

J. CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT

For full-time employees, it is the policy of the City that the work of the City shall take precedence over other occupational interests.

Employees may engage in outside employment as long as such activity does not interfere with the proper performance of their City employment. Department Head approval for outside employment is required in advance of any outside employment. Outside employment is prohibited when:

- The work causes absence or tardiness from an employee's work assignment;
- The work has caused the quality of the employee's work to deteriorate;
- The work could result in a conflict of interest on the employee's part in the performance of his/her City-related duties; or,
- The work is an inappropriate reflection on the City.

The City expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the City. Business dealings that appear to create a conflict between the interests of the City and an employee are unacceptable.

The City recognizes the right of employees to engage in activities outside of their employment which are of a private nature. However, the employee must disclose any possible conflicts so that the City may assess and prevent potential conflicts of interest from arising.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact their supervisor to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

K. PERSONAL APPEARANCE

The City strives to maintain a workplace environment that is well functioning and free from unnecessary distractions. It is the policy of the City that all employees are expected to maintain a professional personal appearance at all times. Professional personal appearance includes, but is not limited to, being well groomed, appropriately attired and possessing good personal hygiene at all times while performing their assigned duties with the city.

While at work, employees must dress appropriately for the work which they are assigned to perform. Those employees who are required to wear uniforms shall do so during the hours in which they are assigned to work. Employees may not substitute personal clothing for any part of the uniform supplied by the city.

Uniforms, protective clothing and any other City supplied apparel, identifying an employee as being associated with the City, may not be worn by employees outside the workplace, except while on official City business or performing an approved off-duty detail.

All employees are expected to present a neat appearance and are not permitted to wear ripped, frayed, disheveled, tight or revealing attire. T-shirts with any inappropriate slogans or images, long or knee length shorts, miniskirts, short dresses, sweatpants, athletic wear, beachwear, crop tops, clothing showing midriff, spaghetti straps, or flip flops are prohibited.

Appropriate attire includes khakis, corduroys, slacks, dress trousers, polo collar knit or golf shirts, oxford shirts, City logo wear, short sleeve blouses or shirts, turtlenecks, sweaters, jackets, blazers or business like skirts or dresses. Boating, deck shoes, loafers, casual dress shoes, low-heel, open back, mules, sling back and dress sandals are appropriate.

Natural or artificial scents or use of perfume or cologne shall not be distracting to others. All employees must maintain a well-groomed appearance. Facial hair, unless specifically prohibited under a departmental policy, is permitted but must be neatly trimmed at all times.

A supervisor may exercise reasonable discretion to determine appropriateness in employees dress and appearance and may require an employee whose appearance is inappropriate to leave the workplace until that individual is in compliance with this policy. Any employee, who is directed to leave the workplace in order to dress more appropriately, shall be required to use available vacation time or some other acceptable personal leave time. Sick time may not be used to substitute for time off the job under the policy.

Reasonable accommodations will be made where required. Any employee found in violation of this policy may be disciplined at the discretion of the City Manager acting independently or upon the recommendation of the employee's supervisor. Disciplinary action shall be progressive, up to and including termination.

In the event of exceptional or unusual circumstances, the City Manager may authorize exceptions to the policy. Interpretations to this policy shall be made by the City Manager.