



CITY OF  
WEST LAFAYETTE

*MEMORANDUM*

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**TO:** Board of Public Works and Safety

**FROM:** Diane Foster  
Human Resources Director

**DATE:** January 10, 2012

**SUBJECT:** PERSONNEL MANUAL REVISION

At the December 27, 2011 Board of Works meeting, you approved the revision to the City Personnel Manual effective January 1, 2012.

The revised personnel manual was subsequently presented for Council approval at its January 3, 2012 meeting. The revisions were approved with one amendment made to *Appendix 4 – Street and Sanitation Department and Wastewater Treatment Utility Uniform Rules and Regulation* (attached). I, therefore, request Board approval of the personnel manual as amended by Resolution No. 01-12 by the Common Council.

/dmf

Attachment

# WEST LAFAYETTE PERSONNEL MANUAL

## APPENDIX 4

### Street and Sanitation Department and Wastewater Treatment Utility Uniform Rules and Regulations

Except where otherwise indicated, the foregoing progressive disciplinary action for the following violations consist of the following steps:

- First Offense.....Written Reprimand
- Second Offense..... 3-day Unpaid Suspension
- Third Offense.....Discharge

Reprimands and suspensions MAY precede other disciplinary action depending on the severity of the incident. The City has discretion, regardless of the discipline listed with these rules, to take other immediate formal disciplinary action, including discharge, for any rule or policy violation.

#### I. Vehicle Damage and/or Accidents

- A. Accidents determined to be attributable to the driver (as the direct result of recklessness, negligence, carelessness, or who openly displays a total disregard for the safe operation of the vehicle and its occupants) may result in the suspension of driving privileges pending further investigation. As a result of such actions, the driver may also be held financially responsible to reimburse the City for all associated costs for damages attributable to the incident.
- B. Failure to report all vehicular accidents immediately to the department head and to law enforcement as required by law, including personal injury, and/or damage to equipment or vehicle:  
Discharge

#### II. Equipment

- A. Failure to exercise proper care of City-owned vehicles, including but not limited to, failure to report mechanically defective condition of equipment, and failure to keep assigned vehicle clean and properly maintained.
- B. The following conduct will result in discharge:
  - Unauthorized use of equipment;
  - Willfully tampering with equipment;
  - Willful damage to equipment;
  - Unauthorized modification or alteration of equipment, such as removal of safety guards or devices;
  - Negligent or careless loading, unloading, checking, or handling, resulting in damage to or loss of equipment or property.
- C. Improper use of radio
- D. Misuse or loss of city issued personal safety equipment
- E. City Garage or City Tool Usage  
Use of the City garage for work on personal vehicles is forbidden. The department head must approve personal use of City tools. If the department head approves personal use of City tools, tools must be signed out and returned the next morning.

#### III. Time Cards

- A. Punching another employee's time card or record; having one's time card or time record punched by another employee; or, altering a time card or time record for any reason:  
Discharge
- B. Failure to clock in or out

#### IV. Conduct

- A. Employees shall not park in unauthorized areas (fire lanes, handicap, etc.).

- B. No employee shall be present upon City property outside of operational hours unless approved by the department head.
- C. Conviction of or guilty plea to a felony:  
Discharge
- D. Arrest on a felony or misdemeanor charge that is related to job assignment, occurs on city property, or involves a City vehicle or property.  
Indefinite Suspension Without Pay, Pending Acquittal;  
Discharge Upon Conviction
- E. Use or possession of another employee's personal tools without his/her consent.
- F. Employees shall not post, remove, or alter notices or other documents on City premises without prior written approval from a department head.
- V. **Reports**
  - A. Failure to make out required reports properly.
  - B. Tampering with or falsification of reports or required samples:  
Discharge