

1.0 PURPOSE:

To describe the standard policies that are followed by the Administrative Office, Department of Public Works, for refuse collection.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

3.0 POLICY:

It is the policy of the Department of Public Works ~~Department~~ to follow a uniform policy regarding the services of the Administrative Office.

4.0 REFERENCES:

Section 2.76(12)(12n), City of West Allis Revised Municipal Code.
All other Procedures are Standard Operating Procedures.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

The Administrative Office, Department of Public Works, shall be responsible for administering the programs described below.

5.2 GENERAL POLICIES

5.2.1 Time Cards. Department of Public Works supervisors shall review ~~submit~~ the time cards of their employees to the ~~Administrative Office~~ daily. ~~The Administrative Office shall review all time cards,~~ checking for overtime, overtime premium, out-of-classification pay, applicable task rates and night pay differential, and make sure that hours reported are correct and charged to the proper account. Time cards are then forwarded to City Hall by the Administrative Office.

5.2.2 Injuries. All accident and injury reports for Department of Public Works employees shall be filed with the Administrative Office. Injured or ill employees shall furnish documentation of injury or illness from medical authorities. Such documentation is required for medical absences. Injured employees must submit a doctor's release before being permitted to return to work.

- 5.2.3 Radio Dispatching. The Administrative Office and Divisions each have radio communications capabilities.
- 5.2.4 Full Time Records/Personnel Records. All complete time records and personnel records of Department of Public Works' employees are kept in the Administrative Office. ~~These records include vacation records, accrued vacation time, accrued sick leave time, and holiday service.~~
- 5.2.5 Eye Safety Program. Employees of the Department of Public Works are entitled to safety glasses, prescription and non-prescription. This program is administered by the Administrative Office. The City pays for the cost of the safety glasses, while the employee pays for the cost of examination.
- 5.2.6 Refuse Collection Records. All refuse collection records are kept in the Street & Sanitation & Street Division. These records, completed for every stop, state the amount of refuse collected and how the refuse was collected.
- ~~5.2.7 Weather Service. Reports from the professional meteorology service under contract with the City are sent to the Administrative Office for distribution to the various divisions of the Department of Public Works.~~
- 5.2.78 Petty Cash Fund. The Department of Public Works maintains a \$2500.00 petty cash fund in the Administrative Office. Employees requesting petty cash must complete a petty cash request form from the Administrative Office, obtain the approval of the employee's division supervisor, and return the completed form to the Administrative Office. This form must be returned to the Administrative Office with receipts evidencing purchases made.
- 5.2.89 Complaints. Public complaint, damage report, or inquiry about lost articles telephoned to the Department of Public Works may go through the Yard Administrative Office or the appropriate division. The Administrative Office shall route its complaints to the appropriate division supervisor.
- ~~5.2.10 Use of Private Contractors in Snow Removal. The Administrative Office maintains an equipment availability list of contractors available for hire for snow removal service. All such contractors shall be insured. Copies of all insurance policies must be filed with the Administrative Office before contractors will be placed on the equipment availability list. If extra equipment is required due to a snow emergency, contractors who have been on the list the longest are contacted for their services first, provided that their past performance has been satisfactory.~~