

## Wisconsin State Fair Park Policy

Wisconsin State Fair Park (WSFP or agency) recognizes that workplace rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted service and to protect the WSFP's mission and objectives.

WSFP Work Rules are issued by the WSFP Board as part of its responsibility to inform all employees of personal conduct considered unacceptable as a WSFP employee. They are developed to define, not restrict, the rights of employees and to ensure WSFP's mission and goals are satisfied.

In addition to maintaining and enforcing work rules and standards, WSFP is a State of Wisconsin agency that complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations, including safe workplace standards.

The standards, work rules and policies contained within apply to all WSFP employees. Committing any of the acts listed in the work rules may be grounds for disciplinary action from a reprimand to immediate discharge, depending on the seriousness of the offense and/or the number of infractions. Discipline is used by WSFP to positively correct conduct, not punish it.

WSFP operates year-round with the State Fair being only one of hundreds of events held annually. WSFP's revenue and your salary are dependent on the use of the facilities by the public throughout the year and your performance may determine whether or not they return. You are therefore expected to conduct yourself in a professional and customer service-focused manner at all times by being friendly, courteous, enthusiastic and well-informed. Poor public relations will not be tolerated.

## Wisconsin State Fair Park Mission

Our mission at WSFP is to provide a leading venue for agricultural, exhibition, entertainment, cultural and educational uses for the purpose of enhancing economic and social benefits to the state of Wisconsin, its residents and visitors. How do we accomplish this mission?

Through our **Customer Service Pledge**:

"Each and every person is a customer and every customer needs to be appreciated and respected. We will accomplish this by being well-informed, connecting, listening and responding to customers and closing our interactions with ***Glad I Could Help!***"

## Work Rules (A through E)

### **A. Work Performance**

1. Insubordination, failure or refusal to follow the written or oral instructions of supervisory authority on work assignments
2. Inattentiveness to or neglect of job duties or responsibilities
3. Falsifying records such as time reports or providing inaccurate or false information to the public, other state agencies including weekly hours worked to the Department of Workforce Development, Unemployment Compensation Division, private organizations or other persons
4. Improperly disclosing confidential information
5. Failure to observe all safety rules and practices including the use of protective equipment; failure to report damaged equipment or potentially dangerous situations; or failure to report accidents and/or injuries
6. Violating health, safety and sanitation procedures, directives, and requirements prescribed by federal, state or local governments
7. Loafing, loitering or sleeping during work periods
8. Engaging in unauthorized personal business on work time

### **B. Work Attendance**

1. Failing to report promptly at the starting time; leaving before quitting time; or failure to notify the proper authority of impending absences or tardiness
2. Failure to observe time limits for lunch and/or break periods
3. Unexcused or excessive absenteeism or tardiness; abuse of paid sick leave benefits

### **C. Use of WSFP Property**

1. Stealing, neglect, destruction, or unauthorized use or possession of WSFP-owned or leased property, equipment, or supplies
2. Unauthorized use or abuse of WSFP property including, but not limited to, work equipment, copy machines, fax machines, mail services, computer resources including the internet, cell phones and the state telephone system
3. Unauthorized lending, borrowing, or duplication of keys; careless or improper use of keys; failure

to promptly report the loss of keys; or disclosure of lock combinations to state property

4. Unauthorized posting, defacing, or removal of posted materials, or unauthorized distribution of WSFP written materials
5. Entering or permitting others to enter WSFP property or restricted areas without authorization

### **D. Personal Conduct**

1. Threatening, attempting or inflicting bodily harm or intimidating others physically, verbally or sexually; using abusive or profane language toward others; or engaging in other behavior unbecoming a state employee
2. Reporting for work or working while under the influence of intoxicating beverages or non-medically authorized controlled substances
  - a. Possession or use of alcoholic beverages while on duty
  - b. Possession or use of alcoholic beverages at WSFP while off duty outside of licensed facilities, authorized areas or events
  - c. Possession or use of non-medically authorized controlled substances at WSFP
3. Unauthorized solicitation of funds or donations for any purpose while on duty or on WSFP property
4. Gambling on WSFP property or time
5. Discourtesy in dealing with fellow employees, representatives of other agencies or the general public which adversely affects the image of the agency, employee or interferes with the proper conduct of business
6. Participating in prohibited political activities on state property, particularly while on duty
7. Unclean, unkempt or inappropriate dress or grooming which adversely affects proper performance of duties, constitutes a health or safety hazard or negatively affects the image of WSFP
8. Unauthorized or improper use of an agency-prescribed uniform, badge or identification; failure to wear a uniform properly
9. Making false or malicious statements concerning other employees
10. Failure to submit upon request to the inspection of packages or containers taken from or into work areas

11. Performing job functions without a license where one is required such as driving a WSFP vehicle without a license
12. Smoking when not on break or lunch and/or smoking in buildings and areas where smoking is not permitted at any time
13. Possessing weapon(s) on WSFP without a required license or authorization
14. Theft of any WSFP, private promoter's or other entity's equipment, product, cash or other resources

**E. Ethical Standards**

1. Transacting business as a state employee with any business in which the employee has a financial interest except as authorized by law
2. Engaging in any outside activities which may impair the employee's independence of judgment or ability to perform duties as a state employee
3. Engaging in outside employment without prior approval of the agency
4. Soliciting or accepting any compensation (including tips), reward or gift from outside sources for any matter related to the employee's job at WSFP
5. Failure to appropriately report all lobbying and legislative contacts as required
6. Violation of the Code of Ethics for state employees contained in Chapter ER-MRS 24, Wis. Adm. Code, which is incorporated into these rules by reference

**Additional Standards & Policies (abbreviated)**

**Safety & Worker's Compensation**

Employees are required to follow all applicable safety rules and guidelines of WSFP and ensure they are completing their job in a safe manner. If an employee has a safety concern that affects their employment or ability to do their job, they should address their concern with their supervisor and/or Human Resources.

Employees who are injured in the course of employment should report the injury or illness to their supervisor as soon as possible after the accident, or after becoming aware of the injury in order to complete an Injury Report.

**Nepotism**

WSFP values its "Fair Family" of employees and believes our greatest strength lies in our people. We are grateful that many members of the same family share in the pride of working here and pass it on to the next generation.

In general, employees are forbidden from directly supervising or showing favoritism in their official duties to their family members. Any employee who feels a conflict or violation of this policy may exist or has a question may contact the department head or Human Resources.

**Discrimination and Harassment**

WSFP strives to promote a workplace that is free of discrimination and harassment in accordance with its EEO/AA Policy. All employees of WSFP are to treat one another with respect.

An employee who feels they have been subject to discrimination or harassment or feel they are in a hostile work environment are encouraged to first talk to the individual causing the issue and promptly notify their first-line supervisor. An employee who is not comfortable with that approach should talk with their supervisor, the next-level supervisor (if the issue lies with the employee's direct supervisor) or the Human Resources Director.

**Reasonable Accommodations**

WSFP provides reasonable accommodations for qualified persons with disabilities. If an employee feels they may need an accommodation to enable them to perform the essential functions of their job, they should request the accommodation of their supervisor and/or Human Resources.

**Criminal Background Checks**

WSFP has the responsibility to ensure the safety and security of the people and properties under its care. WSFP conducts criminal background checks on all candidates for employment. **Current Employees** are subject to the policy in that they are *required* to notify Human Resources by the following business day if they have any law enforcement contact and/or are charged, convicted or sentenced for *any* offense.

**Additional Information**

Employees may contact the Human Resources Department at [HR@wistatefair.com](mailto:HR@wistatefair.com) or 414.266.7016 or visit the Administrative Offices in the Youth Center with questions or to receive further information on the above policies, including a full copy of each policy. Detailed information on each standard/policy may be found on the Employee Web Portal [here](#).

# STANDARDS, WORK RULES & POLICIES

of

## WISCONSIN STATE FAIR PARK

