TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 216 CREATED 10/1/2013

SUBJECT: POLICY REGARDING GIFTS BEING OFFERED TO EMPLOYEES

PURPOSE: Gifts to the Town should be presented directly to the City Manager's Office. This policy establishes expected guidelines when Town employees are personally offered gifts, so as to avoid any possible conflict of interest or appearance of impropriety.

STATEMENT OF POLICY:

No employee shall accept any significant gift that is offered from individuals or businesses the Town does or may do business with, including but not limited to residents and other members of the public, developers, contractors, vendors, and service representatives. Items exempted include notepads, calendars, candy, non-alcoholic beverages, flowers, or consumable items, provided that the total estimated value does not exceed $50 and the gift is to be shared with all Town employees.

Gifts that go against this policy should be returned to the sender with a courteous acknowledgement and explanation of Town policy. Another acceptable action is to inform the sender that the gift will be given to a local, non-profit organization, such as a shelter or food kitchen. Employees unsure of whether a gift should be accepted and are unable to refuse the gift should seek advice from their immediate supervisor.

Fair Political Practice Commission Form 700 filers must also follow the guidelines listed in the "Gift Prohibition" section and refer to the fact sheet "Limitation and Restrictions on Gifts, Honoraria, Travel and Loans."