

**ROGUE COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURES**

Procedure: **EMPLOYEE RECEIPT OF GIFTS (AP-018)**

Contact: Contract and Procurement Office, Ext. 7200; also see:
<https://web.roguecc.edu/contract-and-procurement/ethics-statement>

College Employees should discourage students, vendors or sales representatives from giving the employee personal gifts (see related Board Policy, V.B.020, Accepting Gifts).

Employee Receipt of GIFTS: According to Oregon Government Ethics Law (Chapter 244), college employees and representatives of the College are considered “public officials” (ORS 244.020). College administration/staff/faculty, board members, volunteers and agents of the College are also known as Public Officials.

Public Officials are prohibited from soliciting or accepting, directly or indirectly compensation that is over \$50 in a calendar year from a third party. Compensation includes, but is not limited to: honoraria, gifts, monies, gift certificates, plaques, gratuities, meals, supplies, travel expenses, services, or promises of a contract award.

Any gift(s) received from a vendor should be utilized in the best interest of the College. Gifts over \$50 *must* be forwarded to the Contract and Procurement office. The Contract and Procurement Manager will distribute the items based on the best interest of College operations. Product samples (including textbooks) for the benefit of the College are the property of the College and may be accepted by a department for purposes of determining a future purchase.

Gifts-In-Kind – Donations to the College: Donations to the College should be directed to the Rogue Community College Foundation, following the Gifts-In-Kind procedures.

Approved: 08/26/2001
Revised: 11/16/2004
Revised: 12/10/2007
Revised: 01/13/2009
Revised: 01/30/2018