

doing so provided the following conditions are met. Outside employment must:

1. In no way detract from the efficiency of the employee while performing Town duties;
2. Present no conflict of interest with Town affairs;
3. Not take preference over extra duty required by Town employment;
4. In no way involve the use of any Town resources such as copiers, telephones, supplies, other equipment, or time. Any outside employment that could potentially interfere with emergency call-out situations must be reported to the Department Head.

If an employee is unsure as to these criteria or the effect of his/her outside employment, he/she should contact the Mayor or the Department Head prior to beginning another job.

Engaging in employment that interferes with or reduces the efficiency of Town employment may be grounds for disciplinary action.

D. Personal Appearance and Dress

Employees shall wear appropriate attire for their position and department. All employees shall be neat and clean in dress and personal appearance. The Mayor and Department Heads may issue rules regarding what is considered necessary, required or appropriate attire for each department or for particular positions. Should uniforms be required for a particular position, they will be provided at Town expense.

Police Department personnel will receive \$450.00 annually per employee for police related uniforms, equipment and the upkeep of the uniforms and equipment.

Public Works personnel will receive \$350.00 annually per employee for required clothing and upkeep. To include inclement weather clothing, boots and shirts bearing the Town of Wilbur logo.

E. Conflicts of Interest

Town employees shall not sell or barter anything to the Town or to a contractor supplying the Town, or make any contract with the Town or purchase anything from the Town other than those things which the Town offers generally to the public, such as but not limited to, utility services, and then only on the same terms as offered to the public, unless an invitation to