

CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

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CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4500]-[2005]-[04]
	LGL 2005-35
TITLE: WORK RULES EFFECTIVE DATE: JULY 1992 REVISION DATE: MARCH 2005 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish rules of conduct and behavior for employees of the Solid Waste Management Department to be followed while on the job.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Solid Waste Management Department.

3.0 REFERENCES

Civil Service Rule IX, Section 5, Paragraph D (pertains to 6.1 below)

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

It is the policy of the Solid Waste Management Department to recognize that its employees represent the City of Spokane during the performance of their duties. As such, the following guidelines establish what is expected of employees while they are on the job, both in the office/headquarters and out in the community.

6.0 PROCEDURE

- 6.1 There shall be no vandalizing or defacing City property.
- 6.2 No "junking" or salvaging will be tolerated on routes or at the Waste to Energy Facility, Transfer Stations, Northside Landfill, etc.
- 6.3 Employees shall report to work appropriately dressed in designated uniforms. Questions concerning appropriate dress will be referred to the Department Director for a decision.
- 6.4 Collectors are not to use office phones for personal use. The crew room phone is to be limited to five (5) minutes out of courtesy to others.
- 6.5 All employees who drive CDL/City vehicles or operate equipment must maintain an up-to-date valid driver's license. A suspension or revocation of a driver's license must be reported to the employee's immediate supervisor prior to the employee's next scheduled work shift.
- 6.6 No employee shall report to work under the influence of alcohol or drugs or any combination of the two. Sealed or unsealed containers of alcoholic beverages/drugs shall not be brought or possessed on City property or in any City vehicle. No employee shall consume alcoholic beverages/drugs during working hours.
- 6.7 No employee may remove any City property for personal use without written authorization from the Department Director or his designated department representative that controls the property.
- 6.8 Employees shall not accept any form of gratuity in lieu of charging for service given.
- 6.9 No passengers other than City employees shall ride in City vehicles, unless prior approval has been obtained.

- 6.10 Department headquarters is a non-smoking building. Smoking is permitted in designated outdoor areas only.
- 6.11 Employees shall not enter private homes, except where regular weekly garbage cans are picked up in the garage.
- 6.12 Collection and landfill/transfer station crews are allowed in the business office for City business only. Route sheets, vehicle repair sheets, etc., are to be deposited with the route secretary at the window. Employees should keep noise to a minimum while in the office and be as brief as possible at any time it is necessary to be there. No loitering is allowed.
- 6.13 Customer relations are an important aspect of the department's service, thus; garbage cans are to be treated as if they were the employee's own property. Always put containers back in their original location (where the employee got them).
- 6.14 Employees shall clean up any spillage of refuse caused by them.
- 6.15 Replacement personnel will come in on normal shift, unless notified otherwise by dispatcher.
- 6.16 All customer complaints received by the driver on route should be brought to the attention of Supervisor or Department Director. The driver shall not get involved in disputes.
- 6.17 Route sheets must be kept updated daily, changes turned in promptly, and charges assessed for extra material.
- 6.18 Each day's assigned route must be completed if at all possible. The Supervisor must be notified if the employee is unable to do so.
- 6.19 Each crew shall notify the Base when either a commercial or residential account is left and the reason for leaving it. This action shall also be noted on the route sheet. (This does not apply to Recycling Collectors.)
- 6.20 When off-loading glass, recycling collectors are to wear protective eyewear if they are within twenty (20) feet of the immediate off-loading area or assisting in the off-loading process.

7.0 RESPONSIBILITIES

The Director, Solid Waste Disposal Superintendent, Department Supervisors, and Department Forepersons are responsible for administering this policy.

8.0 APPENDICES

Not Applicable

APPROVED BY:

David Hein
Director

4/27/05
Date

D. B. Bunn
City Attorney (Asst)

4-29-05
Date