Our Latest Resources

You may be familiar with the “Compliance Chats” podcasts launched last semester. Over the summer, we recorded additional episodes to share with our listeners. In each podcast we sit down with a subject matter expert to discuss important matters and resources at the University. Our latest podcasts address topics like Faculty Consulting, How an Ombudsman can Help, and Tax Compliance. Each episode is accompanied by a transcript. Please visit http://audit.uconn.edu/compliance-chats-a-podcast-series for more information.

While visiting our site, be sure to also check out Compliance Clips, brief animated videos to help explain certain rules like gift giving at the University. http://audit.uconn.edu/compliance-clips-animated-video-series/

These resources are intended to be a fun way to help you learn about Compliance and our partners at UConn. If you have any ideas for what should be featured next in our podcast or video series, please contact Liz Vitullo at Elizabeth.Vitullo@uconn.edu or (860) 486-2530.

Graduate Assistants
ANNUAL COMPLIANCE TRAINING
2017/2018

All Graduate Assistants are required to complete compliance training. Training is provided through an online module called Learning@Work, available on the Human Resources webpage. The training should take approximately 30 minutes to complete.

This year’s material will focus on the University Code of Conduct, Workplace Safety and Americans with Disabilities Act and Title IX reminders.

Please note that consistent with Article 13 of the Graduate Employee Union contract, this training is considered part of the workload of graduate assistants.
**Holiday Gifts - Frequently Asked Questions**

It is important to understand the limits the Code of Ethics places on gift exchanges. **Please use the following to assist you regarding the giving and receiving of gifts during the upcoming holiday season:**

Q: A vendor that frequently does business with the University just sent a large fruit basket to our office as a holiday gift. May we accept it or do we need to send it back?
A: A fruit or gift basket (valued at more than $10), while not acceptable if given to one person alone, may be accepted on behalf of an entire department or office if the per-person cost is less than $10.

Q: I was just invited by one of our vendors to their holiday party. May I attend?
A: Attendance at a vendor’s holiday party may be permissible, as long as employees are mindful that gifts of food and beverage must total less than $50 in a calendar year and items given as gifts from a vendor must total less than $10 in value with an annual total less than $50.

Q: May I spend $250 to pay for a holiday luncheon for my staff?
A: Yes, provided that the benefit for each subordinate is not more than $99.99.

Q: May my coworkers and I pool our money together to give our supervisor a gift certificate worth $150.00?
A: No. Gifts from subordinates to supervisors cannot exceed $99.99. Pooling above that limit is not permissible. (Except when the “major life event” gift exception may be used. Holiday gifts do not fall within this exception.)

Q: If I receive a gift from a vendor outside the permissible limits, may I donate it to charity?
A: Yes, as long as you do not accept any tax credit for donating the gift. It is suggested that you document the charitable donation. If the gift is not practical to donate, you may return it to the vendor or bring it to the office to share (following the guidance in the first F.A.Q. above).

You may also find it useful to check out our latest Compliance Clips animated video that summarizes the gift rules in less than 5 minutes! Additional questions and/or concerns related to holiday gift giving should be directed to Kim Fearney, Ethics Liaison and Director of Compliance at kim.fearney@uconn.edu.

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**Non-Retaliation Reminder**

Retaliation is any inappropriate or unsubstantiated action taken or threatened against an employee because the individual has, in good faith, made an allegation concerning the violation of state or federal law, University policy, rule or regulation, or has participated in any manner with an investigation of such allegation. Such actions adversely affect or threaten to affect the employment rights or other interests of an individual and can take either work or social form. The full non-retaliation policy is available at: [http://policy.uconn.edu/?p=415](http://policy.uconn.edu/?p=415).

**Reminder on Honorariums**

**APPEARANCE FEES:** No employee may personally accept any fee or honorarium given in return for a speech or appearance made or article written in the employee’s official capacity. You may, however, direct that the fee or honorarium be deposited in a University account to be used for future University-related business activities.

Necessary expenses to participate in a particular event may be acceptable under certain circumstances and, if received from a non-governmental entity, may also require the filing of a disclosure form with the Office of State Ethics. “Necessary expenses” are limited to: necessary travel expenses, lodging for the nights before, of and after the appearance, speech, or event; meals and any related conference or seminar registration fees.

The necessary expenses reporting form is available [here](http://policy.uconn.edu/?p=415).