

# BOARD POLICY

GAJB

## PERSONNEL GIFTS TO STAFF MEMBERS

~~JUNE 7, 1993~~

Employees shall not accept gifts of any kind from students, parents, or those doing or interested in doing business with the school district, except as set forth in this policy.

It is recognized that students, parents, and those doing or interested in doing business with the school district may, as an expression of appreciation and goodwill, offer occasional or seasonal gifts or invitations to be entertained. Such gifts or invitations may be accepted only on an occasional basis. When such gifts or invitations are accepted, and exceed \$25 \$75 in value, they must be immediately disclosed, in writing, to the superintendent or designee. The written disclosure must identify (a) the gift, favor, or invitation, (b) its value, (c) the individual and organization from whom it was received, and (d) the date it was received and must be signed by the employee(s) receiving the gift, favor, or invitation.

Employees are prohibited under any circumstances from accepting a gift, favor, or invitation which tends to influence the manner in which the employee performs his/her official duties.

Under no circumstances may an employee solicit, directly or indirectly, any gift, favor, or invitation from any student, parent, volunteer, or those doing or interested in doing business with the school district.

Employees may, in the course of their duties, accept an invitation to lunch, dinner, or other functions to discuss school district business or operations. When such invitations to lunch, dinner, or other functions are accepted, and exceed \$40 in value, they must be immediately disclosed, in writing, to the superintendent or designee.

The Board always welcomes appropriate letters of appreciation to staff members.