

# CITY OF LAKE ALFRED

Employees shall not have personal investment in any enterprise which will create a conflict between their private interest and the public interest.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City of Lake Alfred does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City of Lake Alfred.

## 3.06 Political Activity

In accordance with the intent of Section 112.313, Florida Statutes, and as specified in this Manual, City employees shall not take any active part in political management or political campaigns during any period of time for which they are expected to perform work or receive compensation from the City. Employees may engage in political activities during their non-duty time so long as their activities do not interfere with the operation of City business.

Employees shall not wear or display political badges, buttons or stickers when on duty, riding in City vehicles or when in a City uniform. Employees shall comply with all state and local laws involving political activity.

Employees may run for elective office or be appointed to non-elective office other than those involving the City, so long as the position in no way interferes with their work as a City employee.

No employee, official or other person shall solicit, orally or by letter, or be in any other manner involved in or with obtaining any assessments, contributions, or services for any political party during his work hours of duty, service or work with the City. Employees shall not campaign at work, while in a City uniform or in an environment that suggests or would portray them as working on behalf of the City.

Nothing contained in this Section shall be construed to restrict the right of an employee to hold membership in and support a political party, to vote how they choose, to maintain political neutrality, to attend political parties after working hours, or to campaign actively during off duty hours in all areas of political activity.

## 3.07 Employment of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

In accordance with Florida Statutes, a public official or Department Head may not appoint, employ, promote, or advance or advocate for appointment, employment, promotion, or advancement of certain relatives in or to a position in the City or Department in which he/she is serving or over which he/she exercises jurisdiction or control. The Statutes define a "Public Official" to mean an officer or employee of the City in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with the employment in the City. The Statutes define a "Relative" to mean with respect to a public official an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandmother, grandfather, grandchild(ren), father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law,

stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister.

Relatives of persons currently employed by the City of Lake Alfred may be hired only if they will not be working directly for, or supervising a relative, or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. The City of Lake Alfred employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, the City Manager will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

This section does not apply to persons serving in volunteer capacity who provide emergency medical or firefighting services. Such persons may, without losing volunteer status, receive reimbursements for the costs of training and incidental expenses in relation to their volunteer status.

### 3.08 Outside Employment

City employment will be considered to be PRIMARY employment and no employee may engage in outside employment which will interfere with the interest of the City service. An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with The City of Lake Alfred. All employees will be judged by the same performance standards and will be subject to The City of Lake Alfred's scheduling demands, regardless of any existing outside work requirements. Prior to beginning any outside employment, employees will inform their Department Head of the name of the outside employer, the nature of the work and hours of work.

Any employee accepting outside employment under the terms of this rule will make arrangements with the outside employer to be available to respond immediately to any emergency call of duty whenever the Department Head or City Manager will determine that the employee's services are necessary.

If the City of Lake Alfred determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City of Lake Alfred as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the City of Lake Alfred.

Injuries sustained while engaged in outside employment are ineligible for benefits under the City's Worker's Compensation program. An Employee may utilize accrued vacation and/or sick leave for an injury sustained while engaged in outside employment. Should an employee exhaust all of his or her accrued vacation and/or sick leave, the employee's Department Head may terminate the employee if, depending on the extent of the injury sustained while engaged in outside employment, he or she is unable to perform the essential requirements of the employee's position with the City.

City property will not be used for outside employment.

Outside employment will present a conflict of interest if it has an adverse impact on The City of Lake Alfred as determined by the City Manager. The City Manager will notify the employee in writing of his or her determination. Failure to comply with the requirements set