

GIFTS, PRIZES, AWARDS, WELLNESS/RECREATION CARD & DISCOUNTS

Revised November 2018

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A. GIFTS, PRIZES & AWARDS

1. Gifts, Prizes, & Awards Provided by Tooele City

- a. Occasional and de minimis awards or prizes valued at less than \$15 may be given to employees without incurring a taxable fringe benefit, provided that it is not cash or a cash equivalent (i.e. a generic gift card).
- b. A plaque or similar display may be given to employees as an award or recognition without incurring a taxable fringe benefit.
- c. A tangible gift such as flowers may be given for:
 - (1) Expression of sympathy in the event of the death of an employee or employee's spouse or dependent child;
 - (2) Congratulations for the birth or adoption of an employee's child; or
 - (3) Expression of get well wishes for an employee.

Congratulatory gifts such as for birthdays, graduation, marriage, etc. or other condolences generally should not be purchased with City funds.

- d. A tangible gift such as a watch, plaque, home décor, etc. may be given to a retiring employee and is generally limited to a value of \$20.00 for every year of service to the City. In addition, the department may use department funds to make a reasonable contribution of a food item, such as meat trays, to a retirement luncheon provided on site in recognition of a retirement if the employee had at least 10 years of service to Tooele City.
- e. Additionally, upon discretion of the Chief of Police and with approval from the Mayor, sworn police officers may be given their duty weapon upon retirement, and/or their badges and patches, including reasonable mounting costs such as a shadow box.
- f. Because there are specific tax implications relevant to gifts, prizes, and awards, supervisors are expected to consult with the payroll or HR office prior to approving any other gifts, prizes, or awards for employees.
- g. Exceptions to this Section are approved by the Mayor.

2. Gifts, Prizes, & Awards Provided by External Sources

- a. Employees shall comply with the provisions of state and federal law governing the acceptance of gifts and gratuities. In addition, employees must avoid the appearance of favoritism or conflicts of interest.
- b. Allowed. The following are examples, but not an exclusive list, of items

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employees may accept:

- (1) De minimis items such as pens, mugs, calendars, thank you cards, and other trinkets valued at less than \$15;
- (2) Discounts provided to all City employees in conjunction with the City's benefit or "perks" programs;
- (3) Any tangible item or gift card, but not cash, valued at less than \$50 and given as a token of appreciation for assisting or speaking at events, conferences, civic organizations, or similar services;
- (4) Fees paid on behalf of the employee to participate in charitable events as a City representative such as a charitable golf tournament;
- (5) Incidental meals, drinks, or food items:
 - i. Personal meals, drinks, or food items valued at less than \$15 and that generally occur two or fewer times per calendar year;
 - ii. Group meals, drinks, or food items provided with training or as an expression of thanks;
 - iii. Food items left over from events or a catering that would otherwise have been thrown away;
- (6) Complimentary trips to vendor offices, user conferences, or other travel that is conducted as part of the City's due diligence in researching a product or service, or to receive training;
- (7) Items distributed to all attendees or randomly at conferences and other events such as t-shirts, pens, trade show bags, food and beverages, and door prizes;
- (8) Items provided at a sponsored event if the potential for conflict of interest perceptions do not exist. This may include a gift given while representing the City at a charitable golf tournament, a prize awarded for winning a group costume contest, or a gift in conjunction with a customer service award program, and similar situations; or,
- (9) Reward points, sky miles, etc. earned on a personal credit card program when use of a personal credit card was necessary to conduct business purposes.

c. Prohibited. The following are examples, but not an exclusive list, of items employees may NOT accept:

- (1) Employees serving on committees that are evaluating products or services may not accept any gifts from vendors bidding on these items;
- (2) Cash, stocks, bonds, or other negotiable instruments regardless of the dollar amount;
- (3) Any item with a value in excess of \$50 without written disclosure to and approval from the Mayor. The disclosure and approval

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- should document the business reason for accepting this gift and a declaration that there is no potential for a conflict of interest;
- (4) Tickets to sporting events, theater, or similar entertainment passes valued over \$50, either per event or cumulatively through a 12 month period, unless approved in advance and in writing by the Mayor. The approval should document the business reason for accepting this gift and declaration that there is no potential for conflict of interest perceptions;
- (5) Personal meals, drinks, or food items valued at over \$15 or occur more frequently than twice per calendar year; or,
- (6) Free gift items that come with a purchase if that purchase was made on behalf of the City.

d. If an employee or department receives an unacceptable item:

- (1) The gift may be shared in a central location where all employees may enjoy their presence or it may be delivered to human resource department for distribution to other employees on a random basis such as a door prize at a City party, etc.;
- (2) In lieu of returning gifts of food, they may be shared with the entire staff even if addressed to a single employee; or,
- (3) The item may be donated to a charitable organization.

B. WELLNESS / RECREATION CARD

1. Tooele City recognizes that there are benefits to both employees and the City to promote and support various health and wellness initiatives. It is our objective to raise awareness regarding the importance of lifestyle behaviors, to promote a workplace that values wellness, and to support our workforce as they become more physically active, manage stress, and make healthier lifestyle choices.
2. In support of our wellness objectives, Tooele City provides eligible individuals with free access to the Leigh Pratt Aquatic Center, the Oquirrh Hills Golf Course, and the Tooele City Public Library, subject to the following terms and conditions:
 - a. Free admission is valid only when there is excess capacity at each facility and no paying customer is displaced. If at the time of use, no excess capacity exists, the individual must pay the full admission fee or have access denied or delayed until an opening is available;
 - b. Free admission is only provided during regular public operating hours;
 - c. In general, the admission does not apply to classes, programs, rentals, tournament fees, or special events;

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- d. Free use does not apply to cart or equipment rental;
 - e. Tooele City reserves the right to apply temporary or permanent restrictions on this benefit as deemed necessary or appropriate;
 - f. Individuals must comply with the respective rules of the facility which are subject to change, or may be denied future use privileges; and,
 - g. Fraudulent use, including misrepresentation or use when not eligible, may result in collection of fees that were otherwise due, criminal prosecution, and/or denial of future benefit use.
3. The Tooele City wellness card also provides a 20% discount on rental of the Dow James building and Tooele City pavilions. There are no discounts on other building or facility rentals including but not limited to, rental of the aquatic center or party spaces.
4. Eligibility. The following individuals are eligible for the wellness / recreation card:
- a. Active full-time regular and full-time appointed employees, their legal spouse, and their unmarried dependent children age 19 or younger living in the household;
 - b. While serving their term, Mayors and City Council persons, their legal spouse, and their unmarried dependent children age 19 or younger living in the household (*Approved December 2007 Ordinance 2007-32*);
 - c. Retired employees, but not their spouse or dependent children, may be provided with Wellness Card pursuant to the eligibility criteria in Section 30: Retiring and Retiree Benefits, herein this Manual; and
 - d. Former elected officials who served a full four-year term of office, but not their spouse or dependent children.

There is no survivor benefit applicable to the wellness card. Upon the death of the eligible employee, retiree, or elected official, the card becomes void.

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C. ACCESS & DISCOUNTS GIVEN TO AQUATIC CENTER STAFF

Tooele City provides certain “perks” and benefits to employees working at the Aquatic Center as a recruitment and retention initiative.

1. Facility Admission

Active part-time regular, seasonal, temporary, on-call, or cyclical status employees working at the Leigh Pratt Aquatic Center, but not their family, receive free admission to the center during regular public swimming hours. Free admission is valid only when there is excess capacity at the facility and no paying customer is displaced. If at the time of use, no excess capacity exists, the individual must pay the full admission fee or have access denied or delayed until an opening is available.

2. Food & Beverage Discount

Aquatic Center employees receive a twenty percent (20%) discount off the menu price for any food or beverage ordered on a day when they are scheduled for work.

3. Merchandise Sales

Aquatic Center employees receive a twenty percent (20%) discount off the sales price for any merchandise purchased for their own use.

D. ACCESS & DISCOUNTS GIVEN TO GOLF COURSE STAFF

Tooele City provides certain “perks” and benefits to employees working at the Oquirrh Hills Golf Course as a recruitment and retention initiative.

1. Green Fees, Range Fees, and Cart Rental

- a. Active part-time regular, seasonal, temporary, on-call, or cyclical status employees working at the Oquirrh Hills Golf Course are provided admission to the course and range when there is excess capacity and no paying customer is displaced. If at the time of use, no excess capacity exists, the individual must pay the full fee or have access denied or delayed until an opening is available.
- b. The fee charged to such employees for use of a golf cart, or for golf privileges for their immediate family, a legal spouse and unmarried dependent children age 19 or younger living in the employee’s home, will be established by written department policy and approved by the Department Head and Mayor.
- c. The golf professional, apprentice, and superintendents may use a cart free of charge as accounting for personal versus professional use is not practical given the nature of their positions and responsibilities at the golf course.

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2. Food & Beverage Discount

- a. Golf course employees receive a forty percent (40%) discount off the menu price for any food or non-alcoholic beverage ordered on a day when they are scheduled for work.
- b. Employees receive a twenty percent (20%) discount off the menu price for any food or non-alcoholic beverage ordered on a day when they are not scheduled for work.
- c. The employee may apply his/her respective discount for food and non-alcoholic beverages purchased for his/her spouse or dependent children age 19 or younger living in the employee's home, provided the employee is present at the time of purchase. Employees may not apply his/her respective discount for purchases for any other individuals.

3. Merchandise Sales

Resale items may be sold at the Oquirrh Hills Golf Course under private contract and independent of Tooele City Corporation. If resale items are sold directly by Tooele City, golf course employees receive a twenty percent (20%) discount off the retail or sales price for any merchandise purchased for their own use.