

**Political Activity**

The City believes all employees have a civic duty to cast their votes for candidates and issues as they choose. You also should have the right to support candidates and issues with your personal efforts and volunteer contributions. However, no such activity will be conducted during working hours nor at the expense of the City. Employees will not be subjected to coercion, intimidation, or threat of reprisal because of their political activities.

**Phone Calls**

The use of City phones for personal reasons should be kept to a minimum. Occasional personal phone calls are permitted so long as they do not interfere with the normal routine of business and last no more three minutes each. No long distance calls for personal use will be permitted.

**Garnishments and Attachments**

The City expects each employee to keep his personal affairs in a good condition and meet his financial obligations promptly. Garnishments and attachments create an administrative burden on the City. For this reason, they are looked upon with disfavor and recurrences may result in disciplinary action.

**City Vehicles-Seat Belts**

Each employee who is driving a City vehicle is expected to observe any and all safety and vehicle operation procedures and regulations. Any employee who is a driver or occupant of a City vehicle must wear a seat belt at all times. At its discretion, the Mayor and Board of Aldermen may assign to any employee the care of a vehicle or other equipment under established policy and procedures. Each employee has the responsibility to use reasonable care to insure the security and care of all City property entrusted to his use and care.

City employees who have occasion to operate a City vehicle must have a valid Mississippi driver's license, and maintain a good driving record.

*NO CITY VEHICLE OR EQUIPMENT MAY BE USED BY A CITY EMPLOYEE FOR HIS PERSONAL USE.*