



Book	Policy Manual
Section	Vol. 34 No. 1 for Board Approval
Title	Revised Policy - Vol. 34, No. 1 - November 2021 - STAFF GIFTS
Code	po4214
Status	
Adopted	October 8, 2009
Last Revised	September 10, 2015

4214 - **STAFF GIFTS**

The Board of Managers discourages the presentation of gifts to support staff members by students and their parents because it could embarrass students with limited means and gives the appearance of currying favor.

It is the policy of the Board that no support staff member should expect or accept gifts for carrying out the terms of his/her assignment.

~~[] If a staff member has provided an unusual amount of extra help for a student and the parents insist on showing appreciation, expression other than money may be accepted.~~

~~[] The Board does recognize, though, that gift-giving to support staff members at Christmas some special holidays fits the spirit of the season and gift-giving at the close of an academic year is a part of tradition. At these times, gifts other than money may be accepted.~~

Upon the recommendation of the Director, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Support staff members shall not accept any form of compensation from vendors that might influence their recommendations on or raise a conflict of interest with respect to the eventual purchase of equipment, supplies, or services. See also Board Policy 4113 - Conflict of Interest. Furthermore, support staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, support staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the Cooperative or a vendor with whom the Cooperative is doing business, whereby an individual support staff member receives compensation in any form for services rendered.

Such compensation includes, but is not limited to cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a support staff member receives such compensation, albeit unsolicited, from a vendor, the support staff member shall notify the Director, in writing, that s/he received such compensation and the compensation has been returned to the vendor.

SELECT EITHER:**[] Option #1**

~~A Cooperative employee making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.~~
OR

[x] Option #2

A Cooperative employee making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44.1-1-4.

[END OF OPTIONS]

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Legal

I.C. 35-44.1-1-1

I.C. 35-44.1-1-2

I.C. 35-44.1-1-4

I.C. 35-44.1-1-5

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3) and 3019.42