



What are the holiday gift rules?

With the holiday season upon us, many employees have questions about giving and receiving gifts. Here are the answers to some common scenarios.

A vendor that frequently does business with my department wants to send a large fruit basket, candy or cookies as a holiday gift. May we accept it?

Answer: A fruit basket or other item (valued at more than \$10), while not acceptable if given to one individual alone, may be accepted on behalf of an entire department as the “per person” cost will be reduced to less than \$10. This complies with one of the gift exceptions under the State Code of Ethics.

May I accept a restaurant gift certificate as a holiday gift from a vendor that does business with UCHC?

Answer: No. The State Code of Ethics requires that the vendor be present when food or beverage is consumed so accepting a gift certificate to a restaurant is not permissible.

Is there any limit on the amount I can spend on a gift to my supervisor or to someone that works under me?

Answer: Yes. The State Code of Ethics limits gifts between supervisors and subordinates anywhere within the chain of command. Supervisors and subordinates may give or receive a gift **up to \$99.99**. Keep in mind that this is a limit **per gift**. Pooling of money by supervisors or subordinates in order to give a holiday gift costing more than \$99.99 is not permitted.

How much can I spend on a holiday gift to my co-worker?

Answer: There is no limit on the amount you spend or receive as long as neither of you is anywhere in the other individual’s chain of command.

In lieu of a gift the physicians that I work with are going to host a holiday party for the staff. Can I attend?

Answer: Yes. However, the same logic as with other holiday gifts would apply. If there is any type of reporting relationship between you and the physicians be mindful that the amount you receive may not exceed \$99.99, just as the limit would be for any other gift from a supervisor or subordinate.

A patient’s family wants to give me a holiday gift. May I accept?

Answer: As a UCHC employee you may accept a gift from a patient or his/her family member valued at up to \$100. However, you may also offer an alternative such as a gift that can be enjoyed by everyone on the unit.

Where can I find the UCHC policy on gifts?

Answer: The link to the policy “Gifts to Individuals” is: http://www.policies.uchc.edu/policies/policy_2003_34.pdf