

Acceptance of Gifts and Discounts by Employees

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 their public duties and responsibilities.

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

Gifts Prohibited Above Certain Value

The Superintendent 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.

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: December 1986
Revised: September 1996
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