

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

STAFF GIFTS AND SOLICITATIONS

The Board of Education of the School District of Wauzeka-Steuben discourages the giving of gifts to or the receiving of gifts by personnel.

It may be unlawful for any District employee or District official to receive or offer to receive, either directly or indirectly, any gift, gratuity, rebate, discount, or anything of value which s/he is not authorized to receive from any person, if such person:

1. Has or is seeking to obtain contractual or other business or financial relationships with the Board or the District; or,
2. Conducts operations or activities which are regulated by the board or the District; or,
3. Has interests which may be substantially affected by the Board or the District.

An employee, or a member of the employee's immediate family, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. Teachers and other employees should accept only gifts of token value from students.

No employee of the School District of Wauzeka-Steuben shall act as a formal agent or solicitor for the sale of books, supplies, or school equipment to be utilized by the District.

Gifts given to school personnel for use by the District shall be formally accepted by the Board.

In the event that an employee receives a gift or other item of value (e.g., an unsolicited gift from a vendor that arrives before it could be declined) that the employee is prohibited by law or by District policy from accepting or retaining, the employee is expected to notify a supervisor and shall divest himself/herself of the item using any of the following methods:

1. Give the item to the District to use or sell, except that the District may not sell the item to any government employee or official.
2. Give the item to another local agency or to a public institution, such as a school, library, or museum, that can use the item.
3. Give the item to a charitable organization, as defined in section 11.0101(4) of the state statutes, not including a charitable organization with which the employee or a member of his/her immediate family is associated in an ownership or leadership capacity (e.g., as an officer) or as an authorized representative or agent.
4. Return the item to the donor.
5. If the donor is neither a lobbyist nor a principal who employs a lobbyist, as further defined in the state lobbying statutes, purchase the item at its full retail value and keep the item.

Legal References: Wisconsin Statutes §§ 19.59, 118.12, 118.27, 946.10, 946.12

Cross References: Conflict of Interest – Employee Handbook

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