

## STAFF GIFTS AND GRATUITIES

An employee, or a member of the employee's immediate family, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. It shall not be considered a violation of this policy for an employee to receive incidental entertainment, food, refreshments, meals, or similar amenities, that are provided in connection with a conference or similar work-related activity where the employee's supervisor has reviewed the agenda for the conference or other activity and concluded that such incidentals primarily facilitate the employee's attendance at and participation in the activity, and, therefore, primarily benefit the District rather than serving primarily as a personal benefit. Exceptions to this policy are acceptance of minor items, which are generally distributed by companies through public relations programs. Teachers and other employees should accept only gifts of token value from students.

It is the Board's policy for employees to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the District Administrator or their designee for proper processing in accordance with state law and the District's public gifts policy. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employee's position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than nominal or insignificant value should be graciously declined.

In the event that an employee receives a gift or other item of value (e.g., an unsolicited gift from a vendor that arrives before it could be declined) that the employee is prohibited by law or by District policy from accepting or retaining, the employee is expected to notify a supervisor and shall divest themselves of the item using any of the following methods:

1. Give the item to the District to use or sell, except that the District may not sell the item to any government employee or official.
2. Give the item to another local agency or to a public institution, such as a school, library, or museum, that can use the item.
3. Give the item to a charitable organization, as defined in section 11.0101(4) of the state statutes, not including a charitable organization with which the employee or a member of their immediate family is associated in an ownership or leadership capacity (e.g., as an officer) or as an authorized representative or agent.
4. Return the item to the donor.

If the donor is neither a lobbyist nor a principal who employs a lobbyist, as further defined in the state lobbying statutes, purchase the item at its full retail value and keep the item.

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