



General

1. Assistant Superintendents/Principals may wish to provide a staff member with a gift to recognize their retirement or a specific achievement or may wish to provide staff members with gifts at Christmas or the school year end. The following provides a guide into appropriate amounts that may be provided as gifts to staff:
 - a. Gifts at the retirement of an employee – not to exceed a value of \$25 per year’s service to the District to a maximum of \$500.
 - b. Gifts recognizing an achievement or award related to the employees work in the District - not to exceed a value of \$250.
 - c. Christmas (providing all members of the department/school or work unit are treated equitably) - \$50 per gift.
 - d. Year end (providing all members of the department/school or work unit are treated equitably) - \$50 per gift.
2. Employees shall not accept fees, gifts or other benefits that are connected directly or indirectly with the performance of their duties, from any individual, organization or corporation, other than:
 - a. The normal exchange of gifts between friends including gifts from students,
 - b. The normal exchange of hospitality between persons doing business together,
 - c. Tokens exchanged as part of protocol,
 - d. The normal presentation of gifts to persons participating in public functions.

Employees must also abide by the Conflict of Interest Regulation 210 in this regard.


3. Employees shall generally not accept gifts in excess of \$250, gifts of accommodation, or gifts of travel. Employees may accept gifts of accommodation or travel where the purpose of the gift is to provide professional development opportunities that will benefit both the employee and the District. Requests for exceptions under this clause shall be forwarded to the Treasurer for approval.
4. No employee shall accept on behalf of the District or for use by the District any fee, gift or other benefit which may provide or be perceived as providing the individual, organization or corporation providing the gift with an advantage in obtaining future business with the District. Gifts may include gifts to other organizations in the name of the District. All offers of this nature shall be referred to the Superintendent prior to the acceptance of the gift.
5. Questions regarding the interpretation of this regulation shall be referred to the Treasurer.
6. Amounts included in this regulation shall be reviewed on an annual basis.

Review Process

7. In the event that an employee believes that a gift has been received or provided in contradiction to this policy, the employee shall provide the details to the Treasurer. The Treasurer shall investigate the facts surrounding the claim and provide a report to the Superintendent.

Penalties and Consequences

8. Employees who do not comply with any provisions of this policy may be subject to disciplinary action, up to and including dismissal.

Reference:	Approved: 
	Date Approved: May 19, 2009
Cross-reference: AP 210	Date(s) Revised: