

Staff Gifts and Solicitations

Employees of NW BOCES will not accept gifts from students except as those gifts represent tokens. Even then gift giving is to be discouraged.

Individual employees will refrain from giving gifts to staff members who exercise administrative or supervisory authority over them, either directly or indirectly. Generally, the collection of money for group gifts will be discouraged except in special circumstances such as bereavement, serious illness, or for mementos at retirement.

All employees of NW BOCES are prohibited from accepting things of material value from companies or organizations doing business with NW BOCES. Exceptions to this policy are the acceptance of minor items which are generally distributed by the companies through public relations programs.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the approval of the Administrative Director. Staff members will not be made responsible, nor will they assume responsibility for the collections of any money or distributions of any fund drive literature within the school unless the activity has been approved by the Administrative Director. The NW BOCES Board expects these activities to be kept to a minimum. The Administrative Director shall seek directions from the NW BOCES Board in instances where prior practice offers no guidelines about a particular fund drive. It is the intent of this policy to prevent special treatment from the supervisor to the employee or from companies to employee.