



# REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 5.11

Acceptance of Gratuities

## I. POLICY

It is the policy of Riverside County Regional Park and Open-Space District that staff members and volunteers shall not accept gratuities or favors from customers and shall conduct themselves in an ethical manner consistent with all applicable policies, laws and ordinances when representing the District.

## II. PURPOSE

The intent of this policy is to remain consistent with County of Riverside Policy C-35, the County of Riverside Code of Ethics, and other applicable laws and regulations while adding additional expectations to those already required of County Employees in order to prevent ethical inconsistencies.

## III. DEFINITIONS

Abuse – The definition of “Abuse” from Policy C-35 shall be expanded for the purpose of this policy to include, “or accepting tips and/or gratuities from customers.”

Gratuities – Gifts to an employee or volunteer including, but not limited to: cash, gift cards, coupons, tips, tickets, any items that have a cash value when redeemed, discounts or rebates, unless the discount or rebate is available to all members of the public.

## IV. PROCEDURE

1. RivCoParks staff shall not be permitted to accept gratuities from customers or vendors at any time as it is deemed an abuse of their position.
2. Any gratuity left for or sent to a RivCoParks employee will become a donation to the District and the District’s policy on accepting donations will be followed to acknowledge and recognize the donation.
3. District “Cash Handling Procedures” shall be followed when accepting the donation and the customer/vendor shall receive a receipt.

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