

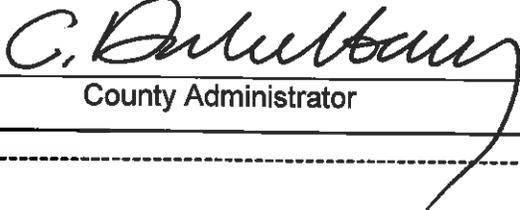


ADMINISTRATIVE PROCEDURES

Procedure Number: 3-19

Effective Date: 12/01/2000

Revision Date: 09/24/2013


County Administrator

SUBJECT: **COUNTY EMPLOYEES - GIFTS**

DEPARTMENT RESPONSIBLE: **Office of the County Administrator,
All Departments**

I. Purpose

This Administrative Procedure clarifies and augments Board of Supervisors Policy D29.2 Section XII Gifts and Rebates to provide explicit guidance to County Departments. It is designed to preserve and promote the integrity of the workplace.

II. Prohibited Conduct

With regard to County vendors and potential County vendors, County employees shall not accept or solicit, directly or indirectly, anything of economic value such as a gift, gratuity, favor, service, entertainment, or loan which may or may appear to be designed to influence the employee's official conduct. This provision does not prohibit acceptance of (1) minor promotional items such as calendars and pens, (2) inexpensive food and refreshments delivered as a gift to the workplace for consumption on the premises by all employees at the workplace, or (3) necessary business lunches costing no more than \$10.00 that have been approved in advance by the Appointing Authority or designee. Decisions about which items to accept and which items to return or decline shall be made by the Appointing Authority or designee. ***Under no circumstances shall food or beverages containing alcohol be accepted.***

III. Violations

Violations of Board Policy D29.2 Section XII or this Administrative Procedure shall be handled in accordance with Pima County Merit System Rules and Personnel Policies.