

Gifts to and Solicitations by Staff

Gifts

Gifts from staff members to staff members: Individual employees shall refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the collection of money for group gifts shall be discouraged except in special circumstances such as bereavement, serious illness or mementos at retirement.

Gifts from companies: All BOCES employees are prohibited from accepting gifts of other than nominal value from companies or organizations doing business with the BOCES. Exceptions to this policy are the acceptance of minor items which are generally distributed by the company or organization through its public relations program.

Solicitations

No organization may solicit funds of staff members nor may anyone distribute flyers or other materials related to fund drives through the BOCES without the approval of the executive director. Nor shall staff members be made responsible or assume responsibility for the collection of money or distribution of any fund drive literature within the BOCES without such activity having the executive director's approval.

As a matter of policy, the BOCES expects such activities to be kept to a minimum.

(Adoption Date: September 10, 2014)

LEGAL REF.: C.R.S. 24-18-104 (*government employee rules of conduct*)

CROSS REFS.: DJG, Vendor Relations
GBEB, Staff Conduct