

## Orange County Library System Gratuities and Gift Policy

This policy prescribes standards of ethical conduct for all employees and members of the Library Board of Trustees (Trustees) of the Orange County Library System with respect to gifts and gratuities. It is the intent of this policy that each library Trustee and employee avoid any action, whether or not specifically prohibited, which might result in or create the appearance of:

- Offering improper preferential treatment to any person;
- Impeding Library efficiency or economy;
- Failing to maintain complete independence or impartiality;
- Making a Library decision outside of official channels;
- Affecting adversely the confidence of the public in the integrity of the Library;
- Receiving compensation from any source other than the Library for performing official Library duties or any work performed on Library time.

### Gratuities and Gifts

1. Prohibition on solicitation or acceptance of certain gratuities and gifts.
  - a. No employee or Trustee of the Library shall solicit directly or indirectly any gratuity or gift regardless of value from any person who has, or foreseeably will or could have a contract, business interest, or other business dealing with the Library.
  - b. No Library Trustee or employee shall accept directly or indirectly any gratuity or gift, regardless of value, which is offered based upon any understanding, or under circumstances that would reasonably indicate, that the vote, official action, or judgment of the Library Trustee or employee would be influenced thereby.
  - c. No Library Trustee or employee may accept a gratuity or gift valued in excess of \$100.00 from any person (other than a relative) or business with whom the Library currently or regularly contracts or otherwise conducts business, or with respect to whom the Trustee or employee is currently making decisions or regularly makes decisions affecting their business, property or personal interests.
2. Notwithstanding the above prohibitions, Library Trustees and employees may accept gratuities and gifts under the following circumstances:
  - a. Consisting solely of a meal and incidental entertainment offered on an occasional or sporadic basis in a professional or social event.
  - b. Admission to events to which they are invited as an official representative of the Library.
3. Required reporting of gifts and gratuities.

For any accepted gratuity or gift with a value of \$25.00 or more, within thirty (30) calendar days after receipt of the gift or gratuity, a written

report describing the gratuity or gift and stating its value and the identity of the donor shall be forwarded by the Library employee or Trustee to the Library's Recording Secretary who will then submit it to the Board President. After review of the report, the report shall be filed with the Library's Recording Secretary by the Board President.

4. Required filing of Gratuities and Gift Policy Acknowledgement  
All Trustees and library employees will sign acknowledgement of the Gratuities and Gift Policy. Employees will electronically sign the acknowledgements and these will be stored digitally with Human Resources. Library Trustee signed acknowledgements will be filed accordingly in Board Trustee files.
5. Other Provisions
  - a. This policy does not govern gifts or gratuities the donor of which is a Library Trustee or employee.
  - b. This policy does not govern gifts or gratuities the donor of which is a governmental agency.
  - c. Except where expressly provided otherwise, this policy does not govern gifts and gratuities the value of which is not material.
  - d. This policy does not govern gifts or gratuities the recipient or beneficiary of which is either the Library or any other person or entity other than a Library Trustee or employee.
  - e. For purposes of this policy, campaign contributions are not gifts or gratuities.
  - f. If and to the extent any provision of this policy is inconsistent or in conflict with any provision of the Code of Ethics for Public Trustees and Employees (Part III of Chapter 112 of Florida Statutes or any successor statute), the more restrictive provision shall prevail and govern.
  - g. Unless expressly provided otherwise in this policy, the words "gratuities" and "gifts" in this policy mean the same as the term "gift" in subsection 112.312 (12) of Florida Statutes (or any successor statutory provision).
  - h. The word "relative" shall mean the same in this policy as the term "relative" in subsection 112.312 (21) of Florida Statutes (or any successor statutory provision).

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Library Board Trustee / Employee (Circle One)

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Name and Date



101 East Central Boulevard  
Orlando, Florida 32801-2471  
phone: 407.835.7323  
website: [www.ocls.info](http://www.ocls.info)

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Mary Anne Hodel,  
Library Director, Chief Executive Officer

## Gratuities and Gifts Report Form

Date Filed:

Name:

Title:

The Gratuities and Gift Policy requires that all employees or public Trustees report gratuities and gifts valued at \$25.00 or more up to the \$100.00 limit.

In no case may an employee or public Trustee accept a gratuity or gift where there is an understanding that it is to influence an action or decision. Additionally, there are limits as to circumstances in which gratuities or gifts may be accepted. Everyone is advised to read the policy in detail.

Please complete this form and forward to the Administrative Assistant to the Director within thirty (30) days of receipt of the gratuity or gift. After review by the President of the OCLS Board of Trustees, the report will be filed with the Administrative Assistant to the Director.

Date gratuity or gift received:

Gratuity / Gift:

Estimated value:

Situation in which received:

Donor: