



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Gifts and Solicitations for or by College Employees
Procedure Number: 03-2005-0015
Board Policy Reference: IV.A.

Accountable Administrator: President
Position responsible for updating: Director Human Resources
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Purpose/Principle/Definitions:

Students shall be discouraged from giving gifts to College employees. The President welcomes as appropriate the writing of letters by students to College employees expressing gratitude and appreciation.

Individual employees will refrain from giving gifts¹ to College employees who exercise any direct or indirect administrative or supervisory jurisdiction over them. Collecting money for group gifts is discouraged except in special circumstances such as bereavement or serious illness or for retirement gifts. Employee-initiated “sunshine funds” are exempt from this policy.

¹ “Gift” means something of economic value given to a public official or the public official’s relative without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended of others who are not public officials or the relatives of public officials on the same terms and conditions; and something of economic value given to a public official or the public official’s relative for valuable consideration less than that required from others who are not public officials. However, “gift” does not mean:

- a. Campaign contributions, as described in ORS Chapter 260;
- b. Gifts from family members;
- c. The giving or receiving of food or beverage if the food or beverage is consumed by the public official or the public official’s relatives in the presence of the purchaser or provider thereof;
- d. The giving or receiving of entertainment if the entertainment is experienced by the public official or the public official’s relatives in the presence of the purchaser or provider thereof and the value of the entertainment does not exceed \$50 per person in any one calendar year.

Individual employees need to be accountable for maintaining integrity and must avoid accepting anything of value offered by another for the purpose of influencing their professional judgment.

All employees are prohibited from accepting items of material value from companies or organizations doing business with the College. Material value is defined as \$50 from a single source in a single year.

No organization may solicit funds from employees within the College, nor may anyone distribute flyers or other materials related to fund drives through the College without the President's or designee's approval. College employees may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the College without the president's or designee's approval.

The soliciting of College employees by sales people, other College employees, or College agents during on-duty hours is prohibited. Any solicitation should be reported at once to the employee's immediate supervisor.

Legal References:

ORS 244.040