

Chief Administrative Office	Date of Issue	Expiration Date	No.
POLICY MEMORANDUM	November 1, 1999	N/A	28
TO: ALL Divisions and Departments		Subject:	
SIGNATURE:		Employee Products/Services Directory	
COMMENTS:			

Based on the recommendation of the Work Life Committee, the development of an Employee Products/Services Directory has been approved. This Directory will allow employees to publicize products or services they provide on their own time, or products or services provided by an immediate family member, as a reference tool for other employees.

The directory will consist of three-ring binders which will be placed at the information desk in the front lobby of the Government Center as well as other designated locations outside the Government Center. The directory will be organized in a manner similar to the yellow pages section of the telephone book. Employees desiring to be listed in the directory shall complete an information page, a sample of which is attached to this memorandum. Employees wanting to participate in the directory should obtain a copy of the information page at the information desk in the lobby of the Government Center, complete and return it to Maryellen Mynear in the Department of Law or Barbara Jones in the Division of Accounting. Maryellen and Barbara have volunteered their personal time to organize and maintain the directory. Only employees and their immediate family members, as defined herein, are eligible to be listed in this directory and products/services provided by other persons are not to be included. For purposes of this directory, "immediate family members" eligible to be listed are limited to an employee's spouse, child, or parent.

It should be noted by all employees that existing policies on the use of personal time and government equipment/supplies apply and must be followed with regard to the use of this directory. For example, employees should utilize personal time such as breaks, lunch time, and before/after work for completing necessary information pages and for reviewing the directory. Further, employees must contact fellow employees regarding work to be performed on their own time and must contact the fellow employee at home on his or her own time. No outside business is to be conducted on government time. Abuses of this policy shall result in discontinuance of the directory and any other action authorized under the Code of Ordinances regarding employee misconduct.

Lastly, the inclusion of a product or service in this directory shall in no way constitute an endorsement by the Urban County Government of the product, service or employee. It is the responsibility of the employee purchasing products from or engaging the services of a fellow employee or the fellow employee's family member to determine the reliability, competency and other appropriate criteria with regard to the product, service, and/or the person providing the product or service.

[OFFICE USE ONLY: _____]

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
EMPLOYEE PRODUCTS/SERVICES DIRECTORY

please type or print neatly

I WANT THIS LISTING TO APPEAR UNDER THE FOLLOWING PRODUCT/SERVICE
HEADING (ex: carpentry; child care; electrician; painting; plumbing; etc.):

EMPLOYEE NAME _____ DATE _____

JOB TITLE _____ DIVISION/DEPT. _____

IF RELATIVE OF EMPLOYEE will be performing service, list name and relation
here: _____ How related? _____

HOME PHONE NUMBER _____ BEST TIME TO CALL _____ a.m./p.m.
(of person offering product or performing service)

DESCRIPTION OF PRODUCT(S) OR SERVICE(S) OFFERED (include price if
appropriate):

QUALIFICATIONS (ex: licenses if required; degrees; training or experience):

REFERENCES AND/OR ANY ADDITIONAL INFORMATION:

NOTICE: A listing in this directory does not in any way constitute an endorsement or a warranty of any kind of the product or service, or the person providing or performing same, by the LFUCG. It remains the sole responsibility of the person using this directory to investigate/determine the competency/reliability of the product, service, and/or person providing same. LFUCG will not in any way mediate or become involved in any dispute that may arise between the parties.