

Town of Longboat Key
Administrative Directive

NO.: 9

ORIGINALLY ISSUED: May 28, 2020

EFFECTIVE DATE: May 28, 2020

SUPERSEDES: N/A

SUBJECT

Gifts Policy

PURPOSE

Town employees are often offered gifts, discounts or privileges associated with their employment. Because such gifts may be intended by the gift giver to influence a Town employee in the performance of his or her duties or official actions, or may create the appearance of such influence, as a general matter, such gifts are prohibited.

POLICY

Subject to gift policy exceptions below, Town employees and their family members are prohibited from soliciting or accepting gifts of any value from persons or from firms doing business with or intending to do business with the Town, where such gifts would reasonably tend to influence the employee in the performance of his or her duties or official actions or give the appearance of influence.

Gifts may include but are not limited to: gift cards, entertainment such as free or discounted tickets or passes to events, hotel stays, plays, concerts, sporting events, golf, hunting, fishing and other recreational activities, as well as a loan, loan forgiveness, employment, or promise of future employment for you or a member of your immediate family.

Additionally, employees may be offered an honorarium, which means a payment of money or anything of value as well as related expenses, offered directly or indirectly for a speech or other oral presentation from persons or firms doing business with or intending to do business with the Town. An honorarium may be permissible, under certain circumstances, with approval, provided the acceptance would be in the Town's interest. Honorariums offered to employees for performing their normal duties or other official actions shall not be accepted.

A gift of cookies, meals offered to the entire department or division, or other food item or flowers that are shared or displayed for all department employees to enjoy is acceptable.

Gifts of alcohol are inappropriate to accept under any circumstances. Employees should make every effort to return alcohol to the gift-giver immediately. If returning the alcohol is not an option, it must be delivered to the department director for proper disposal.

RESPONSIBILITY

All employees.

PROCEDURE

If an employee receives or is offered a gift from an individual, a person from a firm doing business with the Town or intending to do business with the Town or other entity, the employee must:

- Notify his or her supervisor of the situation.

- If possible, return the gift to the gift-giver.
- If returning the gift or sharing the gift with the employee's department in a common area is not possible, the gift must be delivered to the department director for proper disposition and/or disposal.
- Seek approval before accepting honoraria and related expenses.

GIFT POLICY EXCEPTIONS

- Cards, thank you notes, certificates or other written forms of thanks and recognition.
- Ceremonial gifts accepted on behalf of the Town.
- Gifts such as t-shirts, pens, trade show bags, drawings or raffles, and all other "trinkets" that employees obtain as attendees of events, which are Town sponsored or sanctioned, such as conferences, training events, seminars and trade shows, provided that those items are offered equally to all attendees. Items designed to function as advertising for an event, such as a shirt, may be kept by the employee even after the event has concluded.
- It is permissible to accept food and beverage that is offered to a department or division, meals or snacks at a meeting, conference or event where attendance is in the Town's interest and would assist in the performance of the employee's official duties.
- Gifts of food that arrive during the holidays, or at other times of the year when gift giving is traditional, must be shared with other employees in the department, division or work area. The employee who receives the gift should provide e-mail notification and make the food available in a central worksite location. Similarly, plants or flowers should be displayed in the lobby or other common area where Town employees may enjoy their presence.
- Rebates, discounts or promotional items available to any citizen or to all Town employees.

Approved:



Thomas A. Harmer
Town Manager

May 28, 2020

Date