



**COUNTY OF NASSAU
BOARD OF ETHICS**

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BOARD OF ETHICS

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PLAIN LANGUAGE GUIDE TO GIFTS, FAVORS AND TIPS

The holiday season is a time of giving. This plain language guide is offered to remind you of the rules that apply to gifts so that you may enjoy the holidays without the risk of unintended ethics violations. This plain language guide does not replace the applicable laws, portions of which follow. You can request confidential ethics advice or submit an ethics complaint on the Board of Ethics website: <https://www.nassaucountyny.gov/2324/Board-of-Ethics>.

Rules for all County Officers and Employees, whether paid or unpaid:

- You may not request a gift of any value if it would appear that the gift was intended to either influence you in the performance of your official duties, or reward you for an official act.
- You may not accept a gift or loan of money, goods, services or anything of value from anyone that you know is doing business with the County.
- You may not accept any gift worth \$75 or more, and you may not accept multiple gifts during a 12 month period that have a combined value of \$75 or more, from anyone that you know is doing business with the County.
- You may not accept a gift or tip of any value as a reward for doing your job.

Exceptions:

- You may accept gifts from your parent, spouse or child.
- You may accept an award given by a charity.
- If you are authorized by law to perform wedding ceremonies, you may receive a gift in an amount authorized by the Code of Ethics for ceremonies performed off-site on your own time.

Special Rules for Certain County Officers and Employees:

- If you are a member of the County Executive's staff, or have the power or duty to make or participate in making policy or decisions regarding procurement or contract administration, you may not accept a gift of any value from anyone doing business with the County, or reasonably likely to do so within a foreseeable period of time.
- If you are a member of the County Executive's staff, or have the power or duty to make or participate in making policy or decisions regarding procurement or contract administration, you may not accept a cash discount on the purchase of goods or services received in connection with your county employment, unless the discount is granted to all county employees.

NASSAU COUNTY CODE OF ETHICS

No officer or employee of the County, whether paid or unpaid, shall accept gifts aggregating to seventy-five dollars (\$75.00) or more during a twelve-month period, nor solicit any gift of any value, whether in the form of services, loan, thing or promise of any other form, from any one person, firm or corporation which to his or her knowledge is interested directly or indirectly in any manner whatsoever in business or professional dealings with the County or any agency thereof.

For purposes of this subdivision, the value of a gift of a ticket or comparable authorization entitling the holder to food, refreshments, entertainment, or any other benefit shall be the face value of the ticket or the cost of entrance to the general public, notwithstanding the fact that part of the cost of attending is a tax-deductible or political contribution.

Exceptions:

- (1) Gifts received by the County officer or employee from his or her parent, spouse or child;
- (2) Gifts accepted on behalf of the County and transferred to the County.
- (3) Gifts or benefits having a reasonable value that are received by a County officer or employee listed in section 11 of the Domestic Relations Law for the solemnization of a marriage by that officer or employee at a place other than his or her normal public place of business or at a time other than his or her normal hours of business.
- (4) Awards from charitable organizations

NYS GENERAL MUNICIPAL LAW

No County municipal officer or employee shall directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.

Notwithstanding any statute, law or rule to the contrary, no public officer listed in section eleven of the domestic relations law shall be prohibited from accepting any fee or compensation having a value of one hundred dollars or less, whether in the form of money, property, services or entertainment, for the solemnization of a marriage by such public officer at a time and place other than the public officer's normal public place of business, during normal hours of business. For the purpose of this section, a town or village judge's normal hours of business shall mean those hours only which are officially scheduled by the court for the performing of the judicial function.

PENAL LAW

A public servant is guilty of receiving unlawful gratuities when he solicits, accepts or agrees to accept any benefit for having engaged in official conduct which he was required or authorized to perform, and for which he was not entitled to any special or additional compensation. Receiving unlawful gratuities is a class A misdemeanor.