

CLARK COUNTY HIGHWAY DEPARTMENT
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HIGHWAY DEPARTMENT WORK RULES

These work rules have been prepared to set forth the privileges and responsibilities of Clark County Highway 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 manner. 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 highway operations.

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

1. Normal hours of work during the 5 day work weeks shall be Monday through Friday 7:00 A.M. to 3:30 P.M. (with ½ hour lunch break). Normal hours of work during the 4 ten hour day work weeks shall be Monday through Thursday 6:30 A.M. to 4:30 P.M. Hours of work may be altered, at any time, by the Highway Commissioner. Normal hours of work for Office Staff during the 5 day work weeks shall be Monday through Friday 8:00 A.M. to 4:30 P.M. (with a ½ hour lunch break). Normal hours of work for Office Staff during the 4 ten hour day work weeks shall be Monday through Thursday 6:30 A.M. to 4:30 P.M. Duration of ten hour work weeks shall be determined by the Highway Commissioner. Hours of work may be altered, at any time, by the Highway Commissioner.

A minimum of two (2) hours pay shall be paid to employees reporting for work, said two (2) hours to be the first two (2) hours of the work day.

DURING THE TEN HOUR WORK DAY WORK WEEKS:

PTO:

One week PTO shall consist of the number of days of a normal work week. A normal work week shall consist of four (4) working days.

PAID HOLIDAYS:

Holiday work weeks will consist of 3 (three) ten hour days plus the eight (8) hour holiday. Employees must use 2 hours of PTO time to make up for the 2 hours needed to make a complete 40 hour work week.

2. Punctuality is expected and required. Each employee shall report each morning in sufficient time to be ready to commence work promptly after receiving their work assignment(s) from the Operations' Manager, Foreman or Crew Leader at the start of the workday. Employees are required to have their safety equipment, lunch boxes, water jugs, etc. with them prior to the start of the workday. 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.
3. Highway Department will provide employees one (1) change of uniform each work day. Employees shall be required to wear the uniforms to work each day.
4. Highway Department will provide mechanics hand tools. Mechanics shall be responsible for proper use and inventory of hand tools.
5. Operations' Manager will be in contact with the Commissioner on a daily basis to review/plan the daily crew work assignments. A written five (5) day advanced planner should be developed and kept current to optimize crew work scheduling. A contingency backup plan when schedule plan days are interrupted because of rain, breakdowns, or other unforeseen circumstances, shall also be developed and implemented.
6. Employees shall travel the most direct route at optimum speed to and from the job site.
7. Employees are to receive two ten (10) minute paid breaks, one during the A.M. and one during the P.M. Any changes to these scheduled times must be authorized by your immediate supervisor. Break time includes any wash up and travel time to and from the machine. Employees shall not leave the job sites for breaks. Once work starts no employee shall leave work without the specific prior authorization of his supervisor.
8. No employee assigned to work away from the shop should report back to the shop more than fifteen (15) minutes before the end of the work day unless authorized to do so by your supervisor. Employees shall work up to five (5) minutes prior to the end of the work day. The last five (5) minutes of the work day are for completing time sheets.
9. All Employees, with the exception of Commissioner, Office Staff and Operations' Manager, shall use a time clock ("punch in and punch out") to record work time. Employees must use the time clock for their time card only and not for any other Employee. When an employee "punches in" they are signifying that they are CDL qualified.

10. Employees shall fill out daily time sheets completely using blue or black ink in a neat and accurate manner and deposit them in the time desk prior to the start of the next work day. Time sheets must include the employee's signature, start and end time of each shift, a listing of equipment, with hours used, plus any start and end time of benefitted leave taken. Illegible, inaccurate or incomplete time sheets will be returned to the employee for correction and re-submittal. Continued submittal of illegible, inaccurate or incomplete time slips shall result in disciplinary action. The Operations' Manager, Foreman or Crew Leader shall review time sheets daily for accuracy and initial time sheet when review is complete.
11. All PTO (other then medical) shall be approved by the Commissioner or his designee. The maximum number of employees that shall be on PTO at any one time shall not be more than two (2) unless written approval is received from the Commissioner. Written request for choice of PTO time(s) shall be submitted to the Operations' Manager.
12. HIGHWAY DEPARTMENT CLASSIFICATIONS AND PAY RANGE
To Be Determined
13. All employees shall be paid at their classified rate of pay at all times except when working in a higher classification for which they shall receive the higher rate of pay.

Approved this 11th day of December, 2012

CLARK COUNTY HIGHWAY COMMITTEE

_____ Wayne Hendrickson, Chair

_____ Al Bower

_____ Duane Boon, Secretary

EMPLOYEE ACKNOWLEDGEMENT

Highway Department Rules

RECEIPT FORM

I have received my copy of the Clark County Highway Department Work Rules. It is my responsibility, as an employee-at-will, to read and become familiar with the contents of these rules and to keep up-to-date with any subsequent changes. I understand that the county may add to, delete, modify, correct, or update any or all of the material in these work rules in order to respond to changing circumstances and conditions. I understand that it is my responsibility to ask the County Highway Department for clarification if I do not understand a particular section of these work rules.

No verbal representations may be deemed to alter or contravene the content or intent of these work rules and regulations. Only the Highway Committee may, in writing by resolution format, waive or alter the provisions of these work rules.

Signature of Employee

Date