

November 24, 2009

Holiday Reminder

As the holiday season approaches, it is a good time to review some applicable gift provisions of the Code of Ethics. This reminder is also available on the OSE's website to assist those who may want to give holiday tokens of appreciation to state agency employees.

As has always been the case, a state agency, agency division or staffing unit may accept an unsolicited holiday gift basket from a restricted donor provided that the gift is divided among the unit employees and the value to each employee is not more than \$10.00.

Additionally, state employees are permitted to give gifts to one another. There is no monetary limit on gifts between peers. For gifts between supervisors and subordinates up and down the chain of command, there is a \$99.99 per gift limit. Note that pooling for a gift above that limit is not permissible. For example, if employees pool their money for a gift for a supervisor, the gift itself may not be more than \$99.99. Supervisors, however, may spend more than \$99.99 to provide, for example, a holiday luncheon for many subordinates, provided that the benefit to each individual employee is under \$99.99.

Remember, the Code of Ethics is in place to ensure that public officials and state employees are not using their positions for personal, financial gain. The gift provisions noted above are in keeping with that central principle.

The staff of the Office of State Ethics is always available to assist you should questions arise.

New Form Available

Connecticut General Statutes [§ 1-84 \(o\)](#) requires certain individuals who give something of value to a public official or state employee to provide a written report to the recipient and the executive head of that person's department or agency within 10 days. This new form is not required, and is designed only as a helpful tool to foster compliance with this section. Detailed information regarding who should file and what information is required is contained on the [form](#) and in the statutory reference.

As always, when in doubt, call the OSE's Legal Division at 860-236-2400 for assistance.

Enjoy a Happy Thanksgiving!

Meredith Trimble