

## Personnel

### Gifts to Employees and School Board Members

#### I. Purpose

This policy provides guidance with respect to gifts given to school district employees to avoid the appearance of impropriety or conflict of interest.

#### II. General Statement of Policy

- A. The school district recognizes that students, parents/[guardians](#), and others may wish to show appreciation to ~~school~~-district employees. The district, however, discourages gift giving to employees, and encourages appreciation letters and notes or small tokens of gratitude.
- B. An employee may not solicit, accept, or receive, either by direct or indirect means, a gift from a student, parent/[guardian](#), or other individual or organization of greater than limited value. [The superintendent has discretion to determine what value is "limited."](#)
- C. An employee may not solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the ~~school~~-district. An employee may accept an item of limited value of a promotional or public relations nature. ~~The superintendent has discretion to determine what value is "limited."~~
- D. Teachers may accept free samples of textbooks and related teaching materials from publishers.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the ~~school~~-district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the district.
- F. An interested person may not give a gift, or request another to give a gift, to a local official, and a local official may not accept a gift from an interested person, unless permitted by ~~Minnesota Statutes §10A.071 or §471.895 subd.3~~ [state law](#).

### III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or representative of a person or association who has a direct financial interest in a decision that a local official is authorized to make.
- C. "Local official" means an elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer of any independent school district.
- D. "Financial interest" means any ownership in or control of an asset that has the potential to produce a monetary return.

### IV. Violations

A local official or district employee who violates the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination.

#### Legal References:

Minn. Stat. § 10A.07 (Conflicts of Interest)

Minn. Stat. § 10A.071 (~~Prohibition of Gifts~~ [Certain Gifts by Lobbyists and Principals Prohibited](#))

~~Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)~~

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

#### Cross References:

Policy 209 (Code of Ethics)

Policy 210 (Conflict of Interest – School Board Members)

Policy 306 (Administrator Code of Ethics)

#### Policy

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