

Number 11.4 - WORK RULES

Effective Date: March 1, 1996

Applicable To: All classified employees, as well as exempt, appointed, and temporary, with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved By: William H. Sorrell, Secretary of Administration

PURPOSE AND POLICY STATEMENT

To ensure conformance with the law and the Agreements between the State of Vermont and the Vermont State Employees' Association, Inc. (VSEA), all existing agency/department internal personnel rules of conduct and procedure should be put in writing.

DEFINITION

WORK RULES - shall relate to aspects of employment (such as Public Safety work rules outlining proper maintenance schedules for cruisers, Agency of Transportation rules for use of State-owned property and equipment), and not to fundamental conditions of work which give rise to a statutory bargaining obligation.

GENERAL GUIDELINES

Work rules promulgated by agencies, departments, or other appropriate units of State government must be written and implemented in accordance with the article pertaining to Work Rules in the appropriate bargaining unit contract.

Many agencies and departments do not have their own written work rules. However, all agencies and departments abide by the laws of the State of Vermont, the contract, and the State of Vermont Rules and Regulations for Personnel Administration, in addition to any work rules that they may have.

Appointing authorities are encouraged to establish work rules necessary for the efficient operation of their agencies/departments, and to put those rules in writing.

If management encounters a situation in which it may be necessary to implement work rules immediately, without providing fifteen (15) days' notice, they should contact the Employee Relations Division of the Department of Personnel at 802-828-3454. In addition, when developing new work rules, agencies and departments must call the Employee Relations Division which will review the rules to ensure that they conform with the law and the contract.

For those agencies and departments who have work rules, the appointing authority (or designee) must:

- notify all employees affected by the agency, department, or institution work rules in writing, by posting or otherwise, of those rules and changes to those rules at least fifteen (15) days prior to the date they become effective. The fifteen (15) day notice shall not apply in case of emergency.
- implement emergency rules pursuant to the Management Rights Article of the contract. The VSEA Executive Director shall be notified as soon as possible, and be provided with an opportunity to meet with appropriate State officials.
- provide written notification to the VSEA of all new rules and changes to existing rules concurrent with the notice to employees.
- properly maintain all work rules in a manner and location readily accessible to employees affected by the. The availability of these rules and their whereabouts shall be posted in prominent areas of the workplace and made available to employees and the VSEA upon request.
- ensure that all work rules are reasonable and relate to aspects of employment.