



SWAMPSCOTT PUBLIC SCHOOLS

Simplified guidelines on the ethics rules relating to gifts:

1. A disclosure must be filed by an employee for any gift, regardless of value where the gift giver could possibly be seen as enjoying favor or influence with respect to the employee's duties.

For example, a gift from a parent of a current student to a teacher would require disclosure.

Basic rule: if the giver of the gift is somehow connected to the employee's work, a disclosure of the gift must be filed.

2. No gift with a value over \$50.00 may be accepted from any person who is connected to the employee as a result of the employee's work.

Example: a teacher must return a gift certificate from a parent in the amount of \$75.00.

3. A class gift to the employee of up to \$150.00 may be received if the gift is identified as coming from the class as a group, with no identification of the persons who contributed to the gift. Anyone who contributed to the class gift may not give any individual gift. A class gift may be accepted, in addition to the \$150.00 limit, but only used for classroom enhancements that would be considered property of the school district, not for the employee's individual benefit.
4. Employees may exchange gifts with other employees for typical gift giving occasions provided that there is no subordinate/superior relationship between the employees.
5. A superior may not accept a gift from a subordinate and a subordinate may not give a gift to a superior, except:

- non-cash, non-gift certificate gifts valued at \$10.00 or less
- shared refreshments in the office
- customary hospitality gifts, e.g. flowers or a bottle of wine to the host of a dinner party

I hope this provides the guidance you need.

*Please submit completed Gift Disclosure Form(s) to
Susan Duplin, Clerk's Office, Town Hall*

DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST AS REQUIRED BY G. L.C.268A §23(b)(3)

I make this disclosure pursuant to G.L.c.268 A, §23 (b)(3) in order to dispel any appearance of potential conflict of interest occasioned by the facts set out below, that I may be improperly or unduly influenced in the performance of my official duties, or that I would be likely to act or fail to act as a result of kinship, rank, position or the undue influence of any part or person.

Name:	
Title or Position:	
Agency/Department:	Swampscott Public School District
Agency address:	207 Forest Ave. Swampscott, MA 01907
Office Phone:	781-596-8800
I publicly disclose the following facts (Attach additional pages if necessary):	
Signature:	
Date:	

G.L.c.268 A, §23 (b)(3): No current officer or employee of a state, county or municipal agency shall knowingly, or with reason to know, act in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person. It shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority or, if no appointing authority exists, discloses in a manner which is public in nature, the facts which would otherwise lead to such a conclusion.

Appointed state, county and municipal officials and employees should file with their appointing authority.

Elected state officials should file with the appropriate House or Senate Clerk or the Ethics Commission.

Elected county officials should file with the county clerk.

Elected municipal officials should file with the city or town clerk.

Attach additional pages if necessary.