



# Northern Marianas College Procedure

Procedure No.: 5000.2 Procedure Title: Gratuities and Contributions  
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13  
 Office of Origin: Human Resources Office  
 Procedure Approval Authority: President *[Signature]*  
 Board Policy No. Associated with this Procedure: 5000  
 This Procedure Supersedes/Replaces: 2011 BOR Policy Part VII.C

*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

**Overview/procedure description** This procedure governs the conduct of College personnel with respect to gifts and contributions

**Areas of Responsibility** All College employees are governed by this procedure

**Procedure details** Except as provided below, an employee shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value, from a person who:

- Has, or is seeking to obtain, contractual or other business or financial relations with the College;
- Conducts operations or activities that are regulated by the College; or
- Has interests that may be substantially affected by the employee's performance of official duties.

Except as specifically authorized by the Board of Regents, employees are not authorized to accept on behalf of the College voluntary donations or cash contributions from private sources for travel expenses, or the furnishing of services in-kind, such as hotel accommodations, meals, and travel.

These prohibitions do not apply in the context of obvious family, unofficial or personal relationships, such as those between the parents, children, or spouse of the employee, when the circumstances make it clear that it is those relationships, rather than the business of the persons concerned, which are the motivating factors.

An employee may accept food and refreshments of nominal value on infrequent

occasions in the ordinary course of a luncheon or dinner meeting or on a visit by a vendor or contractor or others where an employee may properly be in attendance. Nominal value in this type of situation is defined as not more than \$35.00 per event.

An employee may accept loans from banks or other financial institutions on customary terms to finance proper and usual activities, such as home mortgage loans.

An employee may accept unsolicited advertising or promotional material such as pens, pencils, note pads, calendars, and other items of nominal intrinsic value.

An employee shall avoid any action, whether or not specifically prohibited by this subpart, which might result in or create the appearance of:

- Using public office for private gain;
- Giving preferential treatment to any person;
- Impeding the College's efficiency or economy;
- Losing independence or impartiality;
- Making a College decision outside official channels; and/or
- Affecting adversely the confidence of the public in the integrity of the College.

An employee shall not solicit a contribution from another employee for a gift to an official superior, or accept a gift from an employee receiving less pay. However, this restriction does not prohibit a voluntary gift of nominal value or donation in a nominal amount made on a special occasion such as marriage, illness, or retirement.

An employee shall not accept a gift, present, decoration or other thing from a foreign government unless authorized by law and the Board of Regents.

This section does not prohibit receipt of a bona fide reimbursement, unless prohibited by law, for actual expenses for travel and such other necessary subsistence as is compatible with this policy for which no government payment or reimbursement is made. However, an employee may not be reimbursed and payment may not be made to the employee or on his or her behalf, for excessive personal living expenses, gifts, or entertainment, nor does it allow an employee to be reimbursed by a person or entity for travel on official business under government orders when reimbursement is disallowed by law.