



CITY OF  
**BLOOMINGTON**  
MINNESOTA

# EMPLOYMENT RULES

Approved by the Merit Board: February 28, 2005

Approved by the City Council: March 28, 2005

general public, or as a member of a select group, the majority of which are not public employees.

3. Informational materials of unexceptional value.
4. Food or beverage given at a reception, meal, or meeting away from the normal place of work by an organization before whom the employee is appearing to make a speech, or as a panelist to answer questions as part of a program which specifically includes your participation.
5. Usual or customary gift giving among employees during the holiday season; birthdays, retirements, weddings, baby showers; rolls, cookies, flowers, etc., provided by co-workers.
6. Gifts from a family member.

#### ***Section 20.4*** **Conflicts of Interest**

Employees are prohibited from engaging in any activity, either directly or through an immediate family member, or other person acting on their behalf which will conflict, or may reasonably be viewed as conflicting with the employees' obligations and responsibilities to the City. An employee shall not use the City's name, information, or goodwill for personal gain.

Employees shall disclose to the employee's immediate supervisor any personal financial interest in the buying or selling of goods or service for the City of Bloomington. Purchase orders, contracts or service agreements shall not be given to an employee of the City or to a partnership or corporation in which an employee is a major stockholder or principal.

Employees shall not use their authority or City position for the purpose of personal financial gain from any holdings in the City of Bloomington bonds or notes. No employee shall enter into a relationship with a vendor where the employee's actions are, or could reasonably be viewed as, not in the best interests of the City. If an employee becomes involved in a possible conflict situation, the employee shall disclose the nature of the possible conflict to the employee's supervisor and to the City Manager. The City Manager will promptly notify the individual in writing of an approval or disapproval of the activity. If disapproved, the employee shall remove himself or herself from the conflict situation.

In order to prevent any conflict of interest, probationary and regular employees shall hold no other regular full-time or part-time employment without the express approval of the Department Head and the Human Resources Director. However, the Department Head may assign employees to outside work such as police duty at private or public functions.

#### ***Section 20.5*** **Endorsements**

Employees shall not endorse commercial products by agreeing to use the employee's photograph, endorsement, or quotation in paid advertisements, unless the endorsement is for a public purpose, is approved in writing by the City Manager and the member receives no compensation. Examples of public purposes include economic development for local government, the sale of local government products and other similar purposes.

#### ***Section 20.6*** **Honoraria**

Employees may accept honoraria if received in connection with services provided on employee's own personal leave or vacation time. If the employee is on City time, the honorarium shall become property of the City.

#### ***Section 20.7*** **Nepotism**

Employment in the City service shall be based on merit and fitness and appointments shall be made by the procedures established in the Employment Rules. No position shall be granted and no appointment shall be made to an immediate family member of a current City employee if the appointment is clearly inconsistent with the City's Merit System and the Employment Rules.

Regular full-time and regular part-time City positions in the classified service shall be noticed in the designated City newspaper in order to allow all eligible persons to apply. Final selection of employees shall be approved by the Human Resources Director or City Manager.