

Gratuities

Under no circumstances will an employee accept individual gifts, money, or benefits, such as offers of goods or materials by residents or customers. The public's trust must never be breached. Consequently, a test of whether an offer should or should not be accepted must always be included in how the public perceives the department's actions.

If refusal of a gift would cause embarrassment, the employee may accept it but must make a full written report to the Director of Public Works before the end of his/her shift. This paragraph does not include small items of minor value such as ballpoint pens, or small perishable items given to the department as tokens of appreciation. Any solicitations that have any connections with the Amherst Department of Public Works, (ADPW) to be done by ADPW employees, must first have the approval of the Director of Public Works.

From the Town of Amherst's Policy and Procedure Manual, 2009.