

Policy No. 322

Section ADMINISTRATIVE EMPLOYEES

Policy Guide

Title GIFTS

Adopted AUGUST 21, 1989

Revised OCTOBER 18, 1999

POLICY NO. 322 - GIFTS	
1. Purpose	The Board considers the acceptance of gifts by administrative staff members an undesirable practice.
2. Guidelines	It is the policy of the Board that administrators not accept gifts in excess of \$100. No single gift can exceed \$100.
3. Delegation of Authority	The superintendent may approve acts of generosity to individual administrative staff members in unusual situations and shall report such instances to the Board on a timely basis.

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