



## Personnel Policy

Gifts and Favors

**Control Number**

HR025

**Policy Date**

06/05/06

**Revision Date**

01/03/22

### Purpose

To establish guidelines for receipt of gifts and favors

### Scope

All regular employees, budgeted thirty-two (32) hour employees, and part time employees

### General Statements

Employees shall not accept any gift, or grant any improper favor, that may tend to influence the employee in the discharge of duties.

Gifts and favors may be, but not limited to, money, things, loans, promise, reward, travel, entertainment, hospitality or gratuity.

### Guidelines

Employees who have knowledge, or should have knowledge, of any business transactions between a person/entity and the County or its agencies, AND has the power to take action or official influence to act in that transaction, shall not receive or grant any form of gift or favor with that person/entity.

Cash gifts, including checks or electronic transactions, shall be refused by all employees.

### Acceptable Gifts

Items of nominal value, \$25.00 or less, given for advertising, for participation in meetings or conferences, and furnished meals, are acceptable.

Expenses related to meals, travel, or lodging for employees attending or participating in activities in an official capacity.

Gifts provided to a department are acceptable, provided those gifts are made available to the group.

Gifts received by employees from friends or relatives, where it is clear the relationship is not related to a business transaction or influence of position.

### Reference

Replaces: Personnel Policy dated, June 5, 2006  
Article, V, Conditions of Employment, Section 2. Gifts and Favors