevant facts regarding the issue will be considered an act of dishonesty.

## **DEPARTMENT**

Employees shall not engage in the following conduct:

1. Unauthorized or excessive absence, tardiness, or leaving early.
2. Discourteous or disrespectful treatment of others or the use of profanity or threatening language.
3. Physical or verbal abuse or intimidation of any individual, including those under the County's care, control, or custody.
4. Harassment, including, but not limited to, sexual harassment.
5. Discrimination, including, but not limited to, race, age, sex, national origin, religion, sexual preference, disability, or political beliefs/opinions.
6. Violent acts or threats of violent acts, fighting, pranks, or horseplay.
7. Sleeping while on duty.
8. Insubordination, including disrespectful treatment of supervision or management.
9. Reading non-County books or newspapers during working hours, or having radios, televisions or hand held electronic devices at work without supervisory permission.
10. Retrieving, accessing, or reading any correspondence including e-mail, documents, or work product of other employees without their expressed permission.
11. Unauthorized solicitations or distributions.
12. Sabotage, including deliberate abuse or destruction of County property.
13. Immoral conduct or indecency.
14. Gambling, handling bets, selling or buying lottery tickets, or participating in any other game of chance on County premises or with County equipment.
15. Theft, damage, or misappropriation of property of another employee, the County, the public or any person under the County's care, control or custody. Employees found to have done so may, as part of the disciplinary action, be required to replace the property involved.
16. Possessing or carrying unauthorized weapons, firearms, or explosives into or on County premises.
17. Possessing or consuming alcoholic beverages during working hours on County premises.

18. Being under the influence of alcohol during working hours (any measurable B.A.C.). Any employee, who tests positive for alcohol, whether as the result of a random test or a test based on reasonable suspicion, shall be subject to discipline, in accordance with the County's Drug and Alcohol Policy.
19. Being under the influence of narcotics or other non-prescription controlled substances while on or off duty (any traceable measure). Any employee who tests positive for drugs (other than normal limits for prescription medication), whether as the result of a random test or a test based on reasonable suspicion, shall be subject to discipline, in accordance with the County's Drug and Alcohol Policy.
20. Possessing or selling narcotics or other controlled substances while on or off duty or selling any legitimately prescribed narcotic or controlled substance to another employee.
21. Acts of dishonesty.
22. Unlawful or improper conduct during non-working hours which affects the employee's relationship to his job, his fellow employees, management, or the County's reputation in the community.
23. Any conduct by an employee that may have the effect of unnecessarily disrupting the workplace.

## **GENERAL**

1. All employees must comply with the provisions of the County Ethics Code and policies as adopted by the County Board of Supervisors and, in the case of any conflict between these rules, department/division rules, and the County Ethics Code and policies, such Code and policies shall govern.
2. Additional Rules – Departments/divisions shall have the right and responsibility to develop specific operating rules particular to their work programs. Such rules shall have the same force and effect as the Kenosha County Uniform Work Rules.
3. Keys - The County has in its possession master keys to all County-owned property including desks, lockers, and offices assigned to County employees. The County may exercise its right to search County property without advance notice to employees based upon reasonable suspicion of wrongdoing.
4. Building Security - Employees who have keys to County buildings shall not allow them to be used by any other employee or individual.
5. Security Identification Badges – Employees must wear County issued identification badges in a conspicuous manner at all times during work hours while on County premises and shall not allow them to be used by any other employee or individual.
6. Parking - Employees must display a County parking permit in their vehicles and shall not park in unauthorized areas.

7. Personal Appearance - Employees must report to work neat, clean, and wearing clothing that is suitable for their job assignment. Body art including jewelry and tattoos may only be worn with supervisory permission.
8. Bulletin Boards – Bulletin boards are provided as a means of communication between employees. Items displayed must be professional and in good taste. Items not meeting this standard will be removed immediately.
9. Outside employment is permitted unless it is found to interfere with the employee’s job performance at the County. The County must be notified of your decision to work another job. Work assignments and schedules will not be changed for you to perform duties of another job. In addition, if the quality of job performance at the County begins to suffer, the employee will be asked to choose between jobs.
10. Insurance Forms – Employees must complete and return health, dental, and all other required insurance forms or documents to the Personnel Office within the specified period of time. Failure to submit these forms by the due date may result in suspension or termination of the benefit.
11. All information contained in an employee’s personnel record is strictly confidential. Access to employment records is limited to the employee, supervisor, and appropriate members of the Personnel Office. Wisconsin law allows you to examine your personnel file upon giving adequate notice to the Personnel Office. These files may not be removed from the Personnel Office.
12. Employees must immediately report all changes in personal status including, but not limited to, addresses, telephone numbers, marital status and health insurance dependent status to their department heads immediately in order to keep personnel files current.
13. New or Changed Rules – The foregoing rules are not intended to be all-inclusive. The County reserves the right to change, modify, suspend, revoke, revise or establish additional rules, policies, procedures, and/or practices under appropriate circumstances at any time with or without notice.

To obtain more information on uniform work rules or other County policies please contact the Personnel Office. Additional information on County policies including: affirmative action, sexual harassment, electronic communications, drug free workplace, equal opportunity, family and medical leave, HIPAA compliance and drug and alcohol can also be located on the Kenosha County website. Furthermore, all state and federal required posters can be found outside the Personnel Office or in larger departments’ break rooms.