

UNWRAPPING THE GIFT RULES IN LESS THAN 5 MINUTES!

WHAT IS A GIFT?

- Anything of value, such as tickets to an event, meals, giveaways from vendors, etc., that is received directly and personally and where fair market value was not paid for in return.
- Gifts can include discounts and gratuities.

GIFT RESTRICTIONS

- Restrictions on accepting gifts apply to gifts being offered by “prohibited donors”
- A prohibited donor is an individual or entity that is a registered lobbyist, does or seeks to do business with the university, is regulated by the University or is a contractor pre-qualified by the Connecticut Department of Administrative Services.
- Employees are prohibited from accepting gifts, discounts or gratuities of any kind from prohibited donors

GIFTS FROM NON-PROHIBITED DONORS

- If gift is offered by someone other than a prohibited donor and because of the employee’s position at the University, the total value from one source in a year must not exceed \$100

GIFT EXCEPTIONS

Items excluded from the definition of a gift include:

- Items offered to the public at large (i.e. discounts offered by a retailer would if being offered to all members of the general public)
- token items valued at under \$10
- Food and beverage up to \$50 total in a calendar year and only if a representative of the donor is present
- Training for a product purchased by the University provided such training is offered to all customers of that vendor

MAJOR LIFE EVENTS

- There is a \$1,000 limit on a gift a registered lobbyist may give you or a member of your immediate family for a major life event
- Examples of a “Major Life Event” include a birth or adoption of a child, a wedding, a funeral, ceremony commemorating induction into religious adulthood, and retirement from state service

GIFTS TO THE STATE

- They are allowed
- Such gifts, are goods or services given to the University by a prohibited donor that facilitate University actions or functions and must be for use on University property, support a University event or support the participation by an employee at an event (i.e. funds for a University employee to attend an educational conference relevant to their University duties)

GIFTS BETWEEN SUPERVISORS AND SUBORDINATES

- Limited to gifts valued at no more than \$100 (per gift, not per year)
- Supervisors and subordinates may also make use of the major life event exception

IF GIFT DOESN'T FIT ONE OF THE EXCEPTIONS

- You can return the gift.
- If the gift would facilitate University business, you can have the gift kept as University property or
- Donate the gift to a tax-exempt charity, without taking any personal tax credit.

Remember to retain documentation supporting your return of the gift or your donation to a charity.

Also, please be sure to consider your department’s policy before accepting or giving a gift

For more Information on this topic see:

- <http://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/>
- <http://www.ct.gov/ethics/site/default.asp>
- <http://audit.uconn.edu/annual-compliance-training-storrs/>