

Employees may not attempt to obtain political contributions from co-workers through threat or promise of differential treatment on the job.

2.11 RECEIPT OF GIFTS

Employees may not solicit or accept a gift, compensation, or other item of value from anyone doing business with the City. Unsolicited gifts not returnable will be donated to a non-profit organization to be determined by the City Manager or Department Head. Questions regarding application of this policy should be directed to the respective Department Head and/or to the City Attorney.

2.12 CARE OF CITY PROPERTY

Employees are expected to exercise reasonable care in the use of City property and to utilize City-owned property only for authorized official City business. Negligence in the care and use of any City-owned property may be considered cause for disciplinary action, including suspension and/or dismissal from City employment.

Unauthorized removal of City-owned property from the City's premises or its conversion to personal use is prohibited and is cause for disciplinary action.

2.13 RETURN OF CITY PROPERTY

City-owned property issued to an employee must be returned to the employer at the time the employee terminates employment or upon request of the employee's immediate supervisor, Department Head, or other Manager within the Department. This includes, but is not limited to, city identification, keys, personal computers, tools, workbooks or training materials, uniforms, calculators, or any other equipment or property of the City.

2.14 CITY DRESS CODE

All employees must maintain their personal grooming and wear proper work clothes to adequately perform their work in a safe manner, as well as present a favorable image to the public concerning City employees. To meet this objective, and recognizing that dress standards vary depending on the location and type of work, Department Heads are responsible for ensuring that these guidelines are implemented and followed in their operational areas, in accordance with the specific policies below:

1. Work clothes and grooming must meet required safety rules and regulations.
2. Work clothes and grooming may not be overly faddish or extreme, based on community and social acceptability, as determined by supervisors, on a case-by-case basis. This includes body piercing and tattoos that may be depicting negative or offensive images or words. These may be allowed if covered by clothing.
3. Work clothes and grooming must be clean and well maintained.
4. Work clothes and grooming must be appropriate for the working conditions of the job.