

# City of New Haven

## Gifts to Employees Policy

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**Purpose:** This statement defines and describes the City's policy concerning the receipt or acceptance of gifts by any employee of the City in accordance with Sec. 211(a) (iii) of the City Charter and Sec. 12 5/8-3 of the New Haven Code.

**Issuing Authority:** The Chief Administrative Officer is the issuing authority of this policy.

**Enforcement Authority:** Daily administration and enforcement is the responsibility of all Coordinators and Department Heads.

### Policy

1. Violations of this policy may result in disciplinary actions up to and including termination.
2. Employees are prohibited from receipt or acceptance of any valuable gift, thing, loan or promise from any person, firm or corporation which to the employee's knowledge is directly or indirectly interested in any business dealing with the City or in any legislative or other matter.
3. No employee shall solicit any gift from any person doing business or expected to do business with the City.
4. Employees are expected to use their best judgment, highest ethical standards and common honesty in all of their business ventures. If an employee engages in, or expects to become engaged in, any activity, which might be considered a conflict, he/she must notify his/her department head. If an employee is uncertain about what constitutes a gift in violation of this policy, then he/she should contact the City's Corporation Counsel.

### Definitions

**Gifts:** any payment, subscription, advance, forbearance, rendering of services, deposit of money, or anything of value unless consideration of equal or greater value is received. "Gift" shall not include a political contribution otherwise reported as required by law; services provided without compensation by persons volunteering their time; a commercially reasonable loan made in the ordinary course of business; a gift to a public official or municipal employee from a member of his immediate family, unless said family member makes the gift with the intent of influencing a discretionary public action in which the donor receives or expects to have a financial or personal interest; or food or beverage or both, consumed on a single occasion, the cost of which is less than twenty-five dollars (\$25.00) per person.

**Person:** a business, individual, corporation, union, association, firm, partnership, committee, club or other organization or group of persons.

**Immediate Family:** any spouse, or the parent, brother or sister of such spouse or individual or the child of said individual or the spouse of said child or dependent relatives who reside in the individual's home.

**Employee:** Any person who is working full or part-time on behalf of the City and is compensated for that work.

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Issuing Authority: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Previously Revised: Date N/A

A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at N:\policies\GIFTS.doc

