

CITY OF JEANNETTE
WESTMORELAND COUNTY, PENNSYLVANIA

BILL NO. 86-10

ORDINANCE NO. 86-10

AN ORDINANCE OF THE CITY OF JEANNETTE
APPROVING AND ADOPTING WORK RULES FOR
ALL EMPLOYEES OF THE CITY OF JEANNETTE

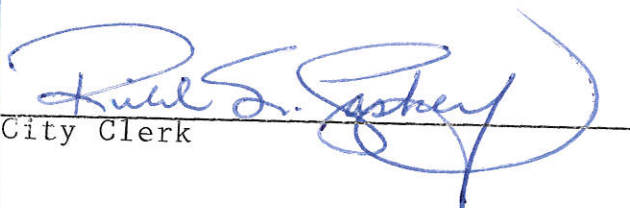
It is hereby ordained and enacted by the Council of the City of Jeannette at a regularly scheduled meeting thereof that the Work Rules attached hereto are hereby approved and adopted as the Work Rules governing all employees of the City of Jeannette.

This Ordinance shall be effective immediately.

ORDAINED AND ENACTED this 26th day of November,
1986, by the Council of the City of Jeannette.


Jeffrey A. Pavetti, Mayor

ATTEST:


City Clerk

Wherever people work together, there must be rules of conduct or the organization will be unable to function smoothly and harmoniously. Rules are necessary wherever people congregate or live together - in your home, in school, and in society generally.

The entire group benefits when everyone knows and abides by the rules. Misconduct frequently results in injury, ill will among employees and costly losses in time, material, money and production.

In the past you have all been required to conform to various unwritten rules governing your employment. It is the intent of City Council in adopting these written work rules to encompass what has been the past practice and policy of the City of Jeannette regarding its employer - employee relationship.

You will notice that the rules are grouped into three categories, according to the seriousness of the offense. Standard penalties for violations have been established as a guide for the handling of ordinary cases to assure just and equal treatment of all employees but the penalties are not flexible.

Unusual circumstances in a given case may require a greater or a lesser penalty than is called for by the standard penalties.

In the event these rules or standard penalties are changed, you will be notified.

If you have any questions about these rules or other rules not covered in this booklet, consult your supervisor.

GROUP 1

For violation of a single rule in this group, the employee will receive a warning notice for the first offense, a suspension without pay of three (3) days for the second offense, and a discharge for the third offense. Violation of three or more rules in this group on different occasions will subject the employee to suspension without pay for five (5) days. Violation of five or more rules in this group on different occasions, or repeated, previously undetected of the same rule, will subject the employee to immediate discharge:

1. Excessive absence from work
2. Frequent tardiness in reporting to work
3. Failure to give advance notice when unable to report for scheduled work in accordance with established procedures.
4. Lack of satisfactory reason for being absent from work
5. Failure to notify his supervisor at least 24 hours before reporting back to work after an extended absence.
6. Leaving his work area or department without permission, unless work assignments make it necessary.
7. Repeated refusal to work overtime without good reason, or failure to report for overtime work without good reason after consenting to work.

8. Selling, Soliciting, or collecting contributions for any purpose on City premises, unless properly authorized by the City.
 - a. This rules does not prohibit the soliciting of union membership on City premises during working time.
9. Making false, vicious or malicious statements concerning any employee, the City of its services.
10. Failure to follow instructions or to perform work in the designated manner, due to indifference or carelessness.
11. Unauthorized use of City Transportation.
12. Loafing, wasting time, or loitering during working hours or leaving the job at lunch time or quitting time before wash-up.
13. Distributing written or printed matter during working hours on City premises or posting, removing or defacing any matter on bulletin boards on City premises in the absence of City authorization.
 - a. This rule does not prohibit the distribution of union organizing campaign literature in non-working areas during the employees non-working time.
14. Conducting personal business on City time without proper authorization.
15. Violation of safety instructions, rules and practices.
16. Running to or from a time clock.
17. Engaging in horse play, running, scuffling or throwing objects or material.
18. Failure to report an accident or a personal injury to his supervisor, and to the City's Insurance Carriers quickly as possible.
19. Distracting the attention of others or causing confusion by unnecessary shouting, catcalls, whistling, or by any other demonstration or boisterous conduct on plant premises.
20. Smoking, striking a flame or using an open flame in any prohibited area.
21. Failure to punch his time clock as required.
22. Creating or contributing the unsanitary conditions or poor housekeeping.
23. Operating, using or possessing tools or equipment to which the employee has not been assigned, or the performance of other than assigned work.
24. Causing careless waste of materials.

25. Using City telephones for personal affairs without proper authorization.
26. Abuse of time granted for personal needs.
27. Failure of an employee to be at his work position at his scheduled start time.
In no event, however, will an employee be permitted to enter more than fifteen (15) minutes prior to his regular starting time.
28. Failure to report back to his work position promptly at the end of lunch periods or breaks.

GROUP 11

For violation of any single rule in this group, an employee will be suspended without pay for five (5) days for the first offense and will be discharged for the second offense.

Repeated violation of a single rule for which the employee has not been suspended because of misconduct was undiscovered will subject the employee to immediate discharge.

Violation of a single rule in this group in combination with a violation of one or more rules in Group 1 may subject the employee to immediate discharge.

Violation of two or more of these rules on the same or different occasions will also subject the employee to immediate discharge.

1. Leaving City/work assignment during working hours without permission.
2. Using abusive, profane, immoral, obscene or threatening language to another employee, a supervisor, a City Official, or a City resident.
3. Refusal to explain the reason for absence from work or giving a false reason.
4. Negligent abuse of tools, equipment or other property of the City.
5. Carelessly endangering the life or safety of himself or another employee.
6. Interference or refusal to cooperate with City Police Department.
7. Refusal to provide identification upon reasonable requests.
8. Reporting for work under the influence of intoxicants or narcotics.
9. Sleeping during working hours.
10. Causing injury to another employee through disregard of instructions, rules or practices.

11. Unauthorized presence on City property during off duty hours.
12. Falsifying testimony or refusing to give testimony when accidents are being investigated.
13. Harboring disease which through the employee's own carelessness may endanger fellow employees.

GROUP 111

Violation of any rule in this group will subject the employee to immediate discharge:

1. Committing sabotage, including willful destruction of or damage to any City Building, facilities, tools, equipment or products, or any attempt to commit sabotage.
2. Engaging in subversive activity of any kind.
3. Proven or admitted Un-American activities including membership in any organization listed as subversive by any official or agency of the United States Government.
4. Unauthorized possession of firearms, other weapons or explosives on City property.
5. Fighting, provoking or instigating a fight, attempting to do bodily injury to, or striking or manhandling another employee, a supervisor, a City Official, or a City resident at any time.
6. Immoral conduct or indecency.
7. Improper conduct or behavior of such nature as to cause other employees legitimately to refuse to work with him.
8. Insubordination, including refusal or deliberate failure to carry out a work assignment or to comply with the instructions of a supervisor.
9. Bringing, possessing, or using intoxicants or narcotics on City time.
10. Commission of a felony on City business or on City time.
11. Participation in, instigating, or encouraging any work stoppage, interruption or impeding of work in violation of the Basic Contract.
12. Deliberately restricting output or encouraging another employee to do so.
13. Theft or unauthorized removal from the premises of any City property, property of employees or property of outside concerns servicing the City.

14. Tampering with time clocks.
15. Intentionally punching the clock or card of another employee or having his clock card punched by another employee or intentionally making false or unauthorized entry on the time and attendance system.
16. Obtaining material at storehouses or other designated places on fraudulent orders or misrepresentation.
17. Absence from work due to penal confinement.
18. Proven or admitted criminal activities.
19. Falsifying or assisting in the falsification of a claim or injury on City Time.
20. Giving or causing false fire alarms or tampering with City protection equipment.
21. Engaging in malicious conduct, such as willfully defacing, damaging or hiding any property of the City or of another employee.
22. Offering or receiving bribes to obtain a job for himself or another person, to obtain a better working place, or to obtain any other advantage with respect to matters involving the City.
23. Misusing or removing from the premises any City records, blueprints, employee lists or confidential information of any nature.
24. Falsifying any reports, report offs pertaining to absence from work, communications of records, including personnel records, or assisting in such falsification.

GROUP 1V

Violation of any rule in this group will subject the employee to immediate discharge.

1. All employees shall maintain their principal place of residence within the corporate limits of the City of Jeannette