

GIFTS TO AND SOLICITATIONS BY STAFF

Code **GBEBC** Issued **12/01**

Purpose: To establish the basic structure regarding solicitation by staff members and the giving of gifts to staff members.

Selling items for personal profit

In the interest of preserving a completely professional relationship between center employees and those whom they serve, it is the policy of the board not to permit center employees to sell on center premises for personal profit products of any kind to students or patrons of the center in which they teach.

Soliciting of staff

No organization may solicit funds from staff members within the center nor may they distribute flyers or other materials related to fund drives through the center without the approval of the director. Staff members will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the center without such activity having the director's approval.

As a matter of policy, the board expects such activities to be kept to a minimum. The director will seek direction from the board in instances where prior practice has set no policy as to a particular fund drive.

Gifts from staff members to staff members

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

Gifts to staff members

Any good school system expects to employ staff members who are ethical in their relationships with students, parents/legal guardians, other school personnel and all companies with whom the center does business.

Staff members may accept no personal gifts, bonuses or gratuities -- consistent with guidelines issued by the State Ethics Commission -- from companies which do business with the center, whether or not companies give such gifts in the hope of increasing the sale of a product or to influence center personnel. Exceptions to this policy are the acceptance of minor items that are generally distributed by the company or organization through their public relations program.

Any gifts received as the result of the center's business, financial or operational affairs will accrue to the center. "Gifts" include the "savings stamps" offered by various companies.

The board discourages the giving of gifts to staff members by students as well as the exchange of gifts at holiday parties.

Adopted 3/18/85; Revised 12/18/01

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Legal references:

A. S. C. Code, 1976, as amended:

1. Section 8-13-100, et seq. - Ethics, government accountability and campaign reform.
2. Section 8-15-10, et seq. - Local or local and state officers and employees generally.
3. Section 16-17-420 - Prohibits activities that disturb school.