

Chico No Gift Policy

PURPOSE:

To establish a policy related to acceptance of gifts by City employees.

II. POLICY:

A. It is the policy of the City of Chico that employees shall not solicit, accept or receive, either directly or indirectly, any gift, gratuity, loan, fee, or other thing of value that would not be provided if he or she was not a City Employee. The only exceptions to this policy shall be the following:

1. Consumable, non-alcoholic gifts, such as boxes of candy, fruit, popcorn, cookies, etc., delivered to City offices by businesses who provide such gifts to clients at holidays or similar times. Such gifts shall be placed out to be shared by all staff of the office.

2. Food provided to emergency personnel at the scene of an emergency.

3. "Giveaways" handed out by vendors and consultants at conferences, training events, and grand openings provided that such items are made available to anyone attending the event.

4. Small gifts such as pens, paperweights, etc. given to an employee in appreciation for a presentation to a group or organization or in recognition of that individual's accomplishment.

5. Small gifts with company advertising, such as mugs, calendars, paper, etc. which are appropriate for use in the workplace.

6. A meal provided to an employee who is speaking at a meeting at which a meal is being served, or a meal provided at a function at which an employee is being recognized for service to the community.

7. Business meals paid for by consultants under contract to the City as part of a project meeting or discussion, when the cost of the meal is included in the consultant's compensation.

B. In addition to the policies set forth in this AP&P, all employees are required to comply with all gift limitations and reporting requirements as set forth in the Political Reform Act and the regulations promulgated by the Fair Political Practices Commission, to the extent applicable to each employee. However, compliance with those gift limitations and reporting requirements shall not excuse any non-compliance with the policies set forth in this AP&P and compliance with the policies of this AP&P shall not excuse any non-compliance with the gift limitations and reporting requirements of the Political Reform Act.

III. PROCEDURE:

Any employee receiving a gift not subject to the exceptions in Section II. above shall immediately return the gift to the sender along with a letter which expresses appreciation but declines the gift as a result of the City's gift policy. Any questions regarding interpretation of this policy shall be discussed with the employee's supervisor.