2146 -- Gifts, Gratuities, and Unrelated Compensation

Employees, Board Members, and others, who serve as agents on behalf of the College, may not solicit or accept personal gifts, gratuities, and unrelated compensation from vendors and others that are either doing business with or that seek to do business with the officers, employees and others who serve as agents on behalf of Barton Community College.

These are broad statements that reflect some, but not all, acceptable or prohibited gifts.

Acceptable

1. Textbooks, recorded media, software or similar work-related items for which the College is not being charged.

2. An award, plaque, certificate, memento or similar item given in recognition of the employee's charitable, civic, professional, personal, private, public, or political achievements.

3. Occasional meals, beverages, and minor gratuities are acceptable as long as it is clear that there is no intent to influence or obligate the recipient or the College in any way.

4. Registration for an event at which the employee is making a presentation or providing a service.

Unacceptable

1. Cash or currency, or any other item of more than nominal value from anyone if it could be interpreted as a bribe or enticement to receive business. If an employee/Board Member is offered or receives something of greater than nominal value, the employee/Board Member shall refuse it or, as soon as possible, disclose the circumstances relating to the acceptance of the item(s) to the Vice President of Administration.

2. An employee or Board Member may not accept, for personal use or ownership, gifts with a value in excess of $50 from a single source in a fiscal year. Likewise, gifts given to an employee's/Board Member's family member or guest are also considered to have been received by the employee/Board Member unless there is an independent relationship between the vendor and the employee's/Board Member's family member or guest.

Contact: Vice President of Administration

Related Form(s)

- None

References

§§ 200.113 Mandatory Disclosures, 200.302 - Financial management, and 200.303 – Internal controls, and (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1155 – Fund Raising and Gift Solicitation

Approved by: President

Date: 6/1/15

Revision(s): 5/25/17 (minor revision)