

# Stephenson County Highway Department Work Rules

January 13, 2017

Work rules published here apply equally and objectively to all full time hourly bargaining unit personnel and to all part time and temporary employees employed by the Stephenson County Highway Department unless otherwise stated and/or provided. Failure to comply with the work rules may result in disciplinary actions being taken as outlined in the current Collective Bargaining Agreement (CBA). These work rules will remain in effect until formally rescinded or superseded.

## Section A: Attendance and Records

1. Time Sheets:
  - a. All personnel must complete a daily time sheet before departing at the end of each workday whether for straight time or overtime.
  - b. Each individual will be responsible for reporting the correct starting and ending time for their workday and charging their time to the correct job or the correct job number for both normal and overtime hours.
  - c. All time shall be rounded up to the nearest quarter hour.
2. All personnel are responsible for contacting the Foreman, Assistant Foreman, Assistant County Engineer or the main office when they will be late for work, absent from work or to request time off in accordance with the CBA.
3. During work, all personnel will report to a Supervisor or the main office immediately for unexpected leaves due to illness, an emergency or other unplanned situation.
4. Travel time to obtain food/beverage will be considered part of the employee's 20 minute lunch and /or 15 minute break period.
5. Personnel cannot work through a break period to make up for starting late or to be able to leave early.
6. All personnel are responsible to keep their Supervisor informed of contact information including alternate phone numbers, personal cell phone numbers, address, etc., especially during the winter snow plowing season.

## Section B: Personal Conduct and Appearance

1. Personnel are responsible for conducting themselves in a professional and respectful manner.
2. Drug and alcohol use is prohibited during work hours and is subject to the terms of the CBA and the County Drug and Alcohol Testing Policy.
3. Personnel are individually and collectively responsible for keeping vehicles, shop area, break rooms and bathrooms picked up.
4. Unauthorized use of County equipment and/or materials is strictly prohibited. All personnel shall:
  - a. Not use County equipment, facilities and/or material for personal (private) purposes without prior approval of the County Engineer.

- b. Not use County equipment, facilities and/or material on private property without prior approval of the County Engineer.
  - c. Not loan County personnel, equipment, facilities and/or material to other local agencies without prior approval of the County Engineer or the Assistant County Engineer.
- 5. Personnel shall not engage in a physical fight on County property or at a job site.
- 6. Personnel shall not threaten, intimidate, incite, coerce, provoke or harass, in any manner or for any reason, another employee, management, or the general public.
- 7. All weapons are prohibited on County property and/or work sites. Weapons legally held and stored in locked personal vehicles are allowed. Knives with blades shorter than four (4) inches are allowable.
- 8. Theft of County property and/or material is prohibited.
- 9. Insubordinate and disrespectful behavior, conduct and/or language toward a Supervisor are prohibited.
- 10. Abuse of, inappropriate language on, and/or misuse of radio equipment is prohibited.
- 11. Engaging in disruptive activity is strictly prohibited.
- 12. Personnel dress will provide for the safety of the work force while presenting a good and respectable image to the public. This includes:
  - a. Long pants made of a durable material are required wear for the workplace. Sweatpants, spandex or nylon jogging suits, and shorts or short pants will not be allowed for field personnel. Office personnel shall wear long pants, skirts or dresses.
  - b. Shirts will be long sleeved, short sleeved or sleeveless (as long as the sides of the sleeveless shirt are closed to within 2 inches of the armpit and that the sleeveless shirt neckline is no lower than 2 inches below the collarbone both front and back). Shirts with obscene words, gestures and/or pictures are prohibited. Tank tops, halter tops, midriffs, tube tops and/or other tops of this nature will not be allowed as an outer garment.
  - c. Shoes worn in the field must be durable work shoe style made of leather or other similar synthetic material. Sandals, gym shoes, or other footwear will not be allowed.

**Section C: Use of Cell Phones**

**General**

- 1. Use of County telephones during normal work hours to conduct personal business is prohibited unless approved by a Supervisor or in the case of an emergency.
- 2. Employees should make personal cell phone calls during break or lunch times to the maximum extent possible.
- 3. Use of personal phones during normal work hours should be kept to a minimum. Frequent or lengthy phone calls are not acceptable as they may adversely affect the employee's productivity and disturb others.

### **On the road**

1. Use of cell phone while driving must be in full compliance with Illinois state law, specifically:
  - a. Use of cell phones while driving is only allowed if a hands-free device is used.
  - b. Use of cell phones with or without a hands-free device in construction zones or school zones is prohibited.
2. Use of a cell phone while driving is discouraged. If you do not have a hands-free device, the following conditions apply:
  - a. Turn cell phones off or set them on "silent" or "vibrate" before starting the car.
  - b. Pull over to a safe place if a call must be made or received while on the road.
3. Texting while driving is strictly prohibited.

### **Section D: General and Miscellaneous**

1. Work assignments will be made within 15 minutes of reporting for work.
2. Employees are to be mobilized and in transit to the job site within 15 minutes of receiving their work assignments.
3. Employees are to be back in the shop not more than 15 minutes before the end of their shift for cleanup.
4. Personnel will work with the assigned co-worker.
5. Personnel will perform the work assigned.
6. Personnel will report immediately to their Supervisor when they have completed a job assignment.
7. Personnel will report immediately to their Supervisor when their equipment or vehicle is being repaired and ask for a temporary work assignment until the repairs are complete. The Supervisor will determine if other work is necessary.
8. Vehicles and equipment will be secured at the end of each work day. Keys will be removed from all vehicle/equipment parked outside and/or at work sites. Portable equipment (i.e. cement saw, generator, tools, etc.) will be placed inside a securable vehicle/equipment or structure.
9. Personnel will report changes of address and/or telephone number to their Supervisor and the main office within one (1) week of the effective date of the change.