

**PERSONAL USE OF CITY RESOURCES  
(FUNDS, PROPERTY, LABOR, SERVICES & EQUIPMENT)**

Revised January 2016

SECTION: 36

---

**A. NO PERSONAL USE OF CITY RESOURCES UNLESS SPECIFICALLY ALLOWED**

Employees may not use City resources, such as funds, property, labor, services, tools, and equipment, for their own personal use or for the private advantage of any other person, unless:

1. the use of resources is available to the public on the same terms;
2. the use is acceptable de minimis or incidental use as outlined below; or,
3. the use is specifically allowed for under specific Sections of this Manual such as: employee wellness benefit, incidental use of computer and electronic systems, and incidental use of City vehicles.

**B. ACCEPTABLE DE MINIMIS OR INCIDENTAL USE**

There are limited circumstances where de minimis and incidental use of some City property, tools, or equipment during the course of a work day may occur and may be reasonable. "Incidental use" is intended to mean that the use is so infrequent and incurs so little cost that tracking it would be unreasonable. For example, an employee may use a City telephone to make a local phone call, an employee may make a personal note on a piece of paper or use tape to hang up a family photo, or the employee may stop at a store to purchase a drink or deposit a check in a City vehicle while on break. Such de minimis or incidental use is generally acceptable provided that the use:

1. complies with other Sections of this Manual and other policies and procedures;
2. does not disrupt, distract, or interfere with City business activities;
3. does not involve solicitation;
4. does not support, operate, manage, or promote a for-profit business endeavor. Any City employee with a second job or private business must conduct it on their own time, using their own equipment and supplies, and away from the workplace;
5. does not involve illegal activity; and,
6. does not have the potential to harm, bring discredit to, or be adversarial to the City or public confidence in our responsible use of City resources.