



PARKS & RECREATION

Date: 12/31/2017 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 4.1.1.1 LOPR_Staff Acceptance of Gifts and Gratuities

Background: The City of Lake Oswego strives for well-articulated and understandable personnel policies. Personnel Policy (PP) 1-4 addresses “Gifts”. The guidelines within PP1-4 under #3 directs information with regard to gifts. Lake Oswego Parks & Recreation (LOPR) follows these guidelines.

Employees may not accept gifts, money, discounts or facors including a benefit to family members, friends or business associates for doing work that the City pays them to do. The exceptions to this are promtional gifts (e.g., coffee mug or letter opener with the company logo on it) or those of nominal value (ie., does not exceed \$100 per person on a single occasion and is not greater than \$250 in any one calendar year).

Links to Sources:

[Personnel Policy 1-4](#)

Responsibility/Contacts: Director, Administrative Assistant