

HARRISBURG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: GIFTS

ADOPTED: NOVEMBER 19, 2012

REVISED: APRIL 18, 2016

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| <p>1. Authority SC 510</p> | <p style="text-align: center;">322. GIFTS</p> <p>The Board, which may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, declares it to be the policy of this district that no employee, appointee or board member may solicit or accept for the personal use of the employee or another, a gift, gratuity, favor, entertainment, hospitality, loan or any other thing of monetary value, including in-kind gifts, from a person who:</p> <ol style="list-style-type: none"> 1. Is seeking to obtain business from or has financial relations with the district. 2. Conducts operations or activities that are regulated by the district. 3. Is engaged, either as principal or attorney, in proceedings before the district. <p>The only exceptions are limited to the following instances:</p> <ol style="list-style-type: none"> 1. The solicitation or acceptance of something of monetary value from a friend, family member or relative under circumstances which make it clear that the gift is motivated by a family relationship or personal friendship rather than position of the employee. Relevant factors in making such a determination include the history of the relationship (for example, does the friendship pre-date employment by the district) and whether the family member or friend pays for the gift. 2. The acceptance of loans from banks or other financial institutions on customary terms of finance for proper and usual activities, such as home mortgage loans. 3. Participation in widely attended gatherings free of charge is permissible when officials have been invited and are acting in furtherance of their official duties. 4. The Board considers the acceptance of gifts by the District's administrative, professional and support employees related to their work with the District an undesirable practice. It is the policy of the Board that District employees not accept individual personal gifts related to their work with the District with a value greater than \$25.00. The Superintendent or designee may approve acts of generosity to individual district employees in unusual situations that are in |
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| <p>2. Delegation of Responsibility</p> | <p>excess of the \$25.00 limitation.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> |
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