BIBB COUNTY SCHOOL DISTRICT

Board Policy GAJBKHD: Gifts to Staff Status: ADOPTED

Original Adopted Date: 12/04/2014 | Last Revised Date: 03/16/2023 | Last Reviewed Date: 03/16/2023

Employees of Bibb County School District ("District") shall maintain integrity with students, colleagues, parents, patrons, vendors, or businesses when accepting gifts, gratuities, favors, or other things of value.

Vendor Gifts

To avoid a conflict of interest or the appearance of a conflict, District employees are prohibited from directly or indirectly soliciting, demanding or accepting any gift, rebate, loan, favor, service, or any other thing of value from any District vendor or prospective vendor or from any other person or company doing or seeking to do business with the District.

Exceptions are made for the following:

i. Food or beverage donations provided in connection with a normal and customary district-related business, school, or social function, provided such donations are broadly available to participants, support the district function or activity, and are not offered or accepted for the purpose of influencing any district employee's official action or decision;

ii. Nominal gifts with an annual cumulative value of less $25.00;

iii. Reasonable expenses for travel, lodging, food and registration to permit an employee to attend a meeting or professional development opportunity on behalf of the District, that supports improvement of District related job performance or skills. The employee must submit a written request with supporting justification to the Superintendent or designee and obtain approval before incurring or accepting the expenses.

iv. Items given for the use and benefit of students of the District; or

v. Other exceptions approved by the Superintendent or designee. Requests under this subsection must be submitted in writing to the Procurement Department with supporting justification. The Procurement Department will review the request and make a recommendation regarding approval to the Superintendent or designee.

Any exception request must be consistent with established monetary limitations and applicable procurement requirements and will be granted only upon a determination that a conflict of interest does not exist.

~~Gifts to Staff~~Student/Parent Gifts

The ~~Bibb County Board of Education ("Board")~~Board of Public Education for Bibb County ("Board") recognizes that students, parents, and others may wish to show appreciation to ~~Bibb County School District ("~~District~~")~~ employees. However, individuals are discouraged from routine gift-giving to District employees and are instead encouraged to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia. Employees must never allow a gift from a student, parent, or any other person or entity to influence their treatment of others or decision-making. Employees should not accept expensive or frequent gifts because this may create a conflict of interest or the appearance of a conflict. Gifts with a value of $50.00 or more must be reported to the employee's principal or immediate supervisor.

~~This policy is not intended to discourage acts of generosity in extenuating situations.~~

Gifts from the Board

The Board will consider appropriate ways of thanking retiring District employees who have rendered outstanding service for an extended period of time and who have earned the high regard of other staff members and the community.

~~**Vendors**~~

Violation

Violations of this policy may be subject to disciplinary action and/or corrective action, up to and including termination of employment, in accordance with law.

See Policy GAG-Staff Conflict of Interest for more information regarding employee conflicts of interest.

See Policy DJE and Procedure DJE - Purchasing for more information about conflicts of interest and ethics in purchasing and contracting.

~~Employees of the District will not accept gifts (except food trays) from a commercial organization or vendor doing business in any manner with the District.~~

~~Employees may accept nominal items (such as pens or notepads) from a commercial organization or vendor that are generally distributed for promotional purposes.~~