

Policy No.: P700-15-1	Type of Policy: Personnel
Policy Title: Acceptance of Gifts and Gratuity	
Policy Description: Prohibits acceptance of gifts and gratuities in excess of established limits in instances where the Fair Political Practices Commission procedures do not apply.	
Approval Date: 9/20/2011	Last Review Date: 2015
Approval Resolution No.: 51-11	Next Review Date: 2019
Rescinded Resolution No.: 59-07	Rescinded Resolution Date: 12/18/2007

It is the policy of the Board of Directors of Dublin San Ramon Services District:

An employee may not receive a gift or gratuity from any individual, organization, or vendor doing business with the District without prior approval from the employee's supervisor. Under no circumstances is a gift or gratuity's estimated aggregate value to be more than one hundred (\$100) dollars. Under no circumstances shall a monetary gift or gratuity be accepted.

For the purpose of this policy, a gift or gratuity is defined as an item or service given or provided to an individual. Gifts and gratuities shall include, but are not limited to meals, food, refreshments, alcoholic beverages, tickets to events, trips, services or the use of equipment or property.

If an employee receives approval to accept a gift or gratuity, the employee shall be encouraged to present and share it with the entire department or group.

In addition, all designated employees required to comply with the California Fair Political Practices Commission shall be further limited to acceptance of gifts, honoraria, and loans in compliance with applicable government codes.

The General Manager shall develop comprehensive rules in furtherance of this policy.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
Date Adopted:	
September 20, 2011	
Reviewed by Committee or Board:	Date:
Board	June 16, 2015