



SALES TO EMPLOYEE POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with appropriate guidelines regarding the sale of City property.

Policy:

No department, alderperson, committee member or employee shall sell, or procure for sale, to any employees or any subdivision thereof, any article, material, product or merchandise of whatsoever nature, excepting meals, public services and such specialized appliances and paraphernalia as may be required for the safety or health of the employees. The City may sell industrial safety eye glasses and safety shoes, or other safety items required by the employee in the performance of employment for the City.

Surplus City property is liquidated via an annual sealed, silent auction process. Employees may acquire surplus City property via this process.

Procedure:

1. Any questions regarding this policy may be referred to the Mayor's Office.
2. Any City employee engaged in the sale or purchase of City property in violation of this rule will be disciplined, up to and including unpaid suspension and/or termination.

Adopted by the McMillan Memorial Library Board of Trustees, October 19th, 2022.