<u>GIFTS</u>

There are certain policies and laws that govern the receipt of gifts by: (1) district employees; and (2) the district. This briefing will discuss the requirements regarding both scenarios.

1. Gifts to employees

School Board Policy 6.87 provides that: School District employees shall not accept personal gifts of value from anyone doing business with schools. Violation of this Policy may be cause for disciplinary action.

In addition, the City of Jacksonville's Ethics Code (Chapter 602, Ordinance Code) is applicable to all district employees and elected officials effective January 1, 2016. The City Ethics Code sets forth additional restrictions regarding the receipt of gifts, and states:

Jacksonville Code Sec. 602.701. Prohibited receipt of gifts.

(a) No officer or employee of the [district], or any other person on his or her behalf, shall knowingly accept, directly or indirectly, any one gift with a value greater than \$100 or an accumulation of gifts in any one ca

• Accept ANY personal gift of value from anyone doing business with schools or the district;

• Accept ANY gift from someone who is not doing business with schools or the district in excess of \$100 (or multiple gifts from the same person exceeding \$250 each calendar year). Please note that there are additional requirements for School Board members and other reporting officials pursuant to state law, which are not addressed in this memorandum.

2. Business-related gifts to the district.

The City's Ethics Code also requires transparency concerning business-related gifts to the organization. Section 602.702(c), Ordinance Code, states:

The [district] shall identify [representatives] who will be officers or employees responsible for the receipt of and distribution of business-related gifts to the [district] through its executive and legislative branches.... Registries shall be established wherein gifts will be identified by date, donor, type, purpose, and [the district] officer or employee carrying out the purpose; and shall be posted on the [district] internet site within 90 days of receipt of the gift. (Examples of gifts covered by this subsection include, but are not limited to, tickets or travel to events where [district] official or employee presence is requested, or travel and per diem to inspect products and equipment, or gifts of personal property to the [district].)

As a result, each school and district department must create a quarterly registry/report that tracks the receipt of business