

APPROVAL DATE: 3/11/2015
APPROVED BY: Carl Dudley, WIB Chair



**COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES**

POLICY NO: 44-08
TO: All Workforce Investment Board Personnel
EFFECTIVE: March 1, 2015
SUBJECT: Gift, Recognition and Gratuity Guidelines

REFERENCES:

- Workforce Investment Act, Section 117
- Title 20 Code of Federal Regulations (CFR) 667.200
- Title 29 CFR 95.42
- California Political Reform Act, Government Code sections 87100 *et seq*
- San Luis Obispo County, Administrative Policy & Procedures Section 02-100
- San Luis Obispo County, Countywide Gratuity Policy 3/15/05
- San Luis Obispo County Department of Social Services WIA Procurement Manual, Code of Conduct Section, Pages 6 and 7
- Workforce Investment Board Standards of Conduct Policy # 9-08

PURPOSE:

To standardize the Workforce Investment Board (WIB) Member recognition procedures as well as to ensure WIB personnel adhere to San Luis Obispo County and Federal Workforce Investment Act policies regarding recognition, gift and gratuity acceptance.

DEFINITIONS:

For the purposes of this policy, WIB personnel refers to service providers, employees, members, volunteers, officers, agents, contractors and Administrative Entity Staff of the Workforce Investment Board of San Luis Obispo County.

For the purposes of this policy, nominal value refers to items costing less than \$10.00.

POLICY:

1) Gifts for Unpaid WIB Personnel (Members and Volunteers):

Occasionally, a Workforce Investment Board/Committee may find it warranted to provide WIB personnel with a gift for special recognition. Most commonly this will be done upon a Board or Committee Member resigning from their position. The following are the gift recommendations for unpaid WIB personnel:

Retirement, service of less than two years or special recognition:

A computer generated certificate of recognition, signed by the WIA Services Manager and the Board or Committee Chair. This certificate will be presented in either a certificate document cover or a simple frame.

Retirement, service of more than two but less than four years:

An Award (Acrylic Red with Black Base, 3.5" x 7", Item #CTI-AR)

Retirement, service of more than four years:

An Award (Acrylic Red with Black Base, 3.5" x 9", Item #CTI-CR)

Retirement, service as Board/Committee Chair or Vice Chair:

An Award (Crystal/Glass with Clear Base, 6" x 10.5", Item #CRY37)

Gifts of condolence, sympathy and/or support:

Under special circumstances, the Workforce Investment Board or its Committees may find it warranted to provide WIB personnel with a gift of support (death in family, medical distress, etc.). Typically, this gift will be in the form of a WIB card signed by members of the WIB, however, at the discretion of the Board or Committee Chair, the Board/Committee may choose to additionally provide a small gift of a nominal value (flowers, plant, etc.) with the understanding the expense should be shared by the WIB Members. Gifts of alcoholic beverages and money are not permitted.

2) Gifts for Paid WIB Personnel (employees, contractors and service providers):

Infrequently, the members of the Workforce Investment Board or its Committees may choose to provide a small gift to paid personnel. Any gift provided for this reason should be done at the discretion of the Board or Committee Chair with the understanding that the expense is to be shared by the WIB Members. Federal, State and County funds are NOT to be used for this purpose. This should be done sparingly (i.e. at retirement) with the understanding that San Luis Obispo County does not recommend this practice. Additionally, special care needs to be taken to adhere to the policies set forth in the references listed above. Gifts of alcoholic beverages and money are not permitted.

3) Receiving of Gifts and Gratuities by WIB Personnel:

WIB personnel are not to accept gifts or gratuities from organizations (and their employees) or individuals conducting business with the County or the WIB. This does

not prohibit acceptance of gifts of a nominal value, such as flowers, a cup of coffee, pens, mugs or t-shirts given by vendors at trade shows, conferences, demos, etc.

The following list is not intended to be exhaustive of all possible examples of prohibited gifts from organizations or individuals conducting business with the County or the WIB:

- Money, tickets for entertainment and sporting events, lottery tickets, as well as discounts not available to the public
- Liquor, wine, or other alcoholic beverages
- Meals, except for bona fide WIB business meetings over a mealtime
- Transportation, trips or tours (except ride sharing in connection with WIB business)
- Foodstuffs (unless presented and offered to all WIB personnel)

If any WIB personnel are offered a gift they feel does not constitute a gratuity, it is their responsibility to immediately report it to the WIA Services Manager. Only by the WIA Services Manager's confirmation will this policy be waived.

4) Receiving of Gifts and Gratuities from procurement bidders by WIB Personnel:

Payment of gifts or gratuities to WIB personnel from offerors or bidders is strictly prohibited.

ACTION:

The Administrative Entity for the WIB and WIB Personnel shall follow this policy. This policy shall remain in effect until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to WIB Admin at wibadmin@co.slo.ca.us.

REVISION HISTORY:

<i>DATE</i>	<i>DETAILS</i>
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