

# WORK ETHICS AGREEMENT

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A good mind. A good heart. A strong fire.

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I, \_\_\_\_\_ agree to the following:  
**Print Name**

**If I am unable to work:**

I must call my supervisor within 30 minutes before actual start time. If I don't call it will be considered a "no call no show". **IT WILL RESULT IN IMMEDIATE AND PERMANENT REPLACEMENT ON THAT JOB.**  
(Does not include unforeseen circumstances)

**Missing 2 days of work within a two-week work schedule:** Will require a joint meeting with the Indian Preference Director and the Project Managers.

**If I resign or receive a termination:** My file will be placed on the INACTIVE folder and will remain there for 90 days. During this time, I will not receive any job referrals.

**Removal from the Skills Bank:** Skills Bank Worker receive either 3 negative (won't rehire) evaluations, or 3 substantiated phone calls about his/her negative work ethics (refusing to follow direction, bad attitude, etc). Removal will be for one Year.

**Alcohol/Drug Influence:** I agree that at no time will I work under the Influence of alcohol or illegal drugs. I agree to submit to an alcohol or drug test if my employer requires it due to reasonable suspicion. I understand that a positive screening will be cause for removal from the Skills Bank for no less than one year.

## FAILURE TO DO SO WILL RESULT IN IMMEDIATE TERMINATION

**Injuries:** I must Report any injury to the contractor/foreman as soon as it happens.

**Wages:** I agree to keep my wages confidential.

**Cell Phone:** I will not use my cell phone during work hours. I will not receive calls or make calls while working.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Indian Preference Coordinator**

\_\_\_\_\_  
**Date**