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CITY OF MILLINGTON

PERSONNEL POLICY MANUAL



Approved: March 13, 2017
Resolution # 7- 2017

Section IV: Ethics

A. Applicability

This Policy applies to all full-time and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, commission, authority, corporation, or other instrumentality appointed or created by the City. The words "municipal" and "municipality" include these separate entities.

B. Definition of "Personal Interest"

1. "Personal interest" means:

- a. Any financial, ownership, or employment interest in the subject of a vote by a City board not otherwise regulated by state statutes on conflicts of interests; or
- b. Any financial, ownership, or employment interest in a matter to be regulated or supervised; or
- c. Any such financial, ownership or employment interest of the official's or employee's spouse, parent(s), stepparent(s), grandparent(s), sibling(s), children, or stepchildren (individually and together hereinafter called "designated family member").

2. "Employment interest" includes a situation in which an official or employee or a designated family member is negotiating possible employment with a person or organization that is the subject of the vote or that is to be regulated or supervised.

3. In any situation in which a personal interest is also a conflict of interest under state law, the provisions of the state law take precedence over these provisions.

C. Disclosure of Personal Interest By Official With Vote

An official with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and so it appears in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's vote on the measure. In addition, the official may recuse himself from voting on the measure.

D. Disclosure of Personal Interest In Non-Voting Matters

An official or employee who must exercise discretion relative to any matter, other than casting a vote, and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on a form provided by and filed with the recorder. In addition, the official or employee may, to the extent allowed by law, charter, ordinance or policy, recuse himself from the exercise of discretion in the matter.

E. Acceptance of Gratuities, Etc.

An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the City:

1. For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or
2. That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing City business.

F. Use of Information

1. An official or employee may not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law.
2. An official or employee may not use or disclose information obtained in his official capacity or position of employment with the intent to result in financial gain for himself or any other person or entity.

G. Use of Municipal Time, Facilities, Etc.

1. An official or employee may not use or authorize the use of City time, facilities, equipment, or supplies for private gain or advantage to himself.
2. An official or employee may not use or authorize the use of City time, facilities, equipment, or supplies for private gain or advantage to any private person or entity, except as authorized by legitimate contract or lease that is determined by the governing body to be in the best interests of the City.

H. Use of Position

1. An official or employee may not make or attempt to make private purchases, for cash or otherwise, in the name of the City.
2. An official or employee may not use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized by the charter, general law, ordinance or policy of the City.

I. Outside Employment

An employee, excluding any elected official, may not accept or continue any outside employment if the work unreasonably inhibits the performance of any affirmative duty of their City position or conflicts with any provision of the City's charter, ordinance or policy. An elected official or appointed member of a separate City board, commission, committee, authority, corporation, or other instrumentality should consult with the City Attorney regarding any employment that does or may appear to be in conflict with the performance of their duties.

J. Ethics Complaints

1. The City Attorney is designated as the ethics officer of the City. Upon the written request of an official or employee potentially affected by a provision of this Policy, the City Attorney may investigate and render an oral or written advisory ethics opinion based upon this policy and other applicable law.
2.
 - a. Except as otherwise provided in this subsection, the City Attorney shall investigate any credible complaint against an appointed official or employee charged with any violation of this policy, or may undertake an investigation on his own initiative when he acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the attorney's judgment, constitutes a violation of this Policy.
 - b. The City Attorney may request the Board of Mayor and Aldermen to hire another attorney, individual, or entity to act as ethics officer when he has or will have a conflict of interests in a particular matter.
 - c. When a complaint of a violation of any provision of this policy is lodged against the Mayor or an Alderman, the Board of Mayor and Aldermen shall either determine that the complaint has merit, determine that the complaint does not have merit, or determine that the complaint has sufficient merit to warrant further investigation. If the Board of Mayor and Aldermen determines that a complaint warrants further investigation, it shall authorize an investigation by the City Attorney or another individual or entity chosen by the Board.
3. The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this code of ethics.
4. When a violation of this code of ethics also constitutes a violation of a personnel policy, rule, or regulation, the violation shall be dealt with as a violation of the personnel provisions rather than as a violation of this code of ethics.

K. Violations

An elected official or appointed member of a separate City board, commission, committee, authority, corporation, or other instrumentality who violates any provision of this policy is subject to punishment as provided by the City's charter or other applicable law, and in addition is subject to censure by the governing body. An appointed official or an employee who violates any provision of this Policy is subject to disciplinary action.