

	<i>Administrative Regulation</i>	Policy #:	16.04
	GIFTS & GRATUITIES	Effective:	08/30/2021
		Revised:	06/30/2025
		Owner:	Human Resources

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

PURPOSE:

This regulation establishes the City’s expectations and legal requirements regarding ***gifts*** and gratuities offered to City employees. It is intended to promote ethical conduct, protect public trust, and ensure compliance with Oregon Government Ethics Law.

SCOPE:

This regulation applies to all employees, officers, volunteers, interns, councilors, and agents of the City (collectively referred to as "employees").

POLICY:

City employees are occasionally offered personal *gifts*, discounts, or gratuities in connection with their City employment. While such offers may be made in good faith, it is important that everyone representing the City avoid any appearance of impropriety. The acceptance of personal *gifts* or other benefits by City employees or members of their immediate family or ***household*** may create an appearance of impropriety. City employees as defined in this administrative regulation are personally responsible for ensuring that their actions comply with state law.

Oregon Government Ethics Law does not prohibit all *gifts*; however, it places direct responsibility on each ***public official*** to understand when *gifts* are restricted or prohibited. Restrictions applicable to *public officials* differ from those applicable to private citizens because public service carries a duty of public trust.

Employees must avoid accepting any *gift*, *gratuity*, or ***personal benefit*** that could reasonably be perceived as influencing, or appearing to influence, official judgment or actions.

This regulation is not intended to address every possible *gifting* scenario. Employees are encouraged to consult the Oregon Government Ethics Commission (OGEC), the City Attorney, or the state’s *Guide for Public Officials* when questions arise.

Departments may adopt policies that are more restrictive than this regulation or state law. Employees must comply with the most restrictive applicable standard..

PROCEDURE:

1. Permissible Gifts and Gratuities

- a. Oregon Government Ethics law allows *public officials* to accept the following:

- (1) Official compensation and reimbursement of expenses by an employer;
 - (2) Authorized ***honorarium*** and unsolicited awards for professional achievement;
 - (3) *Gifts* with a total value of less than fifty dollars (\$50.00) in a calendar year from a ***source*** that has a ***legislative or administrative interest***.
 - (i) Under no circumstances may total *gifts* from a single *source* exceed \$50.00 per calendar year;
 - (4) Unlimited *gifts* from *sources* with no *legislative or administrative interest*;
 - (5) *Gifts* of appreciation with a resale value reasonably expected to be less than twenty-five dollars (\$25.00); and
 - (6) Items expressly excluded from the statutory definition of a *gift*.
- b. Employees may accept promotional items of nominal value that are distributed uniformly to all attendees at a conference, meeting, or similar event intended for use during the event (e.g., pens, notebooks, totes, bags, or snack foods).
 - c. Employees may accept discounts offered to public employees when;
 - (1) The discount is available to all public employees or a large class of employees; and
 - (2) The vendor does not have a legislative or *administrative interest* in the employee's official actions.
 - d. Departments and divisions may accept small, shareable *gifts* on behalf of the office, (e.g., candy, homemade treats, flowers), provided employees remain mindful of statutory limiting applicable to the *sources*.
 - e. Employees attending events in their official representative capacity may accept admission, food, beverage, or entertainment when such items are incidental to the primary purpose of the event.
 - f. Employees may accept City-sponsored *gifts*, prizes, or raffle items, including those associated with City programs, fundraising activities, employee groups, or events such as the annual Benefits Fair or Springfield Employees Etc. (SEE).

2. Prohibited Conduct and Solicitation

- a. Employees must not directly or indirectly solicit any *gift* or gratuity for personal use or benefit, regardless of value.
- b. Employees must not accept any *gift* or gratuity, regardless of value, if it is offered with the understanding that the employee's official action, decision, or judgment would be influenced.
- c. Employees must not accept *gifts* or benefits through ***relatives*** or ***household members*** if acceptance would otherwise be prohibited.

3. Tracking and Reporting Gifts

- a. Employees are responsible for tracking all *gifts* and gratuities received to ensure compliance with statutory limits.
- b. Employees who are uncertain whether a *gift* or gratuity may be accepted must:
 - (1) Review applicable Oregon Government Ethics rules; and
 - (2) Consult with the City Attorney or Human Resources before accepting the item.

DEFINITIONS:

Gift:

As defined in ORS Chapter 244, something of economic value given to a public official, candidate, or a relative or member of the household of the public official or candidate without equivalent consideration, or for consideration less than that required of others.

Honorarium:

A payment or item of economic value given in exchange for services when custom or propriety prevents setting a price, including speeches or similar services.

Legislative or Administrative Interest:

An economic interest, distinct from that of the general public, in a matter subject to the decision or vote of a public official or candidate.

Member of Household:

Any person who resides with the public official or candidate.

Personal Benefit:

Any gain, advantage, privilege, discount, or avoidance of expense received by an employee, a relative, or a member of the employee's household.

Public Official:

As defined in ORS 244.020, any person serving the State of Oregon or a political subdivision as an officer, employee, agent, or otherwise, regardless of compensation.

Relative:

As defined in ORS 244.020.

Source:

The person or entity that makes the ultimate and final payment of the gift's expense, as defined in OAR 199-005-0030.

RESOURCES:

Administrative Regulations:

1. [Standards of Conduct](#)

Web Resources:

1. [Oregon Government Ethics Commission \(OGEC\)](#)

2. [Guide for Public Officials](#)
3. [Oregon Government Ethics Statutes](#) – ORS Chapter 244