

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	8-7
		Original Adoption	02-09-1987
		Revision #	3
		Last revision date	May 2012
Section Title	Employee Ethics and Conduct		
Subject	Employee Contracts with the City		

Employees must not have an interest in any contracts made by them in their official capacity in accordance with §2-2-201, MCA.

A former employee may not, within 6 months following the termination of employment, contract or be employed by an employer who contracts with the City involving matters with which the former employee was directly involved during employment.

"Contract" does not include:

- contracts awarded based on competitive procurement procedures conducted after the date of employment termination;
- merchandise sold to the highest bidder at public auctions;
- investments or deposits in financial institutions that are in the business of loaning or receiving money;
- a contract with an interested party if, because of geographic restrictions, a local government could not otherwise reasonably afford itself of the subject of the contract. It is presumed that a local government could not otherwise reasonably afford itself of the subject of a contract if the additional cost to the local government is greater than 10% of a contract with an interested party or if the contract is for services that must be performed within a limited time period and no other contractor can provide those services within that time period.

"Directly involved" means the person directly monitors a contract, extends or amends a contract, audits a contractor, is responsible for conducting the procurement or for evaluating proposals or vendor responsibility, or renders legal advice concerning the contract;

Former employee does not include a person whose employment with the city was involuntarily terminated because of a RIF or other involuntary termination not involving violation of the provisions of this chapter.