**SECTION: EMPLOYEE CONDUCT AND ETHICS**

**POLICY:** Conducting Personal Business **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The City expects employees to prioritize work tasks and maintain productivity, avoiding excessive personal business during work hours. They should follow company policies regarding personal use of company resources and maintain a professional demeanor. Whenever possible, employees are to conduct all personal business outside of work hours.

**DEFINITIONS:**

1. Personal Business: Matters of personal concern or affairs, or a side business that conflicts with one’s primary work at the City.

**APPLICABILITY:**

This policy applies to all employees of the City.

**PROCEDURES:**

1. When circumstances require an employee to handle brief personal matters during work hours, such as an emergency, they must handle them in a way that does not significantly disrupt their job duties.
2. Employees must prioritize work tasks and obtain approval from their supervisor for any substantial personal business conducting during work time. This includes phone calls, email usage and internet access for personal reasons.
3. Limit personal business activities to designated break periods and meal breaks.
4. In case of a genuine emergency, employees should inform their supervisor immediately and make necessary arrangements to address the situation.
5. Allowable personal business includes:
	1. Brief personal phone calls (e.g., to check on family members) during breaks.
	2. Checking personal emails or messages during short breaks, provided it does not interfere with work tasks.
	3. Making quick personal errands during meal breaks, if time permits.
6. Restrictions on personal business includes:
	1. Extensive personal phone calls or text messages during work hours.
	2. Excessive internet browsing for non-work-related activities.
	3. Conducting personal business that requires significant time away from work responsibilities.
	4. Using company resources (e.g., printers, email accounts) for personal use beyond an occasional, reasonable amount.
	5. Engaging in personal financial transactions during work hours.
7. Employees are encouraged to report any instances of excessive personal business conducted during work hours to their immediate supervisor or Human Resources department
8. Repeated or excessive personal business activities during work hours may result in disciplinary action, up to and including termination of employment.