

CITY OF GRAND RAPIDS
RULES AND REGULATIONS

The purpose of these rules and regulations is not to restrict the rights of anyone, but to define them and to protect the rights of all and to insure cooperation.

All employees shall abide by the following requirements. Failure to do so shall result in disciplinary action.

1. When leaving work prior to the end of your shift for any reason, you shall secure permission from supervision prior to leaving work or punching out.
2. Report all known needed repairs and/or safety hazards on equipment and property to supervision.
3. Report to work on time, able and prepared to perform assigned duties.
4. Provide supervision in your department or division with at least a twenty-minute notification prior to the start of your work shift if you will be absent or late.
5. Notify supervision upon completion of your work assignment.
6. Report any accident in which you are involved to supervision as soon as possible.
7. Report all damage of City equipment, tools, or property to your supervisor as soon as possible.
8. Report all personal injuries to your supervisor on the same day in which they occur.
9. Notify the Personnel Services Office and your supervisor of any change in address, telephone number, marital status, or number of dependents on a form or forms provided for that purpose.
10. Perform assigned duties in a diligent fashion at all times during work hours.
11. Be aware of all notices posted by Management on the Management bulletin board. Employees will be held responsible for work rules that are unique to their department. In the future, work rules will be posted and may not necessarily be included on this list.
12. **ABIDE BY ALL SAFETY RULES AND REGULATIONS.**

Committing any of the following violations will be sufficient grounds for disciplinary action, up to and including discharge, depending upon the seriousness of the offense in the judgement of Management.

1. Stealing, abusing, misusing, removing, or deliberately destroying City property, tools, equipment, or the property of City employees.
2. Marring, marking, or defacing any surface of any municipal building.
3. Using intoxicating beverages, marijuana, or narcotics while on duty, while on City property, or at such time before reporting for duty that will interfere with one's mental or physical ability to satisfactorily perform assigned duties.
4. Failing to notify your supervisor that you are using prescribed medication or a nonprescription drug that could interfere with your ability to perform your assigned duties in a safe and efficient manner.
5. Selling or possession of intoxicating beverages, marijuana, or narcotics while on duty or City property.
6. Conducting or betting on any game of chance, involving money or any representation of value while on duty or on City property.
7. Unauthorized possession of firearms, weapons, and/or explosives while on duty or while on City property.
8. Using abusive language, threatening, intimidating, coercing, and/or fighting with employees, Management, or the general public.
9. Engaging in obscene or indecent conduct.
10. Sleeping during working hours.
11. Loitering after your scheduled work shift on City property not normally used by the general public.
12. Soliciting for any purpose without proper authorization from Management.
13. Horseplay, creating a distraction, interfering with an employee or causing unsafe or unsanitary working conditions.
14. Salvaging for personal gain while on duty or with City Property.
15. Falsifying records, reports, documents, or knowingly misrepresenting any information requested by Management.
16. Loaning or giving to another individual an employee's personal City identification or parking pass.
17. Conducting personal business while on duty or upon City property without written authorization.
18. Using your position of employment with the City to directly or indirectly gain benefits, favors, money, advantages, privileges, or anything of value other than regular compensation.

19. Disregarding or refusing to obey an order, either written or verbal, from a foreperson, supervisor, or other appropriately identified Management personnel.
20. Destroying, altering, or removing any materials or information posted by Management.
21. Supporting a restriction of output, slowdown, or any unauthorized interruption of assigned duties.
22. Taking more than fifteen minutes for a rest period or more than one rest period during each half-work shift. (Note: total time away from the job for each rest period shall not exceed fifteen minutes.)
23. Congregating with City vehicles during rest periods at one coffee shop or restaurant (three or more vehicles).
24. Failing to punch your time card as required.
25. Failing to punch your time card when leaving for or returning from a doctor or dental appointment.
26. Punching time cards other than your own.
27. Altering, discarding, or destroying time cards. Tampering with time clocks.
28. Using any city vehicle, equipment, or property for personal business, personal gain or convenience of a City employee or members of an employee's family or any other individual.
29. Using any City vehicle to transport any individual not employed by the City, unless required by City business.
30. Operating vehicles or equipment without possession of a valid driver's license or authorization consistent with City or State laws.
31. Unnecessarily allowing City vehicles or equipment to idle or leave keys in City vehicles or equipment unattended.
32. Leaving a City vehicle or equipment in such a manner that will present a safety hazard to the public or any employee.
33. Unauthorized use or operation of City vehicles, machines, tools, and/or equipment.