

CITY OF WILLMAR, MINNESOTA

PERSONNEL POLICY

AND

PROCEDURES

JULY 1, 1987

Revised: 2011

2.9. Conflict of Interest

It is the responsibility of every employee to be constantly vigilant to perceive the dangers inherent in situations that give rise to a conflict of personal interests with the public interests of the City. Perfect avoidance of all conflicts of interest is not possible, but Willmar citizens expect and deserve the kind of loyalty and ethical consciousness that will motivate employees to recognize conflict situations when they occur, disclose them immediately, and endeavor to resolve them.

The following sections include representative examples of conflict of interest situations which may occur in public employment. Since all possible situations may not be anticipated, it is the responsibility of every employee to exercise careful judgment and to discuss questionable situations with supervisors.

2.9.1. Personal Gain No employee of the City shall use or attempt to use his/her employment position to secure or accept benefits, privileges, exemptions or advantages for themselves, their family, or an organization with which they are associated.

2.9.2. Outside Employment The City recognizes that it is neither proper or desirable that there be any interference with the private or personal business of employees during off-work hours. However, in order to insure that conflicts of interest with outside employment do not arise, such situations shall require prior disclosure to supervisors by the employee and investigation by the proper City authority to determine if a conflict does exist.

2.9.3. Self Dealing No employee of the City shall engage in any activity, become employed or affiliated for personal gain with any agency or organization which is or may become subject to the control, regulation, inspection, review, audit, or enforcement authority of the City by that individual; nor may that individual approve or execute a purchase obligation on behalf of the City with any firm or organization with which they are affiliated.

2.9.4. Acceptance of Gifts No employee of the City shall directly or indirectly receive or agree to receive any payment, compensation, gift, reward, gratuity, favor, service, employment, promise of future employment, or other benefit from any source other than the City for services or any activity which is part of the normal duties of that official or employee. Any such gifts or compensation shall be disclosed to supervisors for

consideration of an exception. Exceptions to this provision may include: personal gifts of nominal value; plaques or similar mementos recognizing individual service such as to a charitable cause; payment of expenses for travel or meals, not to exceed actual expenses, which are not reimbursed by the City; and honoraria or expense reimbursement for papers, presentations, or appearances made by officers or employees on their own time for which they are not compensated by the City.

2.9.5. Use of Confidential Information No appointed official or employee of the City shall use or allow the use of confidential information obtained in their normal employment capacity to further their own or other private interests, and shall not accept outside employment or involvement in a business or activity that will require use or disclosure of such information.

2.9.6. Use of City Property No appointed official or employee of the City shall use or allow the use of work time, supplies, equipment or other City property to further their own private interest or in any capacity not in the interests of the City.

Supervisory Responsibility Supervisors and Department Directors should be constantly aware of conflicts, potential conflicts, and the appearance of conflicts, and are responsible to insure that all employees are made aware of this policy and are advised of its requirements. Questions of conflict of interest should be submitted immediately to supervisors.

Employee Responsibility All appointed officials and employees are responsible to conduct themselves in accordance with this policy; to develop and maintain an attitude of awareness of those situations in which an appearance of a conflict of interest might arise; and to strive at all times to avoid not only actual conflicts, but also the appearance thereof. Conflict of interest situations, actual and apparent, shall be disclosed to superiors immediately upon discovery.