

**DEPARTMENT OF
PUBLIC WORKS
HIGHWAY DIVISION**

WORK RULES

DEPARTMENT OF PUBLIC WORKS – HIGHWAY DIVISION – WORK RULES

The following Work Rules will be subject to penalties as listed. The offense will remain on the employee's record for one year after date of offense.

The following initials will be used as indicated below: W- Warning
D – Disciplinary Hearing

in addition to the Department of Public Works' Work Rules, the following Work Rules will apply in this Division.

	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
H-1 Highway employees work various shifts, some starting at 4 a.m. Snow and ice control procedures and other emergencies often necessitate different starting times. These work starting times will be at the discretion of the Superintendent of Highways or those acting in that capacity.	W	W	W	W	D
H-2 In the temporary absence of a foreman, the senior employee shall be in charge and responsible.	W	W	D		
H-3 Employees leaving their work area must have permission of the foreman.	D				
H-4 Employees bringing defective equipment into garage are to report to the maintenance Supervisor for assignment to a maintenance bay. No employee is to move equipment into garage without permission of Maintenance Supervisor.	W	W	W	W	D
H-5 Equipment will be locked and keys to all equipment will be turned in each day at the conclusion of work except where otherwise authorized. Any lost keys must be immediately reported to the Superintendent of Highways.	W	W	W	D	
H-6 It shall be a chargeable offense whenever: An employee is marked "A" indicating absent, (no pay for a regular work shift). This marking shall be used WHENEVER an employee has no available sick time available	W	W	W	W	D

fails to provide a doctor's note when directed to do so for any reason.

This does not apply to any absence qualifying for Federal Emergency Family Leave. THIS WORK RULE BECOMES EFFECTIVE AS OF APRIL, 22,2002

DEPARTMENT OF PUBLIC WORKS – HIGHWAY DIVISION –LIGHTING BUREAU

WORK RULES

The following Work Rules will be subject to penalties as listed. The offense will remain on the employee's record for one year after date of offense.

The following initials will be used as indicated below: W- Warning
D – Disciplinary Hearing

in addition to the Department of Public Works' Work Rules, the following Work Rules will apply in this Division.

	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
L-1 Hard hats are to be worn whenever anyone in the vicinity is working overhead, or while overhead work is being performed.	W	W	W	D	
L-2 Reflective vests are to be worn by all ground personnel while working on a public highway.	W	W	W	D	
L-3 Flashing lights and safety cones are to be used whenever vehicle is parked on any roadway.	W	D			
L-4 Wheel chocks are to be used whenever any vehicle is parked or operated on an incline.	W	W	W	W	D
L-5 At no time is boom to be operated or placed closer than ten feet to any primary lines without specific permission or your immediate supervisor.	W	D			

DEPARTMENT OF PUBLIC WORKS' RULES OF CONDUCT

The following Work Rules will be subject to penalties as listed. The offense will remain on the employee's record for one year after date of offense.

The following initials will be used as indicated below: W- Warning
D – Disciplinary Hearing

in addition to the Department of Public Works' Work Rules, the following Work Rules will apply in this Division.

	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
M – 1 Unauthorized operating, using, or possessing machines, tools, or equipment to which the employee has not been assigned	W	W	D		
M-2 Use or possession of another employee's tools without the employee's consent.	W	D			
M -3 Causing material or parts to be scrapped due to carelessness.	W	W	W	W	D
M- 4 Mistakes due to carelessness which affect the safety of personnel and/or damage to Town equipment.	W	D			
M – 5 Threatening, intimidating, coercing or interfering with fellow employees.	W	W	D		
M – 6 Making a false, vicious, or malicious statement concerning any employee.	W	W	W	D	
M – 7 Reporting for work while under the influence of alcohol or drugs.	W	W	W	D	
M – 8 Violating an existing safety rule or safety practice provided herein or in any statute.	W	W	W	W	D

M-9 Mistakes due to lack of knowledge.	W	W	W	W	D
M-10 Mistakes due to negligence	W	W	D		
M-11 Sleeping on duty	W	W	W	D	
M-12 Engaging in horseplay, improper conduct or malicious mischief.	W	W	D		

DEPARTMENT OF PUBLIC WORKS' RULES OF CONDUCT

The following rules of misconduct will be subject to immediate disciplinary hearing under Section 75 of the Civil Service Rules.

M – 13 Falsifying personnel records or TOB records.
M – 14 Possession of weapons, firearms, or explosives, unless authorized by the Town of Oyster Bay.
M –15 Theft or removal from the premises, without proper authorization, any Town property or property of any employee.
M – 16 Gambling or engaging in a lottery on Town premises, except New York State Lottery.
M – 17 Deliberately misusing, destroying or damaging any Town property or property of any employee.
M – 18 Deliberately restricting output
M – 19 Provoking or instigating a fight during working hours or on Town of Oyster Bay premises.
M – 20 Engaging in sabotage of equipment.
M – 21 Insubordination.
M – 22 Immoral conduct or indecency.
M – 23 All employees that are granted sick time to be charged against their absence must substantiate any reason for his absence from his home during the day authorized.
M – 24 In case f an accident involving your vehicle, call the Police Department having jurisdiction. Call office giving the location of the accident. Do not move your vehicle until so directed by proper authority, unless you are blocking traffic or creating a hazard.
M-25 Employees shall make no statement regarding an accident to anyone except the Police. Get all the pertinent information. If the other party involved refuses to wait for the Police Department, get their license number and vehicle description, and names and addresses of witnesses, if available.

M-26 One back up accident shall result in disciplinary proceedings against both the driver and helper of the Town vehicle.

M-27 Three accidents, regardless of fault, within a twelve-month period shall result in disciplinary action against the driver.

M-28 Any unauthorized use of Town radio equipment shall subject violators to disciplinary proceedings.