

*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, honorarium, 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 will be defined in Administrative Regulation.

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.

Gifts Prohibited Above Certain Value

No employee shall accept from any person, whether directly or indirectly and whether by themselves or through their spouse or any member of their family, any gift or discount, which creates the appearance that it is offered with the intent to influence the employee in the performance of their public duties and responsibilities. The Superintendent or designee shall set a permissible limit per occurrence and a per year limit by any one person or agents of any one entity.

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 or the Superintendent.

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).

Adopted: August 11, 1969  
Revised: August 28, 2006  
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