DEFINITION

Gratuity: Money, gift, fee, or other thing of value given to an employee or other person.

POLICY

- *See* AR 320/Ethical and Gift Standards.
- *See* SRC 14-135/Gifts and Gratuities.

1. Employees and volunteers are prohibited from receiving gratuities when the acceptance could create the impression that the gratuity was for a past or future act of preferential treatment, or creates an appearance of impropriety. This applies to individuals that employees have contact with related to their status as a Scottsdale employee.

2. This policy does not prohibit:
   a. Unsolicited discounts or services offered to all officers, employees, or volunteers, as long as the employee does not profit by reselling the item or offering the service to another.

   b. Accepting awards, including money, of a value of less than twenty-five dollars, given to an employee by a publicly recognized organization recognizing outstanding service or achievement.

   c. Accepting money or gifts on behalf of the department with command level supervisor approval. The items must benefit the department as a whole, or be for a worthy cause that is sponsored in whole or in part by the department.

3. Immediately notify your supervisor in writing of the circumstances and actions taken if you received a gift.
   a. Your supervisor determines the appropriateness of an under twenty-five dollar gift.

   b. Bureau Chiefs may authorize an employee to receive or benefit from a gratuity having a value of more than twenty-five dollars when the acceptance serves a legitimate city business purpose, or is otherwise in the best interest of the city.

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