

RICHFIELD PUBLIC SCHOOLS

GIFTS TO EMPLOYEES

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to Richfield Public Schools employees and school board members.

II. GENERAL STATEMENT OF POLICY

A. The District recognizes that students, parents, and others may wish to show appreciation to District employees. The policy of the District, however, is to discourage gift giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

B. A violation of this policy occurs when any employee solicits, accepts, or receives either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value. The superintendent has discretion to determine what value is nominal. This value will be stated in the administrative guideline related to this policy.

C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the District. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "insignificant."

D. Teachers may accept free samples of textbooks and related teaching materials from publishers.

E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the District. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the District.

F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

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- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References:

- Minn. Stat. 10A.07 (Conflicts of Interest)
- Minn. Stat. 10A.071 (Prohibition of Gifts)
- Minn. Stat. 15.43 (Acceptance of Advantage by State Employee Penalty)
- Minn. Stat. 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References:

Board Policy 202: School Board Member Code of Ethics

RATIFIED BY THE BOARD OF EDUCATION: November 15, 1999
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