

Acceptance of Gifts and Discounts by Employees

1. Definitions

A “gift” is defined as anything received without consideration of equal or greater value and includes any favor, service, employment or offer of employment or any other thing of other than nominal value from vendors or prospective vendors, parents, students or other sources (collectively “any source”).

“Nominal Value” means having a value less than two hundred-fifty dollars (\$250.00).

A “discount” is an acceptance of an item by an employee from any source at a cost to the employee substantially below fair market value offered with the apparent intent to influence the employee in the performance of his public duties and responsibilities.

“Substantially below fair market value” means more than nominal value below reasonable fair market value.

2. Gifts Prohibited Above Certain Value

The Director designates the Business Manager to establish and promulgate annually a permissible limit per occurrence and a per year limit by any one person or agents of any one entity. All current and new employees will be notified in writing of these amounts once they are established.

3. Disclosure of Gifts and Discounts

To avoid the appearance of impropriety, whenever any source offers any gift or discount to an employee, the employee must inform the employee’s immediate supervisor regarding (1) the gift or discount offered, (2) the source offering the gift or discount and (3) whether the employee accepted the gift or discount. If the employee’s acceptance of such a gift or discount would violate any provision of this Policy, then the employee will be directed to return the gift or refuse the discount.

If the gift is from the employee’s immediate supervisor, the employee should report the gift to the Business Manager.

4. Consequences for Violation

If an employee violates the provision of this Policy, then the employee will be required to return any gift or pay back the value of the gift or discount accepted to the person or organization that gave the gift or discount. The employee may also be disciplined, up to and including termination of employment, subject to the terms of any applicable employment agreement(s).

5. Questions/Concerns

If an employee has any questions and/or concerns regarding the applicability of this Regulation to a particular item, person, organization or transaction, including any question concerning the value of a particular gift, then the employee should submit those questions or concerns to the Business Manager.

Adopted: 3/13/13