
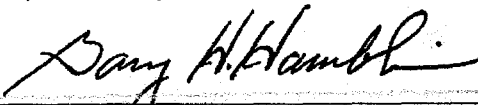


<p>WISCONSIN DEPARTMENT OF CORRECTIONS</p>  <p>EXECUTIVE DIRECTIVES</p> <p>3099 E. Washington Ave. P.O. Box 7925 Madison, WI 53707-7925 (608) 240-5000</p>	DOC Library # 800.100.0002	
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EXECUTIVE DIRECTIVE # 43

Subject Work Rules

I. Authority

Each state agency has the authority to set policies to carry out its responsibilities and charge. Wis. Stats. §15.0001(2)(a).

Wis. Stats. Ch. 111

Wis. Stats. Ch. 230

Wisconsin Administrative Code Employment Relations

Wisconsin Administrative Code Employment Relations – Merit Recruitment and Selection

Department of Corrections Executive Directives

Department of Corrections Human Resources Manual

Department of Corrections Supervisor Guide to Human Resources

II. Background

The Department of Corrections has established work rules that regulate the conduct of employees in order that the Department can achieve its objectives in an orderly and efficient manner.

IV. Scope

This policy applies to all employees, contractors, unpaid interns and volunteers.

V. Policy

The Department of Corrections has established Work Rules which govern employee conduct so that the Department can carry out its mission and ensure the public's confidence of our ability to do so. When a work rule is violated, disciplinary action, up to and including discharge, may be taken. Work rules apply to on-duty conduct and off-duty conduct which adversely affects the ability of the Department to carry out its mission or adversely affects the ability of an employee to perform his or her duties and responsibilities.

The work rules are not intended to restrict the rights of employees, but rather advise employees of prohibited conduct. The Department of Corrections will apply the work rules in a fair and equitable manner. Work rules may apply to off-duty employee conduct which adversely affects the ability of the Department to carry out its mission or adversely affects the ability of an employee to perform his or her duties and responsibilities.

All employees are required to acknowledge receipt of the DOC work rules by the process established by the Department. An employee who refuses to acknowledge receipt of the work rules remains responsible for adhering to the work rules. A copy of the DOC work rules is attached.