

# Work Rules



**Iowa Department  
of Transportation**

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**IOWA DEPARTMENT  
OF TRANSPORTATION**

Headquarters - Ames, Iowa

# **Work Rules**



**Iowa Department  
of Transportation**

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## INTRODUCTION

For purposes of Article XI, Section 1 of the Collective Bargaining Agreements, Work Rules are defined as and limited to rules promulgated by the Iowa Department of Transportation which regulate the personal conduct of employees. Generally Work Rules apply to matters arising from employment with the Department or which have a bearing on an employee's ability to be effective in his/her job. These Work Rules are not intended to limit the rights of employees—they define those rights so that the Department can attain its objectives in an orderly fashion.

Good personnel practices and the Union Agreements require that the Work Rules be defined in writing; hence these Rules are established. If any of the acts outlined in the Work Rules are committed, it will be sufficient grounds for disciplinary action, such action ranging from reprimand to immediate discharge, depending upon the degree of seriousness of the offense and/or the number of infractions. In all cases, the DOT considers and views discipline as a corrective action necessary to the overall improvement of the efficiency and effectiveness of the Department. Generally the Department will follow the concept of progressive discipline, beginning with less severe disciplinary measures for the first offense. However, the seriousness of the offense may dictate a more severe disciplinary action and could result in discharge at the first offense if such action is warranted by the situation. Disciplinary actions or measures include written reprimands, suspension (*notice to be given in writing*), and discharge (*notice to be given in writing*).

Redress of any disciplinary action or measure imposed may be processed as a grievance through the Grievance Procedures outlined in the Agreements.

Employees wanting clarification of specific issues relating to Work Rules must first seek such clarification from their immediate first-line supervisors.

## **WORK RULES**

*(If any of the acts outlined in the following Work Rules are committed, it will be sufficient grounds for disciplinary action.)*

### **I. WORK PERFORMANCE**

1. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority, or to carry out work assignments.
2. Neglecting job duties and responsibilities.
3. Loafing, loitering, sleeping, or engaging in unauthorized personal business or visiting.
4. Disclosure of confidential information and records to unauthorized personnel.
5. Intentionally falsifying records or giving false information to other government agencies or private organizations or to employees responsible for record keeping.
6. Failure to observe all safety rules and practices, including the use of protective equipment and clothing or in the operation of vehicles and equipment.
7. Failure to report as soon as possible, but not more than 24 hours, all accidents or injuries which occur during working hours or while in the performance of state business, including traffic accidents, regardless of ownership of vehicles involved.
8. Attempting to keep secret or unavailable information or records which are public or which rightfully should be furnished to government employees and the public.

### **II. ATTENDANCE AND PUNCTUALITY**

1. Failure to report promptly at the starting time of a shift; leaving before the scheduled quitting time of a shift; or failure to timely notify the proper authority of impending absence or tardiness, prior to designated starting time.

2. Unexcused or excessive absenteeism.
3. Abuse of sick leave privileges.
4. Leaving the place of duty during a work shift without permission.
5. Failure to observe the time limits of meal, rest, or wash-up periods.

### III. USE OF PROPERTY

1. Abuse or misuse of government or private property, materials or equipment.
2. Stealing or unauthorized possession or use of government or private property, equipment or materials.
3. Unauthorized posting or removing of notices, signs, posters or similar materials.
4. Unauthorized use of state property or equipment such as 2-way radio.
5. Unauthorized entry to state property or leased sites.

### IV. PERSONAL ACTIONS AND APPEARANCES

1. Harassing fellow employees, representatives of other agencies, or the general public on the basis of their race, color of skin, sex, age, disability, national origin, religion or creed.
2. Threatening, attempting or inflicting bodily harm to fellow employees, representatives of other agencies, or the general public.
3. Threatening, intimidating, interfering with, or using abusive or profane language toward others, including ethnic slurs.
4. Horseplay or hazing, including but not limited to practical jokes, pushing, shoving, running, or throwing objects.
5. Failure to observe smoking regulations.
6. Unauthorized possession of weapons.
7. Making false or malicious statements concerning other employees, supervisors or the Department.

8. Unauthorized possession or use/misuse of alcoholic beverages, controlled substances or prescription drugs during work hours, while on state time or property, or while engaging in state business.
9. Reporting to work in a condition to be unsafe to the employee, others, or physical property; or to be unable to perform job responsibilities due to the influence of alcohol, controlled substances and /or prescription drugs when such evidence affects the performance of job functions.
10. Immoral conduct or indecency.
11. Eating and drinking in unauthorized areas.
12. Violation of health and sanitation procedures, directions and requirements, including littering or creating unsanitary conditions.
13. Selling commercial or private products or services on state time or premises.
14. Unauthorized solicitation of funds or donations for any purpose on state time.
15. Unauthorized distribution of printed matter on state premises.
16. Unauthorized possession, lending, borrowing or duplication of keys or government credit cards; careless or improper use of keys or credit cards; or failure to report promptly the loss of keys or credit cards.
17. Dress or grooming which is inappropriate or unsanitary for the employee's specific assignment.
18. Unauthorized or improper use of a uniform; failure to wear a uniform properly.
19. Failure to submit to inspection, when requested by a supervisor or security officer, any personal packages taken from the employee's work area.
20. Gambling in any form while on state premises or state time including but not limited to: sport pools, card games, check pools, bets, dice, raffles, etc.
21. Soliciting or accepting unauthorized compensation, reward, gratuity or gift of any

kind of value for any matter related to the employee's job as an employee of the state.

22. Engaging in unauthorized political or union activities.

## V. OUTSIDE ACTIVITIES AND EMPLOYMENT

1. Transacting business as an employee of the state with any business entity in which the employee has an interest except as authorized by law.
2. Engaging in any outside activities or employment which may impair the employee's independence of judgement or his/her ability to perform his/her duties as an employee of the state.

These Work Rules constitute the general Work Rules applicable to employees of the Department of Transportation. Additional Work Rules may be promulgated which concern only individual positions, classifications and/or work units when such rules are required by the nature of the work performed. Likewise, the Work Rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, by Iowa Code, and by administrative procedures established by management to meet specific conditions. Violations of these rules will result in appropriate disciplinary action.





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