

# IT'S THE MOST WONDERFUL TIME OF THE YEAR!

In this final month, many of us may be thinking about purchasing gifts and finding ways to commemorate the year.

As a member of the UConn community, we'd like to bring to your attention some rules for UConn and UConn Health employees regarding **giving** and **receiving** gifts.

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## Did you know?

**Gifts** to employees are **regulated** by Connecticut State Law, namely the State Code of Ethics, and University Policy.



### What is considered a Gift?

When referring to **Gifts**, we mean anything of value, that is directly and personally received, unless consideration of equal or greater value is given in return.

Examples of a **Gift** include:

- Tickets to an event
- Discounts
- Physical items
- Meals
- Gratuities
- Cash or gift cards

## What is *not* considered a Gift?

There are 19 exceptions to the gift rules! Some include:



\$10↓

An item valued under \$10



Food and beverage valued up to \$50 per calendar year, if the person or entity paying is present (or a designee)



%

Items offered to the public at large (i.e. a discount offered by a retailer if it is being offered to all members of the public)



Training for a product purchased by UConn or UConn Health, provided such training is offered to all customers of that vendor

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### What about gift exchanges between Supervisors and Subordinates?

Gift exchanges within the lines of supervision should **not exceed \$100**. Meaning, supervisors may only accept gifts valued at no more than \$100, per gift, from their subordinates, and vice versa.

\*Note: this is a **per-gift** limit.



### When is it *not* okay to accept a gift?

Employees are generally *prohibited* from accepting gifts, discounts, or gratuities of any kind from Prohibited Donors.

## Who is considered a Prohibited Donor?

1

Any individual or entity that is a registered lobbyist with the State of Connecticut

2

Any individual or entity that currently does or is seeking to do business with UConn or UConn Health

3

Any pre-qualified contractor with the CT Department of Administrative Services

### What if someone other than a Prohibited Donor offers you a Gift?

If an employee is offered a gift by someone *other than* a Prohibited Donor *and* the gift is offered because of the employee's position at the University, the **total value** of a gift from one source in a calendar year must not exceed **\$100**.

### Where can you go if you have questions?

The **Office of University Compliance** can provide further guidance if you have any questions about giving or receiving gifts amongst employees.

## TEST YOUR KNOWLEDGE!

See if you can apply what you learned about the Gift Rules to **four** realistic scenarios by clicking on this [link](#).

### Additional Resources

[Gift Rules Compliance Clip](#) and the [Resource Companion](#)

[The Guide to the State Code of Ethic](#)

[Office of University Compliance FAQ for Gift Rule](#)