



ANCHORAGE SCHOOL DISTRICT
Gift Receipt General Guidelines and Safe Harbors
AMC 1.15.025
Effective July 1, 2014

The following guidelines are intended to simplify gift standards and eliminate disclosure requirements for certain items, including small gifts, homemade gifts, gifts for immediate consumption or display expressing general appreciation or holiday cheer, and discounts and prizes generally available to public sector employees or to large groups or employees.

An item is a "gift" if it is: of value provided to a municipal/ASD employee, including but not limited to money, cash equivalents, services, discounts, meals, and entertainment.

Prior approval must be received from the Municipal Ethics Board before using a gift that does not fall within the gift guidelines stated below.

NOTE: Gifts valued over \$50.00 are rarely approved.

Under AMC 1.15.025, General Rule: A municipal/ASD employee may not:

- *Accept a gift from an individual or an entity with interests that may be substantially affected by the performance of the person's official municipal/ASD duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the person's judgment in exercising official municipal duties.*

Safe Harbors: Unless other factors of influence are present, an employee may accept the following items:

- An item given to an ASD employee for a special occasion given voluntarily by ASD coworkers.
- A perishable item given for immediate consumption or display, from members of the public or classroom expressing general appreciation or holiday cheer, shared with an office, work group, or classroom.
- A discount, prize, or award available to public sector employees generally, or to a large business category of public employees to which the municipal/ASD employee belongs.
- A monetary award or item presented to a municipal/ASD employee in recognition of meritorious, civic, or voluntary service presented by a recognized civic, philanthropic or non-profit charitable organization.
- An item, homemade or handmade, made by the giver.
- An occasional small gift worth \$50 or less, including business meals.

Supplemental rules for Anchorage School District employees:

In addition to the items set forth in the Safe Harbor section above, ASD employees may accept the following items:

- Supplies, equipment, monetary and in-kind gifts made through the PTA, parent forum, booster club, other similar community groups, or the principal.
- Contributions from ASD business partners.
- Tickets for events or trips for which an ASD employee serves as a member or chaperone.
- Discounts for educational supplies.

Reservation for Exceptions:

- The Municipal Ethics Board or a Municipal Ethics Officer may grant an exception for a gift that does not otherwise fall within this section, but is consistent with the public policy concerns underlying limitations on gifts to public employees (influence, appearance of influence, conflict of interest). **Where the Ethics Code requires that an individual seek review from the Municipal Ethics Board or Municipal Ethics Officer, an exception/approval must be obtained prior to use of the gift.**

Contact the Municipal Clerk at 343-4312 or visit the Municipal Ethics website at:

<http://www.muni.org/Departments/Assembly/Ethics/Pages/Board%20of%20Ethics.aspx> for review requirements.

Travel discounts, accommodations, registration, and business travel:

- Unless specifically referenced in this section, items such as employee travel discounts, vendor provided accommodations and training, and payment of employee registration fees shall not be governed by the Ethics Code but shall be governed by administrative financial policies, procedures or guidelines.