

Chief Administrative Office	Date of Issue	Expiration Date	No.
POLICY MEMORANDUM	4/19/04	NA	38
TO: ALL Divisions and Departments	SUBJECT: Policy on Acceptance of Gifts		
SIGNATURE:			
COMMENTS:			

The purpose of this policy is to provide guidance and to establish parameters covering the conditions under which LFUCG employees may accept gifts from the public in light of the Ethics Advisory Opinion from the Civil Service Commission dated December 17, 2003. Generally, gifts from the public should be discouraged; however, in the event that you choose to accept a gift, the guidelines pertaining to that acceptance are outlined below.

It shall be permissible for an employee of LFUCG to accept a gift from the public so long as its value does not exceed \$35.00. A gift includes, but is not limited to:

1. Gift Certificates
2. Products or merchandise such as t-shirts, mugs and hats
3. Works of art or collectibles
4. Interests in real property
5. Contracts or a promise of a future interest in a contract
6. Food, beverages or lodging
7. Transportation
8. Discounts or rebates not extended to the general public or other businesses
9. Use of automobiles, boats, apartments, recreational or lodging facilities
10. Services

The gift must not be in cash or solicited, the acceptance of the gift must be completely without strings and it cannot be accepted under circumstances in which it could reasonably be inferred that the gift was an attempt to affect a decision that the employee needs to make.

If an employee receives a perishable item and the value exceeds the permissible limit, it must be shared with other co-workers. If an employee received a nonperishable item and the value exceeds \$35.00, the employee must pay the giver the difference between the price of the gift and the gift limit. An employee may accept multiple gifts from the

public so long as the cumulative value of the gifts from a single donor does not exceed \$35.00 in a twelve (12) month period.

This policy would also apply to consumable promotional products that may come from a for-profit organization. For example, if a new candy maker comes into the Lexington market and they decide to give away mass quantities of their product as a way of introducing themselves to the community, and the total value of the product exceeds the permissible individual gift limit, these giveaways may be accepted and shared among employees, provided that LFUCG is not the only organization receiving free samples.

This policy is meant to be a common sense approach to an ongoing question that comes up, particularly at holiday time. If you have any questions or concerns about whether you may accept a gift, please contact the Department of Law. Additionally, if you have received an opinion from the Department of Law, which is inconsistent with this policy, please contact that Department for clarification.