

VI. EMPLOYEE CONDUCT

E. CONFLICTS OF INTEREST

1. Code of Ethics

In accordance with Resolution No.7269, the City has established a Code of Ethics for all City employees. City employees are hired for the benefit of the public; therefore, the public interest must be every employee's primary concern. All employees shall observe the guidelines outlined in this resolution. Resolution No. 7269 is **Attachment E**.

2. Political Activities

It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations, or groups and to become involved in political activities subject to the restrictions of this section.

- a. As private citizens, employees may participate in all political activities, including holding public office, except for activities involving the election of candidates for any City office and where holding an appointed or elective public office is incompatible with the employee's City employment.
- b. City employees are not prohibited from supporting candidates for office or from contributing labor to candidates and organizations that endorse candidates. Employees are not permitted to make public endorsements of a candidate for an elected City office or to make cash or non-cash contributions to such a candidate. Yard signs at an employee's residence are not interpreted as a public endorsement.
- c. Any employee desiring to become a candidate for City elective office shall first take leave of absence without pay or resign. Should the employee be successful, they will be required to resign their position with the City. Should the employee be unsuccessful in seeking such elective office, he or she shall be returned to employment on the same terms and conditions as any other employee who has taken leave of absence without pay. An employee is considered to be a candidate for

elective office once all statutory requirements have been met to qualify as a candidate.

- d. Employees are not permitted to solicit or handle political contributions in City elections. They are not permitted to wear or display political badges, buttons, or signs on their person or on City property during on-duty hours.
- e. No supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office or to engage in any political activity.
- f. The purpose of this policy is to avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to, nor retained in, the City's service on the basis of their political activities.

3. Outside Employment

Employees may hold another job outside of City employment provided it does not interfere with the duties of the City job, there is no conflict with the employees' regular work hours, it does not affect the employees' efficiency in their work and does not conflict or interfere with the interests of the City. Outside employment is to be reported to your immediate supervisor and shall be subject to departmental rules and regulations. Prior approval is required.

Employees of the City may not engage in outside business activities while on duty, nor may City property be used for any purpose other than City functions.

4. Joint Employment

No full-time, regular employee holding a position with the City shall be eligible for employment in any additional position or positions with the City, except upon written approval by the Human Resources Manager and department directors involved.

5. Gifts and Gratuities

Employees will not solicit, accept, or collect any fee, gift, or valuable thing from any person, organization, corporation, or other entity, which is involved directly or indirectly in doing business or seeking to do business with the City. Examples include, but are not limited to gifts of money, gift cards, meals, tickets (or payments for tickets) for banquets, sporting events, or entertainment events, other tangible items, sales discounts, or special sales.

The foregoing shall not include promotional items of *de minimis* value. Examples include, but are not limited to mugs, hats, t-shirts, pins, books, or other items that might be given to elected officials, appointed officials, or City employees by persons or other entities appearing before or being recognized by the City.

6. Fraternization

While the City respects the privacy of employees' activities outside the workplace, some relationships between employees, including romantic relationships, can create problems in the workplace. This policy addresses only those relationships that adversely affect the workplace.

In order to avoid conflicts of interest, misunderstandings, perceptions and complaints of favoritism, disputes between co-workers, the creation of a hostile work environment for any employee, disruption of work flow and services to City residents, unfavorable publicity or unnecessary gossip, the creation of an unprofessional work environment, and in order to protect City employees from unlawful sexual harassment, the City prohibits all dating relationships, romantic involvements, and sexual relations between any supervisor and any employee that he or she supervises.

Additionally, if any relationship between two employees:

1. has the effect of involving the employees, co-workers, or the City in any kind of dispute or conflict between the employees or with other employees or third parties,
2. interferes with the work of any employee,
3. creates a harassing, demeaning or hostile work environment for any employee,
4. disrupts the smooth and orderly flow of work within the workplace, or

5. places in doubt the reliability, trustworthiness, or sound judgment of the City or any employee,
then the employee(s) responsible for such problem will be subject to counseling and/or disciplinary action -- including potentially the termination of employment -- depending on the circumstances and the severity of the problem.

As noted above, friendships, social activities, and other relationships between employees are respected by the City, so long as they are not prohibited by this policy or any other City policy and do not cause any of the problems highlighted above.