

JACKSON 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 Jackson County Highway Department employees while on duty. These work rules are in addition to and supplement the County Personnel Policy, Chapter 4 of the Code of Ordinances. 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, 2012:

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

DURING THE TEN HOUR WORK DAY WORK WEEKS:

VACATIONS:

One week vacation 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 vacation time to make up for the 2 hours needed to make a complete 40 hour work week.

FLOATING HOLIDAYS:

Floating holiday shall only be taken in four (4) hour or eight (8) hour increments at the employee's discretion, with prior supervisory approval.

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 Superintendent 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 to report directly to the job site he will be directed to do so by the Superintendent prior to quitting time of the previous work day. 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. If an employee is unable to report to work for any reason prior to the start of the workday, the Patrol Superintendent shall be notified by the employee by calling 715-284-0233 and leaving a message on the answering machine at least (1) hour before the starting time, unless emergency circumstances preclude such notification. You may call a Superintendent as a courtesy or back-up, but not as a substitute for call-in notification.
4. Highway Department will provide the Shop Foreman, Welder/Fabricator and Mechanic one (1) change of uniform each work day.
5. Superintendents 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 shall 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 twenty (20) 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 shall 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 Office Staff, 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. Superintendents will review the employees' time sheets for completeness and accuracy and approve each by initialing in the appropriate space. 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. Employees stationed out of the Northfield Shop shall Fax their completed time sheets to the Highway Administrative Office at 715-284-0261 before the start of the next scheduled work day. Then later in the day a Superintendent or designee will pickup the original time sheets and deliver them to the Administrative Office. Superintendents shall review time sheets daily for accuracy and initial time sheet when review is complete.

11. Sick leave is not to be abused. Sick Leave is tracked and recorded. Employees, who show a consistent unexcused use of sick leave; especially before and/or after a weekend, holiday and/or in conjunction with vacation may be disciplined.
12. All vacations shall be approved in writing by the Commissioner or his designee. The maximum number of employees that shall be on vacation at any one time shall not be more than three (3) unless written approval is received from the Commissioner. Written request for choice of vacation time(s) shall be submitted to the Superintendent at least three (3) months in advance of the date(s) requested. After management awards vacation requests, they will be posted on the Department bulletin board.
13. As an aid to long range planning within the department a 12 month planner will be posted in the time room each December for employees to use to indicate to others their preferred choice(s) of vacation time for the following year. These choice(s) will allow management to award vacation based upon the manpower needs of the department and permit other employees to coordinate their vacation requests.

SAFETY RULES

Should an employee complain that his work required him to be in an unsafe or unhealthy situation, or in violation of acceptable safety rules, the matter shall be reported immediately to the employee's immediate supervisor or to the Highway Commissioner. It is an employee's obligation to know and follow all safety rules.

1. When deemed necessary by the Superintendent or Foreman, flagmen shall be stationed at any job location. All employees shall use the proper warning signs on all jobs in accordance with State laws.
2. All County equipment shall yield right of way to other traffic whenever possible. (Example: In heavy traffic or on hills, slow moving County equipment shall use the shoulder of the road to allow other traffic to proceed). Driver courtesy shall be practiced at all times.
3. Employees shall keep a list of needed minor repairs on any equipment they are assigned to operate and turn it in to the Superintendent at the end of each working day.
4. Employees shall report needed major repairs immediately to their immediate Supervisor.
5. Employees shall perform timely preventive maintenance procedures as outlined in the equipment manual accompanying each piece of equipment.
6. No equipment shall be greased or repaired unless the ignition has been turned off. If the ignition must be left on appropriate safety measures shall be taken. When greasing or working on trucks and it is necessary to have the box in the up position, the box shall be blocked from coming down with a suitable lock or safety prop.
7. When a backhoe, dozer or loader is not in use, the bucket or blade shall be lowered so it is resting on the ground.

8. Safety eye protection shall be furnished and used in designated areas and for specific pieces of equipment and operations.
9. Employees shall stand so as not to be in front of the lock rim when airing tires.
10. When welding, burning, grinding or chipping, employees shall use all safety equipment furnished by the County. Eye protection shall be worn when brushing, running chain saw, feeding chipper, air compressor, jack hammer, mowing without a protective cab, or other like operations. Chaps are provided and shall be worn when running a chain saw. A safe distance as recommended by the manufacturer shall be maintained by co-workers when working around a brush saw.
11. If an employee uses a fire extinguisher, it shall be refilled before returning it to its' proper place. Employees shall not use fire extinguishers as hat racks, storage depot, etc.
12. Top flashing amber lights and/or warning lights of a vehicle shall be on at all times while operating on the left-hand side of the highway and/or while standing on the highway. Said lights shall also be on when poor visibility exists due to rain, fog, snow or as directed by the supervisor.
13. Ear protection is provided and shall be used.
14. Safety vests shall be worn while working within the highway roadway during all time out of the vehicle.
15. All employees shall wear shirts and long pants during working hours unless other clothing is approved by their supervisor.
16. All protective equipment shall be worn as deemed necessary by the supervisors. Undesignated protective equipment is recommended and encouraged use but shall be left to the employee's discretion. The County shall issue one time only the following items to each employee:
 - a) Hard Hat and Liner
 - b) Class 3 Safety Vest
 - c) Safety Glasses or Goggles
 - d) Rubber GlovesThese items are assigned specifically to each employee and it is the responsibility of the employee to maintain them. Should an item become worn out or defective, return them to the parts clerk for duplicate replacement at no charge. If an item is lost or stolen, the employee will be responsible for paying for an identical replacement.
17. Hard hats shall be worn when doing the following:
 - a) Brushing/cutting trees
 - b) Any trenching operations
 - c) Backhoe, Excavator, or Loader Operations
 - d) Bridge installation and/or repair
 - e) Any time an overhead exposure exists to falling objects (Ex: scaffold work, etc.)
18. Vehicles or equipment shall not be backed unless the operator can observe the area behind the vehicle. Backing guides shall be used when available. When the employee must back a vehicle and no guides or another employee is available to assist, the

employee shall first get out of the vehicle and make a visual inspection of the area prior to backing.

19. Operators and passengers shall wear seat/lap belts in all vehicles equipped with said devices in accordance with prevailing State and Federal Laws.
20. No tobacco products are allowed on or in any County owned property or vehicle.
21. All job related injuries and/or illnesses shall be reported to your immediate supervisor and a report must be filed with the Administrative Staff as soon as possible.
22. Any accidents, traffic violations, property damage, citations, or changes in your CDL license, shall be reported to your supervisor immediately.
23. Hand and power tools shall be used only for the purpose intended and in the manner prescribed for the specific tool.
24. Personal cell phones, musical devices such as iPods, and other electronic equipment of this nature are prohibited from use during working hours (Highway Department work related calls and emergency calls are authorized).
25. No Employee is allowed to take County owned/leased equipment or materials for non-county use (I.E., taking tools, equipment or materials for personal use). No Employee is allowed to use County Facilities for personal use.
26. The County shall furnish a Department bulletin board for each shop that shall be used for posting of official notices, safety meetings, etc. Employees shall not remove or tamper with County bulletin board material without authorization.

All of the above work and safety rules and regulations become effective immediately January 1, 2012. Application and implementation of these rules shall be uniform throughout the Department.

Approved this 20th day of December, 2011

JACKSON COUNTY HIGHWAY COMMITTEE

S/Jeff Amo, Chair

S/John Bahhub, Vice-chair

S/William Cornell, Secretary

S./Merlin Fredrickson, Member

S/Dennis Eberhardt, Member

EMPLOYEE ACKNOWLEDGEMENT

Highway Department Rules and Regulations

RECEIPT FORM

I have received my copy of the Jackson 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.

Printed Name of Employee

Date

Signature of Employee

Date