To: Managers and Supervisors

Last week our office shared a message with the community regarding the Gift Rules. To review the message again, click the link below:

<Gift Rules Chatter>

Managers and supervisors play an instrumental role in promoting and building a culture of compliance at UConn and UConn Health.

Today, we’re following up with Managers and Supervisors specifically to provide strategies for helping your employees correctly navigate the Gift Rules.

Here are a few tips for you

Talk about it!

As we approach the end of the year, you could remind members of your team about the Gift Rules. This opens the door for employees to ask questions if they don’t understand the expectations.

Add it to your next agenda!

Putting it on an agenda as a reminder is a great way to make sure your team knows you support compliance with the policies and laws regarding giving and receiving gifts.
Share the Chatter with your Team!

Sending the communication from our office to your team signals that you are paying attention and support the University’s efforts related to compliance.

Set an example.

Ensuring you understand your own obligations as a supervisor and manager related to the Gift Rules can help set an example. Let your team know that you are a resource if they have questions.

You could also print out the communication and hang it in a shared office space, such as a break room, kitchen, or common area.

Or send your staff this animated video to supplement the message!