

# I RECEIVED A GIFT.

## NOW WHAT?

DON'T PANIC. HERE'S WHAT TO DO:

### ASK

Is the gift from a prohibited source?

Simply, can you take official action or otherwise affect the source's financial interests?

No

### ENJOY

The gift!



Yes

### ASK

Is there an exception that applies?

[See EO 10-16](#)

Yes

### ENJOY

The gift!

You may need to get special approval if it's a "Gift to the City."



No

### JUST SAY NO!

Return gift or repay in full within 3 days with a note to donor and copies to Ethics Board, Chief Integrity Officer, Inspector General, and your direct supervisor.

### Note about Cash/Gift Cards/Electronic Funds:

- Tips are prohibited. Report to Inspector General and Chief Integrity Officer immediately.
- A City employee may accept a gift card of nominal value from another City employee if received at an office holiday party exchange.

Questions? Email [integrity@phila.gov](mailto:integrity@phila.gov)

# HOLIDAY GIFTS - EXECUTIVE ORDER ON GIFTS #10-16: COVID-19 EDITION

## WHAT IS A GIFT?

Things like: event tickets, invitations, food, drinks, travel, lodging or other tangible items given to or for the benefit of a City employee unless the employee pays the full value of the gift. Political contributions, commercially reasonable loans (ex- home mortgage), or gifts received from a close family member are not considered gifts.

## I'D REALLY LIKE TO GET MY BOSS A HOLIDAY GIFT. IS THAT OK?

The general rule is that you may not give your boss a gift. However, there is an exception where you are permitted to give your boss a gift of a *nominal value* at a holiday party, for example, where the exchange of gifts is customary.

## WHAT IS A GIFT OF A "NOMINAL VALUE"?

Although the [Gifts Executive Order](#) ("EO") doesn't define "nominal value," our office interprets this to be a gift valued under \$20.

## I'VE BEEN TO TRAINING ON THE EO. I THOUGHT THE LIMIT WAS \$99?

You're thinking about another exception that allows subordinates to give their bosses gifts of up to \$99 in the aggregate per calendar year on occasions that are major life events (ex- weddings, births, major birthdays or anniversaries) or that terminate the subordinate-boss relationship. An annual holiday is not a major life event.

## MAY I GIVE MY STAFF CASH GIFTS? THEY WORKED HARD THIS YEAR.

While a superior may give a subordinate a monetary gift under the EO, these gifts should be limited to things such as gift cards or gift certificates of nominal value. Providing expensive gifts to certain employees could send a message to other employees that they are not equally valued and negatively impact morale.

## ARE POLLYANNAS, WHITE ELEPHANTS OR SECRET SANTAS ALLOWED?

Whatever you call it, the answer is yes! However, these exchanges must be totally voluntary. No one should be forced, or feel forced, to participate. As a reminder, the City has implemented social distancing restrictions to flatten the curve of the COVID-19 pandemic. All indoor gatherings and events involving people from more than one household are prohibited in public and private spaces, even at work, through January 1, 2021.

## MAY I HAVE A PARTY IN MY HOME AND INVITE CO-WORKERS AND MY BOSS?

Normally, personal hospitality provided at your home is fine. However, see above for COVID-19 safety protocols.

## MAY MY OFFICE HAVE A VIRTUAL HOLIDAY PARTY?

Yes, but no one should be forced to attend or contribute towards any gift exchanges. To avoid this, bosses should not do the asking (or employees may feel pressured to participate or contribute).

## MY OFFICE RECEIVED A COOKIE TRAY FROM A VENDOR. WHAT SHOULD I DO?

Normally, you may share the cookie tray in a public place and send the vendor a "thanks, but no thanks" letter. The Chief Integrity Office can provide a template letter for you to send the vendor. However, please abide by COVID-19 safety protocols.

## MAY I ACCEPT A CASH TIP FROM NICE RESIDENTS ON MY SANITATION ROUTE?

No – cash tips from residents to City employees are never okay. If you are offered a cash tip, please decline it and report the interaction to your supervisor, the Integrity Office, and the Inspector General immediately.

## HAVE QUESTIONS OR NEED ADVICE?

Contact the Integrity Office at [integrity@phila.gov](mailto:integrity@phila.gov). Please ask for advice before accepting a gift.