

HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE RELATIONS: GRATUITY



UNIVERSITY SYSTEM
OF GEORGIA

Gratuity

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON GRATUITY
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	JULY 1, 1983
REVISED	DECEMBER 2007

[Return to Human Resources Administrative Practice Manual Table of Contents](#)

Policy Statement

An employee of the University System shall not accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that, directly or indirectly, may seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking. (See BOR Policy Manual regarding [Gratuity Policy](#))

This policy ensures compliance with federal and state law and consistency among institutions of the University System of Georgia.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.

Process and Procedures

See Gratuity Policy

**HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE RELATIONS: GRATUITY**

An employee of the University System of Georgia or any other person on their behalf, is prohibited from knowingly accepting, directly or indirectly, a gift from any vendor or lobbyist as those terms are defined in Georgia statutes (O.C.G.A. 21-5-70(6) and 45-1-6(a)(5)b). If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization. A gift may be accepted by the employee on behalf of the institution subject to reporting requirements of the Board of Regents. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Provide advice and guidance on application of policy.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Provide advice and guidance on application of policy.	See University System HR Officer Listing
Institution Chief Legal Affairs Officers and USG	Serve as a resource for the campus Chief Human Resources Officer, providing advice and guidance on application of policy and appropriate processes.	See institution directory
Institution Chief Audit Officer and USG	Serve as a resource for the campus Chief Human Resources Officer, providing advice and guidance on application of policy and appropriate processes.	See institution directory

Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual Section 8](#)

Related Documents and Resources (External)

- None

[Return to Human Resources Administrative Practice Manual Table of Contents](#)