

UIC POLICIES AND PROCEDURES

		NUMBER 310
MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 1
SUBJECT Gifts and Gratuities		EFFECTIVE 04/01/1997
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ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define University policy regarding the acceptance of gifts and gratuities from existing, current, and potential vendors, job applicants, employees, individuals, and groups who are or may become engaged in University activities.

SOURCES AND BACKGROUND

State Officials and Employee Ethics Act
Office of Business and Financial Services Polices and Procedures

APPLICABILITY

All UIC employees

POLICY

Employees should not accept gifts and gratuities of any kind, whether merchandise, cash, or services. Particular discretion and caution should be exercised by employees who work in sensitive areas. This includes: those involved in the purchase of equipment, commodities, and services as well as those employees who have influence in the selection of types of equipment, commodities, or service or their vendors; the review and acceptance of sponsored programs, projects, or contracts; the awarding of grants, scholarships, and similar awards; and the admission to academic programs. The following web sites provide more information about gifts and gratuities:

<http://www.ethics.uillinois.edu/policies/index.html>
http://www.obfs.uillinois.edu/manual/central_p/sec9-8.html,
http://www.obfs.uillinois.edu/manual/central_p/sec7-2.html

PROCEDURE

RESPONSIBILITY

1. Employee
2. Department/Unit Head

ACTION

1. Follows University policy regarding gifts and gratuities.
2. Monitors compliance with this policy.