



PRACTICE

Approved by
The Commission

No. 2-72

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Last amended:

Last reviewed: 09/04/2019
without modification

CONDITIONS FOR ACCEPTANCE OF AWARDS FROM OUTSIDE THE COMMISSION

AUTHORITY

This Practice was approved by the Commission at its meeting of December 15, 1976.



Don L. Spicer
Executive Director

REFERENCE

Chapter 1200, Pay and Awards, Merit System Rules and Regulations.

APPLICATION

This Practice applies to all Commission employees.

PURPOSE AND BACKGROUND

This Practice sets forth the general conditions and criteria for acceptance of awards from outside the Commission. It was reviewed in 2006 when the Nominal Value was updated through its accompanying Notice 06-03.

PROCEDURES

1. An employee may accept awards of cash value and honoraria from groups or association in recognition of personal or official activities, as long as such awards do not create real or apparent conflicts of interest with the employee's official duties.
2. An employee who is to be the recipient of an honorarium or an award of cash value shall, as soon as possible, notify the department head of (1) the amount (if any) of the award; (2) the activity for which the award is being made; and (3) the organization making the award. In the event that the recipient is a department head, he/she should submit such a statement to the appropriate chairman.
3. Awards having a cash value may not be accepted except with the written permission of the department head or chairman, as appropriate. All cash awards shall be disclosed.
4. Denial of an opportunity to receive an award shall be based upon a determination of a department head or chairman that a real or apparent conflict of interest exists. A department head or chairman who is concerned about an apparent conflict of interest should request a ruling from the General Counsel.

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**Conditions for Acceptance of Awards
from Outside the Commission Effective 1
January 1977**

App. The Commission

PROCEDURES (CON'T)

5. A department head or chairman may deny the acceptance of an award of cash value within five working days of being notified of the offer. A denial shall state the reasons therefore, and may include the opinion of the General Counsel. If a decision is not conveyed to the employee within the five working days, the acceptance will be deemed approved.