MEMORANDUM for DMA State Employees and DMA State Supervisors

SUBJECT: Department of Military Affairs State Employee Work Rules

1. The work rules were developed to communicate standards of personal conduct expected of all DMA State Employees.

2. Review Wisconsin Human Resources Handbook (WHRH) Chapter 408 on Job Abandonment and WHRH Chapter 410, including Serious Misconduct Violations (Sec. 410.020(2)), General Work Rules (Sec. 410.030), and Progression Schedule Provisions (Sec. 410.050).

3. All new employees are required to review and complete the Work Rules and Discipline Policy Receipt Certification within the first week of employment. Receipts should be forwarded to the State Human Resources office via DMASHR@wisconsin.gov. Current DMA employees are required to review and recertify annually using DMA Form 35 as part of the annual performance evaluation.

4. The point of contact is the State Human Resources Director at 608.242.3163 or email DMASHR@wisconsin.gov

Enclosures

1. Wisconsin Human Resources Handbook Chapter 408 and Chapter 410
2. Receipt Certification