

## PERSONNEL

File: GBI-R

### STAFF SOLICITATIONS AND GIFTS

1. No Charlottesville City Schools staff member may solicit other CCS employees or students for personal gain without the written approval of the Superintendent or designee.
2. Solicitation, as defined in this regulation, includes the use of the electronic mail system or bulletin boards to announce items for sell or events that will provide personal gain for the staff member.
3. At the building level, the Superintendent's designee shall be the employee's supervisor.
4. The request must include information about the item or event with the requested distribution, time frame and reason for the request.
5. If approved by the employee's supervisor, the solicitation would apply to that building only.
6. If the staff member wants to display the solicitation in more than one building and has approval from his/her principal/supervisor, he/she must seek approval from the building supervisor prior to posting a notice in additional buildings.
7. Any solicitation for personal gain without prior approval may result in disciplinary consequences.

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Legal References: Code of Virginia, 1950, as amended, Sections 22.1-70, 22.1-78