who becomes involved in a possible conflict situation must report the possible conflict to the employee's supervisor and department head. If there is a question about whether or not a conflict exists, please consult with the City Administrator.

I. Acceptance of Gifts.

General Rule. Pursuant to Minnesota Statutes section 471.895, no employee shall request, solicit, or accept a gift from any person or representative of a person or association that has a direct financial interest in a decision that the employee or the city is authorized to make, except as permitted under Minn. Stat. Sec. 471.895, Subd. 3.

Employees should courteously decline all offers of gifts and gratuities.

Consult with Supervisor. Exceptions to the prohibition against gifts are rare. If an employee has any doubt about the propriety of a gift, the employee shall report the gift to his or her supervisor immediately.

Exceptions. The prohibition in this section does not apply if the gift or gratuity is one of the following:

- contribution as defined in Minnesota Statutes section 211A.01, subdivision 5;
- services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- services, trinket or memento of insignificant monetary value;
- a plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
- informational material of unexceptional value;
- food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program;

The prohibitions in this section also do not apply if the gift is given:

- because the recipient's membership in a group and a majority of members are not local officials, and an equivalent gift is given to the other group members; or
- by an interested person who is member of the family of the recipient, unless the gift is given on behalf of someone who is not a member of that family; or
- by a national or multi-state organization of governmental organizations or public officials, if a majority of the dues to the organization are paid from public

funds, to attendees at a conference sponsored by that organization, if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all other attendees.

J. Use of City Property.

City Property. No employee shall negligently lose, damage, or waste city property. No employee shall use city property for anything other than city work without the prior explicit permission of the employee's department head. All such property must be returned and accounted for by any employee leaving employment with the city in order to resign in good standing.

City Vehicles. City vehicles may be used for official business only, although they may be used for meals while the employee is otherwise driving about on city business. The Police Chief, Fire Chief, and other officials or employees approved by the City Council, may use a city vehicle for commuting as well as for official city business, so that they have a vehicle available for emergency responses.

City Name. No employee may use the employee's job title or the city name to further personal or political goals. Job titles and reference to the city may be used only for official city business.

K. Personal Activities.

Outside Employment. Employees must devote all work time to city business. No work relating to outside employment may be performed during work time. Employees must notify their supervisor of any outside employment. If the outside employment constitutes an irreconcilable conflict, as determined by the City Administrator, the employee must resign from either their city position or the outside employment.

Soliciting. All employee-to-employee solicitation on city property for products, services or causes is limited to two weeks in length and must be conducted: a) on break or meal time; b) in the lunchroom or break area of the worksite; c) in writing with the use of sign-up sheets or self-serve displays (no verbal presentations) or the city's intranet site; and d) only for non-profit organizations or causes or small personal items for sale.

Employees are not permitted to market, sell or promote products or services related to on-going business ventures outside of city employment. The City Administrator may approve waivers on a case by case basis for special occasions such as the city employee health fair or wellness events.