



Department of Public Works
Administration

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CITY OF MILWAUKEE
DEPARTMENT OF PUBLIC WORKS
PROGRESSIVE DISCIPLINE POLICY

ISSUE DATE: FEBRUARY 10, 2012
EFFECTIVE DATE: FEBRUARY 20, 2012

TRACKS

1. WORKPLACE MISCONDUCT (INCLUDES ATTENDANCE, PUNCTUALITY)
2. SICK LEAVE CONTROL POLICY VIOLATIONS
3. CDL DRUG TEST VIOLATIONS

ROLLBACK PROVISIONS

1. 2 YEAR VALUE FOR WORKPLACE MISCONDUCT VIOLATIONS.
2. SICK LEAVE: SEE SICK LEAVE POLICY.
3. CDL VIOLATIONS DO NOT ROLL BACK

STEPS IN DISCIPLINARY POLICY

1. WRITTEN WARNING
2. ONE DAY SUSPENSION
3. THREE-DAY SUSPENSION
4. TEN-DAY SUSPENSION
5. FIFTEEN-DAY SUSPENSION
6. DISCHARGE

Note: The Progressive Disciplinary Policy is to be considered a “guideline” when issuing discipline. City Service Rules and State Statutes require a “just cause” standard be used when issuing discipline. Employees may be Discharged for a “first offense” of misconduct depending upon the circumstances. Examples include but are not limited to; workplace violence, intoxication, causing injury/property damage, sexual assault, or theft. There is no guarantee expressed or implied that disciplinary “steps” will be followed in all matters of discipline.

Progressive Discipline Policy 2_8_12