

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 4135.2**

**ADOPTED: 01/06/97**

**CLASSIFICATION: Personnel**

**REVISED: 06/12/01**

**SUBJECT: Acceptance of Gifts**

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It is the policy of the Ventura County Office of Education to prohibit employees from directly or indirectly soliciting or accepting, from any person, corporation or group, any compensation or benefit or thing of value other than normal salary compensation for the performance of any service, which is rendered in the course, and scope of employment. This policy shall not restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents or other persons in recognition or appreciation of service. At the date of this revision, "minimal value" can be defined as \$25.00 or less.

Any gift or gratuity of this nature from any person, organization or group shall be rejected and returned. The immediate supervisor and the Director of Business Services shall be informed of any offer of a gift or gratuity that exceeds the "minimal value" test. The Purchasing Manager shall also be informed of any offer of a gift or gratuity from any vendor.

Legal Reference:

CALIFORNIA CODE OF REGULATIONS, TITLE 5, Section 80334

BUSINESS OFFICE PROCEDURES MANUAL P-16