

The City is in the process of updating APM 2-33, City of Madison Work Rules.

As part of this updated APM, as a returning seasonal employee, I understand that I must report any arrests or convictions that happen after the beginning of my employment to the HR Services Manager at 608-266-4516. This includes any arrests or convictions that occurred during the period of time that I was not employed by the City (in between seasons), and includes any change to my driver's license status (if my position requires me to hold a driver's license). This reporting must occur before I start working again. I also understand I do not have to report traffic offenses like speeding or failure to fasten a seatbelt but I do have to report an OWI.

I understand that the City will not discriminate against me because I may have been arrested or convicted of a crime. I acknowledge the City will review my arrest or conviction to see if it relates to my current job duties and will follow up with me as appropriate.

I understand that if I do not report an arrest or a conviction, and the City later finds out, I will be subject to discipline, up to and including termination of employment, for failing to report.

X

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Employee Name

X

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Date