



# Administrative Regulations

Number AR8-2  
Issue 2

**Subject: Policy Regarding Acceptance of Gifts and Gratuities by City Employees.**

## I. PURPOSE

The purpose of this regulation is to establish a uniform policy governing the acceptance of gifts and gratuities by employees and officers of the City and to establish guidelines to assist employees in determining what course of action to take should such gifts and gratuities be received.

## II. SCOPE

This regulation is applicable to all City departments and offices directly responsible to the City Manager.

## III. POLICY

A. Employees shall not accept gifts, gratuities or favors, which might reasonably be interpreted as an attempt to influence their actions in the performance of their official duties.

B. Examples of gifts and gratuities which may not be accepted by City employees under this policy are:

1. Passes or tickets to recreational or entertainment events, including City events, unless employees are assigned to attend such events as a part of their official duties.
2. Consumable goods, such as food, drink, tobacco or other products, whether provided directly by the distributor, by an individual or by a company or person actually or potentially involved in business with the City, including City contract employees and consultants, except lunches, dinners, etc., provided by members of other governmental agencies or vendors during the conduct or transaction of City business.
3. Any remuneration for employment with the City other than that specified in the Salary Resolution, whether such remuneration be in the form of cash, material gifts or services.

C. Discount opportunities commonly made available to all public employees may be accepted, including such items as memberships in discount department stores and discount cards for amusement parks.

## IV. PROCEDURES APPLICABLE UPON RECEIPT OF GIFTS OR GRATUITIES

A. Any City employee who receives a gift or gratuity, acceptance of which would constitute violation of this regulation, shall return said gift or gratuity to the donor immediately, and within five (5) working days shall report in writing to his or her department head the receipt and subsequent return of said gift or gratuity. In instances where gifts or other items are received from anonymous donors, the gifts should be turned over to a community group, such as the Salvation Army, Goodwill, church or other charitable organization of the recipient's choice. It is further recommended that a receipt be obtained from the organization to which the gift has been donated; and that the receipt be submitted to the employee's department head.

Policy Regarding Acceptance of Gifts and Gratuities by City  
Employees.

B. Where applicable, the provisions of Administrative Regulation No. 2-5, City Reporting of Exchanges of Money or Other Items of Value Between the City and State Officials, and the City's adopted Conflict of Interest codes must also be considered and adhered to in complying with this regulation.