

GIFTS, PRIZES, AWARDS, WELLNESS/RECREATION CARD & DISCOUNTS

Revised June 2024

SECTION: 31

A. GIFTS, PRIZES & AWARDS

1. Gifts, Prizes, & Awards Provided by Tooele City

- a. Occasional and de minimis awards or prizes valued at less than \$15 may be given to employees without incurring a taxable fringe benefit, provided that it is not cash or a cash equivalent (i.e. a generic gift card).
- b. A plaque or similar display may be given to employees as an award or recognition without incurring a taxable fringe benefit.
- c. A tangible gift such as flowers may be given for:
 - (1) Expression of sympathy in the event of the death of an employee or employee's spouse or dependent child;
 - (2) Congratulations for the birth or adoption of an employee's child; or
 - (3) Expression of get well wishes for an employee.

Congratulatory gifts such as for birthdays, graduation, marriage, etc. or other condolences generally should not be purchased with City funds.

- d. A retiring employee may receive a tangible gift, like a watch or plaque, generally valued at \$20.00 per year of service to the City. Also, the department can contribute food items, like meat trays, to a retirement luncheon held on site for employees with at least 10 years of service to Tooele City.
- e. At the discretion of the Chief of Police and with approval from the Mayor, retired sworn police officers may be given their duty weapon and/or their badges and patches, including reasonable mounting costs such as a shadow box.
- f. Supervisors should check with the human resource department before approving any gifts, prizes, or awards for employees due to tax implications.
- g. Exceptions to this Section are approved by the Mayor.

2. Gifts, Prizes, & Awards Provided by External Sources

- a. Employees must follow state and federal laws regarding accepting gifts, prizes, and awards. Additionally, they should avoid the appearance of favoritism or conflicts of interest.
- b. Allowed. The following are examples, but not an exclusive list, of items employees may accept:

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- (1) De minimis items such as pens, mugs, calendars, thank you cards, and other trinkets valued at less than \$15;
 - (2) Discounts provided to all City employees in conjunction with the City's benefit or "perks" programs;
 - (3) Any tangible item or gift card, but not cash, valued at less than \$50 and given as a token of appreciation for assisting or speaking at events, conferences, civic organizations, or similar services;
 - (4) Fees paid on behalf of the employee to participate in charitable events as a City representative such as a charitable golf tournament;
 - (5) Incidental meals, drinks, or food items:
 - i. Personal meals, drinks, or food items valued at less than \$15 and that generally occur two or fewer times per calendar year;
 - ii. Group meals, drinks, or food items provided with training or as an expression of thanks;
 - iii. Food items left over from events or a catering that would otherwise have been thrown away;
 - (6) Complimentary trips to vendor offices, user conferences, or other travel that is conducted as part of the City's due diligence in researching a product or service, or to receive training;
 - (7) Items distributed to all attendees or randomly at conferences and other events such as t-shirts, pens, trade show bags, food and beverages, and door prizes;
 - (8) Items provided at a sponsored event if the potential for conflict of interest perceptions do not exist. This may include a gift given while representing the City at a charitable golf tournament, a prize awarded for winning a group costume contest, or a gift in conjunction with a customer service award program, and similar situations;
 - (9) Tips and gratuities provided to golf course café, catering, and food/beverage service staff when properly reported on time card; or,
 - (10) Reward points, sky miles, etc. earned on a personal credit card program when use of a personal credit card was necessary to conduct business purposes.
- c. Prohibited. The following are examples, but not an exclusive list, of items employees may NOT accept:
- (1) Employees serving on committees that are evaluating products or services may not accept any gifts from vendors bidding on these items;
 - (2) Cash, stocks, bonds, or other negotiable instruments regardless of the dollar amount;
 - (3) Any item with a value in excess of \$50 without written disclosure

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- to and approval from the Mayor. The disclosure and approval should document the business reason for accepting this gift and a declaration that there is no potential for a conflict of interest;
- (4) Tickets to sporting events, theater, or similar entertainment passes valued over \$50, either per event or cumulatively through a 12-month period, unless approved in advance and in writing by the Mayor. The approval should document the business reason for accepting this gift and declaration that there is no potential for conflict of interest perceptions;
 - (5) Personal meals, drinks, or food items valued at over \$15 or occur more frequently than twice per calendar year; or,
 - (6) Free gift items that come with a purchase if that purchase was made on behalf of the City.

d. If an employee or department receives an unacceptable item:

- (1) The gift can be placed in a central spot for all employees to enjoy or given to the human resource department to distribute randomly, like a door prize at a City party;
- (2) Instead of returning food gifts, they can be shared with the entire staff even if addressed to a single employee; or,
- (3) The item can be given to a charitable organization.

B. WELLNESS / RECREATION CARD

1. Tooele City aims to promote health and wellness initiatives for the benefit of both employees and the City. The City's goal is to raise awareness about healthy lifestyle behaviors, create a workplace that values wellness, and support employees in being more physically active, managing stress, and making healthier choices in their lives.
2. To support City wellness goals, Tooele City provides eligible individuals with free access to the Leigh Pratt Aquatic Center, the Oquirrh Hills Golf Course, and the Tooele City Public Library, subject to the following terms and conditions:
 - a. Free admission is valid only when there is excess capacity at each facility and no paying customer is displaced. If at the time of use, no excess capacity exists, the individual must pay the full admission fee or have access denied or delayed until an opening is available;
 - b. Free admission is only provided during regular public operating hours;
 - c. In general, the admission does not apply to classes, programs, rentals, tournament fees, or special events;
 - d. Free use does not apply to cart or equipment rental;

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- e. Tooele City reserves the right to apply temporary or permanent restrictions on this benefit as deemed necessary or appropriate;
 - f. Individuals must comply with the respective rules of the facility which are subject to change, or may be denied future use privileges; and,
 - g. Fraudulent use, including misrepresentation or use when not eligible, may result in collection of fees that were otherwise due, criminal prosecution, and/or denial of future benefit use.
3. The Tooele City wellness card also provides a 20% discount off rental fees for designated locations including Left Hand Fork Campground Sites, Tooele City Community Center, Wigwam Campground Sites and Park, Parks and Recreation Community Rooms (large & small), Dow James building, and Tooele City parks pavilions. This discount applies when the rental is primarily for the employee's personal use, such as their family BBQ/dinner, child's birthday party, granddaughter's baby shower, or family reunion/campout. The employee discount cannot be applied to rentals for organizations, groups, or events that are not of a personal use nature, such as for athletic teams, youth groups, fundraisers, or public expos. Additionally, there are no discounts provided for other rentals not specifically listed including, but not limited to the rental of the golf course pavilion, aquatic center, or aquatic center party spaces.
4. Eligibility. The following individuals are eligible for the wellness / recreation card:
- a. Active full-time regular and full-time appointed employees, their legal spouse, and their unmarried dependent children age 19 or younger living in the household;
 - b. While serving their term, Mayors and City Council persons, their legal spouse, and their unmarried dependent children age 19 or younger living in the household (*Approved December 2007 Ordinance 2007-32*);
 - c. Retired employees, but not their spouse or dependent children, may be provided with Wellness Card pursuant to the eligibility criteria in Section 30: Retiring and Retiree Benefits, herein this Manual; and
 - d. Former elected officials who served a full four-year term of office, but not their spouse or dependent children.

There is no survivor benefit applicable to the wellness card. Upon the death of the eligible employee, retiree, or elected official, the card becomes void.

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C. ACCESS & DISCOUNTS GIVEN TO AQUATIC CENTER EMPLOYEES

Tooele City provides certain “perks” and benefits to employees working at the Aquatic Center as a recruitment and retention initiative.

1. Facility Admission for Aquatic Center Employees

Active part-time regular, seasonal, temporary, on-call, or cyclical status employees working at the Leigh Pratt Aquatic Center, but not their family, can use the aquatic center without charge during regular public swimming hours when there’s excess capacity and no paying customer is displaced. If at the time of use, no excess capacity exists, they’ll need to pay the full fee or wait until an opening is available.

2. Food & Beverage Discount

Aquatic Center employees get a 20% discount on for food or beverage ordered while on duty.

3. Merchandise Sales

Aquatic Center employees get a 20% discount on the sales price for any merchandise purchased for their own use.

D. ACCESS & DISCOUNTS GIVEN TO GOLF COURSE EMPLOYEES

Tooele City provides certain “perks” and benefits to employees working at the Oquirrh Hills Golf Course as a recruitment and retention initiative.

1. Green Fees, Range Fees, and Cart Rental for Golf Course Employees

- a. Active part-time regular, seasonal, temporary, on-call, or cyclical status employees working at the golf course can play the course and use the range without charge when there’s excess capacity and no paying customer is displaced. If at the time of use, there’s no excess capacity, they’ll need to pay the full fee or wait until an opening is available. This benefit does not include cart, club, ball, or other purchase or rental.
- b. The fee for golf course employees to use a golf cart or for golf privileges for their immediate family (spouse and unmarried dependent children under 19) living with them will be set by department policy approved by the Department Head and Mayor.
- c. The golf professional, apprentice, and superintendents may use a cart free of charge as accounting for personal versus professional use is not practical given the nature of their positions and responsibilities at the golf course.

2. Food & Beverage Discount for Golf Course Employees

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- a. Golf course employees get a 40% discount on food and non-alcoholic drinks ordered while on-duty.
 - b. Golf course employees get a 20% discount on food and non-alcoholic drinks ordered when they are off-duty.
 - c. Golf course employees can use their discount for food and non-alcoholic drinks for their spouse or dependent children under age 19 who live with them, but the employee must be present when purchasing. The discount cannot be used for anyone else.
3. Merchandise Sales
- Resale items may be sold at the Oquirrh Hills Golf Course under private contract and independent of Tooele City Corporation. If resale items are sold directly by Tooele City, golf course employees receive a twenty percent (20%) discount off the retail or sales price for any merchandise purchased for their own use.