



CONEJO RECREATION & PARK DISTRICT

GENERAL MANAGER

Jim Friedl

To: District Staff

From: Tom Hare, Sheryl Lewanda, Liz Benton

Date: December 1, 2006

Subject: Gifts, Gratuities, and Solicitations

BOARD OF DIRECTORS

Joe Gibson, Chair
Mark H Jacobsen, Vice Chair
Michael D. Berger, Director
George M. Lange, Director
Susan L. Holt, Director

GENERAL MANAGER EMERITUS

Tex Ward

Section 20.0 – Policy

1. Except as provided in Section 20.2, no employee during the course of his or her employment with the District shall accept money, gifts, or favors of any kind from any person, organization, or business that has any dealings with the District.
2. No employee shall solicit or accept gratuities in return for services performed for the public during hours when he or she is being compensated by the District.

Section 20.1 – Disposition

Unsolicited token holiday gifts, premiums, and promotional items shall become the property of the District, and their use shall be determined by the General Manager.

Section 20.2 – District Solicitation

Any employee desiring to solicit or to have solicited, either directly or indirectly, money or materials of any kind, including prizes, for the purpose of assisting in the promotion of any recreation program or activity, must secure written approval in advance from the General Manager.

Section 20.3 – Social Collections

Collections of funds for the purpose of purchasing gifts or defraying expenses of employee social functions must have prior written approval of the General Manager. No employee shall be obligated to participate in any such collection. Employees desiring to purchase gifts and/or arrange for social functions not sanctioned by the General Manager shall do so during times other than working hours and away from District property.

Section 20.4 – Conflict of Interest Statements

Certain classifications of employees are legally required to file conflict of interest statements at time of hire, and on an annual basis thereafter, and at time of separation from the District.