

Department of Public Works and Engineering

Subject:

LENDING FOR PROFIT

Departmental Policy
1- 5

Effective Date: **Upon Approval**

I. Purpose

To establish ethical standards for lending money to fellow employees.

II. Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

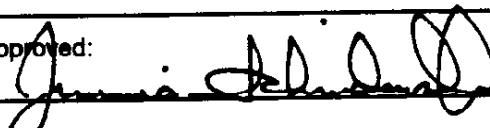
III. Policy

Employees are not to engage in lending for profit with other City employees during and/or after business hours. Profit shall include, but not be limited to: benefit, advantage, or monetary gain by one employee to another.

IV. Compliance

Adherence to the above is mandatory. Violation may be viewed as "impropriety" as defined under the Civil Service Rules and Regulations and may be subject to disciplinary action up to and including indefinite suspension.

Approved:



Date Approved:

8-1-95

Page 1 of 1