



Adopted: June 4, 1996

EMID 6067Board Policy 421

Revised: November 16, 2005; December, 2014; December 16, 2015

421 GIFTS TO EMPLOYEES

I. PURPOSE

The purpose of this policy is to avoid impropriety, a conflict of interest, or the appearance thereof with respect to gifts given to EMID employees and Board members.

II. GENERAL STATEMENT OF POLICY

- A. EMID recognizes that students, parents, and others may wish to show appreciation to its employees. However, EMID discourages gift giving to employees and encourages donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. It shall be a violation of this policy for any employee to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than a nominal value.
- C. It shall be a violation of this policy for any employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The Executive Director has discretion to determine what value is "insignificant."
- D. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with EMID. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with EMID.
- E. An elected or appointed member of a Board, an Executive Director, including the business official, may not accept a gift from an interested person.

III. DEFINITION

"Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

IV. PROCEDURES



Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge. If discipline imposed is other than termination or discharge, a condition of remaining an EMID employee will include the return of the gift provided or payment of the fair-market value for same.

Legal References:

Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References:

EMID Policy 209 (Code of Ethics)
EMID Policy 210 (Conflict of Interest - Board Members)
EMID Policy 306 (Administrator Code of Ethics)