

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	8-9
		Original Adoption	12-12-88
		Revision #	3
		Last revision date	October 2015
<b>Section Title</b>	<b>Employee Ethics and Conduct</b>		
<b>Subject</b>	<b>Employee Purchasing and Personal use of City Tools and Equipment</b>		

**Employee Personal Purchases on City Accounts**

It is the policy of the City that employees shall not use their employment status with the City to receive the City discount unless the program has been approved by the department director or Human Resources Director and the City Manager is made aware. In addition, it is especially important that the City never be billed for purchases of personal items.

**Personal Use of City Tools and Equipment**

It is the policy of the City that City-owned tools and/or equipment shall not be removed from City premises for personal use by its employees.