

SCHOOL DISTRICT OF SHOREWOOD

524

EMPLOYEE GIFTS AND GRATUITIES

It is the Board of Education policy for employees to decline gifts, gratuities or favors from any outside vendor or individual doing business or seeking to do business with the District.

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 should accept only gifts of token value from students.

Gifts that are intended for the benefit of the District should be referred to the Superintendent or his/her designee for proper processing in accordance with state law and the District's public gifts policy. Gifts of nominal or of insignificant 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.

LEGAL REF.: Sections 19.59 Wisconsin Statutes
118.12
118.27

CROSS REF.: 522.4, Conflict of Interest
Employee Handbook

APPROVED: