Current as of: 28 Aug 15

CIVILIAN PERSONNEL SECTION FACT SHEET

GIFTS BETWEEN EMPLOYEES

RULE: You may not accept a gift from an employee who earns less than you (unless you have a personal relationship with the employee and you are not in the chain of command)

RULE: You may not give, make a donation toward, or solicit a gift for someone superior to you in the chain of command.

Exceptions to the Rules:

1. On occasional basis, such as holidays or birthdays, you may give a superior or receive from a subordinate:
    - non-monetary gifts of up to $10;
    - personal hospitality provided at a residence (or an appropriate host/hostess gift);
    - food or refreshments shared in the office.
2. On special occasions,
    - of personal significance, such as marriage, illness, or birth or adoption of child;
    - that terminate the chain of command, such as retirement, resignation, or transfer;
    - solicit voluntary contributions up to $10/person for a group gift;
    - give an appropriate gift to a superior;
    - accept appropriate gifts from subordinates and group gifts that do not exceed $300.
3. **REFERENCES:** 5 CFR §2635.301-304 Subpart C, *Gifts Between Employees*; DOD 5500.07-R, *Joint Ethics Regulation*

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