



Administrative Policy
RECEIPT OF GIFTS
Personnel – A309

Effective Date:
September 2013
Revised Date:

RECEIPT OF GIFTS

Summary

Often times vendors, applicants, and/or citizens provide gifts to a Town Department or an individual employee. Such gifts might include bringing donuts for a department, a holiday treat, a thank you for a purchase, buying an employee lunch, or offering an employee or department tickets to an event. The purpose of this policy is to provide guidance to Department Heads, Managers, and individual employees when a department or individual employee is presented with a gift.

Process

The following guidelines should be considered when a person provides a department or individual employee with a gift:

- 1) Employees should never solicit gifts from anyone. This policy address when unsolicited gifts are given.
- 2) Any gift received should be de minus. Although the Town does not have a specific dollar limit, it is recommended than an employee review with his/her supervisor the propriety of a gift that has a fair market value in excess of \$25.00.
- 3) Gifts should never be accepted if the person giving the gift expects something in return (quid pro quo).
- 4) Gifts may not be accepted if the gift creates an appearance of impropriety. For example, a gift from an applicant for a permit/approval or from an actual or potential bidder should not be accepted. If there is a possibility of the appearance of impropriety, an employee is advised to consult with his/her supervisor.
- 5) Whenever possible, gifts should be shared within the employee's department. For example, if a box of chocolates is given to a specific employee, the box should be left in a common area for all employees in the department to share rather than the employee taking home the chocolates.



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6) If a gift that cannot be shared (such as an entry in a non profit golf tournament) is received by a department, the department should take steps to determine what employees would utilize the gift and then award the gift on a random basis.

7) The Town desires the highest level of integrity from its employees and will not tolerate favoritism or improper receipt of gifts. If an employee has any question regarding gifts, the employee is encouraged to consult with the employee's supervisor.

References

Section 6.12 (Ethics) of the Employee Personnel Manual
A.R.S. 38-501-511 (Conflicts of Interest of Officers and Employees)