



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

OFFICE OF THE ADJUTANT GENERAL

P O BOX 14587  
MADISON WI 53708-0587

TELEPHONE 608 242-3000  
DSN 724-3000

WING-SHR

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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](mailto: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](mailto:DMASHR@wisconsin.gov)

Enclosures

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