

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Employee Gifts</b>	
Procedure No. 4214-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u><b>4214 – Employee Gifts</b></u>	Last Reviewed: <u>12/7/2009</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The Board of Education considers the presentation of gifts to professional employees by students and their parents an undesirable practice.

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

-Classified employees shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or service.

**4. Equity Considerations**

Describe any equity considerations relevant to the implementation of this policy.

**5. Additional Information**

Describe any additional information relevant to the implementation of the policy.