State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

P O BOX 14587
MADISON 53708-0587

OFFICE OF THE ADJUTANT GENERAL

TELEPHONE 608-242-3000
DSN 724-3000

WING-SHR

4 September 2007

MEMORANDUM FOR

DMA State Employees
DMA State Employee Supervisors

SUBJECT: Department of Military Affairs State Employee Work Rules

1. The attached work rules apply to DMA state represented and non-represented employees.

2. These rules have been submitted to the applicable unions that represent employees within DMA. They took effect July 12, 1999 and remain in effect until further notice.

3. It is required that all supervisors and employees thoroughly review and understand these rules. Each employee is required to complete and return the certification of the receipt of these rules to the State Human Resources Director, Ms. Lynn Boodry, at this office, ATTN: WING-SHR.

DONALD P. DUNBAR
Brig Gen (WI), WI ANG
The Adjutant General

2 Encls
1. DMA Work Rules
2. Receipt Certification

DEPARTMENT OF MILITARY AFFAIRS WORK RULES

STATE EMPLOYEES

INTRODUCTION

Every good organization has rules to achieve its objectives. In state service there are various kinds of rules which are promulgated at different levels of state government. The Legislature for example, enacts laws that relate to all employees or some specific group of employees. At another level are administrative codes relating to statutes which are administered by all agencies. Finally, there are those rules pertinent to the internal management of a state agency which are originated by that agency.

Some agency rules are job related; others are devised to administer policies. A final category is rules of personal conduct which are called work rules.

Work rules are defined as rules established by the Department within its discretion which regulates the personal conduct of employees. These rules, and the application and interpretations thereof, apply during the hours of employment, but they may be enforced outside of the hours of employment if the action of the employee would prejudice the interests of the Department. The rules are established not to restrict the rights of employees, but rather to define those rights and to assure attainment of the Department's objectives through orderly processes.

The Department of Military Affairs work rules are listed below for all state employees. Violation of any of them will be considered sufficient grounds for disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense and/or the number of infractions.

WORK RULES

All employees of the Department of Military Affairs are prohibited from committing any of the following acts.

WORK PERFORMANCE

1. Disobedience, insubordination, inattentiveness, negligence, or refusal to carry out written or verbal assignments, directions, or instructions of supervisory authority.

2. Neglect of job duties or responsibilities.

3. Improperly disclosing confidential information and records.

4. Failure to observe all safety rules and practices, including the use of protective equipment or failure to report damaged equipment or potentially dangerous situations; failure to report accidents and/or injuries.

5. Falsifying records or providing inaccurate or false information to the public, supervisory or management personnel, other state agencies, private organizations, or other persons.

ATTENDANCE/PUNCTUALITY

6. Failure to report promptly (as defined by the supervisor) at the starting time of a shift or leaving before the scheduled quitting time of a shift or failure to promptly notify the proper authority of impending absences or tardiness.

7. Failure to observe the time limits of lunch, rest, or wash-up periods as established and agreed to by the supervisor.

8. Leaving place of duty (as defined by the supervisor) during a work shift without permission.

9. Unexcused or excessive absenteeism or tardiness, or abuse of leave privileges.

USE OF GOVERNMENT PROPERTY

10. Unauthorized use, stealing, neglect or destruction of government-owned or leased property, materials, equipment or supplies. Includes theft or intentional destruction of personal possessions of staff or others on government-owned or leased property.

11. Unauthorized use or abuse and misuse of government property, materials, facilities, and equipment including, but not limited to, copy machines, computers, mail services, the telephone system, and FAX machines.

12. Unauthorized lending, borrowing or duplicating of keys, or disclosure of lock combinations to government property; careless or improper use of keys; or failure to report promptly the loss of keys.

13. Unauthorized entry to government property, entering or permitting others to enter restricted areas without authorization, or failing to comply with posted instructions in various areas.

PERSONAL CONDUCT

14. Threatening or attempting to inflict, or inflicting, bodily harm to supervisors, other employees, representatives of other agencies, or the general public.

15. Threatening, intimidating, or interfering with others physically, verbally, or sexually, or using abusive or profane language towards others.

16. Discourtesy in dealing with fellow employees, representatives of other agencies or the general public which adversely affects the image of the employer or interferes with the proper conduct of business.

17. Horseplay or disorderly conduct, including practical jokes, pushing, running, or throwing objects.

18. Possession of or use of alcoholic beverages or non-medically authorized controlled substances while on state time or property.

19. Reporting for work in an unsafe condition or under the influence of alcoholic beverages or controlled substance.

20. Unauthorized possession of weapons or explosives in the course of one's work duties. Reckless use of authorized firearms or explosives in the course of one's work duties.

21. Defacing or unauthorized posting, changing or removal of posted material, or unauthorized distribution of written material.

22. Unauthorized solicitation of funds or donations for any purpose.

23. Unclean, unkept, inappropriate dress or grooming which adversely affects proper performance of duties or the image of the employer or constitutes a health or safety hazard.

24. Unauthorized or improper use of a work uniform and/or badge; failure to wear such uniform properly.

25. Making false or malicious statements concerning other employees, supervisors, or the department, or members of the public with whom the department does business.

26. Sleeping or loafing while on duty.

27. Failure to observe no smoking regulations.

28. Gambling of any kind at the work place or on work time.

29. It is illegal and against the policy of this agency for employees, male or female, to sexually harass another employee by a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's employment, or b) making submissions or rejections of such conduct the basis for employment decisions affecting the employee, or c) creating an intimidating, hostile or offensive working environment by such conduct.

30. Failure to comply with the provisions of the State "Code of Ethics," Chapter ER-MRS 24, Wis. Adm. Code, including, but not limited to,

    - Soliciting or accepting any unauthorized compensation, reward of gift from outside sources for any matter related to the employee's job as an employee of the State.

    - Transacting business as an employee of the State with any business entity in which the employee has an interest, except as permitted by law.

    - Requesting, retaining, or failing to report offer of a bribe or gratuity.

31. Participating in prohibited political activities as set forth by s. 11.36 and s. 230.40, Stats., and the Federal Hatch Act.

CONDUCT OUTSIDE OF WORK TIME/PREMISES

32. Engaging in outside employment or other activities that may cause a conflict of interest. Employees about to be involved in any matter that could possibly result in a conflict of interest must receive prior approval from their supervisor and the DMA State Human Resources Director.

33. Engaging in any outside activities (including violations of criminal or other laws) which may impair the employee's independence of judgment or impair the employee's ability to perform his/her duties as an employee of the State.

34. Failure to comply with the provisions of the State "Code of Ethics," Chapter ER-MRS 24, Wis. Adm. Code, as they relate to activities outside of work time and off state premises.

35. Participating in prohibited political activities outside of work time and off state premises, as set forth by s. 11.36 and s. 230.40, Stats., and the Federal Hatch Act.

GENERAL

Chapter ER-MRS 24, Wis. Adm. Code, establishing a Code of Ethics for state employees is hereby incorporated into these work rules. Violations of the Code of Ethics is subject to appropriate disciplinary action.

The preceding rules do not constitute the entire list of regulations, codes and rules that cover employees. Additional work rules may be established which concern only individual positions and/or work units where such rules are required by the nature of work performed and/or funding conditions and requirements.

ADDITIONAL INTERPRETATION AND INFORMATION

Questions or concerns which may require further interpretation of this policy should be submitted to the DMA Director of State Human Resources.

Effective 12 July 1999

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P O BOX 14587
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WORK RULE RECEIPT CERTIFICATION

This is to certify that I have received and reviewed the work rules, effective 12 July 1999, for the Department of Military Affairs state employees.

_____ _____
(Typed or Printed Name) (Signature)

_____
(Date)

Please return this certification to the DMA State Human Resources Director, ATTN: WING-SHR, PO Box 14587, Madison, WI 53714-0587 within five (5) work days upon receipt.