

Adopted: November 12, 2013

Revised:

HARBOR CITY INTERNATIONAL POLICY No. 2.4.3

GIFTS TO EMPLOYEES AND BOARD MEMBERS

I. PURPOSE

From time to time students, parents, and community groups may desire to show their appreciation to HCIS employees and Board members. However, the Board recognizes the need to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school employees or Board members.

II. POLICY STATEMENT

It is the policy of HCIS to discourage gift giving to employees and Board members and to require compliance with this policy.

III. DEFINITIONS

“Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

IV. PROHIBITION ON GIFTS

Prohibition on Gifts of More than Nominal Value. It is a violation of this policy for an employee or Board member to accept a gift from a student, parent, community member or community group if the gift has greater than nominal value.

V. ACCEPTABLE TOKENS OF APPRECIATION

A. It is not a violation of this policy for an employee or Board member to accept from a student, parent, community member, or community group the following:

- 1.** Thank you notes or letters expressing appreciation; or
- 2.** Small tokens of appreciation such as plaques if such token has only nominal value.

B. When questions arise as to what constitutes “nominal value” for gifts to employees, the Executive Director shall determine whether the gift has more than nominal value. For gifts to Board members the full Board shall determine whether the gift has more than nominal value.

VI. SOLICITATION OF GIFTS

It is a violation of this policy for an employee or Board member to solicit or receive anything of value from any person or entity doing business with or seeking to do business with HCIS.

VII. EXCEPTIONS

This policy does not prohibit teachers and educational staff from accepting free samples of textbooks or teaching materials. This policy also does not prohibit employees or Board members from accepting promotional items of nominal value (water bottles, binder clips, golf balls, etc.) provided by vendors at educational fairs or conferences.

VIII. NON-APPLICABILITY

This policy does not apply to gifts given to employees or Board members by personal friends, family members, or others where the reason for the gift does not arise out of the employee or Board member's employment with HCIS or service on the Board.

Cross References: Minn. Stat. §127A.10 (Disinterested School Board Members)
Minn. Stat. §43A.38 (Code of Ethics for Executive Branch)
Minn. Stat. §10A.071 (Gifts by Lobbyists and Principals)
Minn. Stat. §471.895 (Gifts to Local Officials)