

**CITY OF TRAVERSE CITY
OFFICE OF THE CITY MANAGER
PERSONNEL POLICY NO. 208P**

TITLE: USE OF CITY PROPERTY BY EMPLOYEES
DEPTS. AFFECTED: ALL
EFFECTIVE DATE: JULY 2011

No full-time employees, part-time employees, irregular part-time employees, temporary or seasonal employees, volunteers or interns shall devote any City property or labor to his or her own personal use unless addressed specifically elsewhere in other City policies.

Any use of City property, tools, equipment, or facilities for personal use is prohibited.



R. Ben Bifoss, City Manager

History: Supersedes Executive Order #250 dated March 1, 1991

Cross-Ref: Charter, Section 156