



# MONTGOMERY COUNTY EXECUTIVE ORDER

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

<b>Subject</b> Employee Solicitation Waiver	<b>Executive Order No.</b> 166-18	<b>Subject Suffix</b>
<b>Originating Department</b> OHR	<b>Department No.</b>	<b>Effective Date</b> 08/7/2018

## SOLICITATION OF GIFTS OFFICE OF HUMAN RESOURCES - WELLNESS PROGRAM

Pursuant to § 19A-16(b)(3) of the Montgomery County Public Ethics Law, the County Executive authorizes the Director of the Office of Human Resources to designate OHR employees to solicit gifts for the Montgomery County Employee Wellness Program, in accordance with the requirements established by this Executive Order.

### Employees authorized to solicit gifts

Any employee designated by the Director may contact potential donors directly.

### Purpose of the Gifts

The purpose of the gifts is to support the County's Employee Wellness Program, which cultivates a culture of well-being through holistic programs, resources, and policies that empower employees to lead a healthier lifestyle, focusing on six dimensions of well-being: emotional, financial, intellectual, occupational, physical, and social. Gifts solicited under this Executive Order include a coat drive, a food drive, or school supplies for students attending Montgomery County public schools.

### Manner of Solicitation

The Director, or her designee, must authorize all solicitations. A public employee authorized to solicit a gift under this Order may participate in presentations, conduct general solicitations through mailings, participate in media activities, or meet personally with potential donors. An authorized public employee may solicit gifts during official work hours, while identifiable as a public employee, but must not solicit any individual or entity that has a direct contract with the Office of Human Resources or any other County agency with which the employee is affiliated.

### Source of Gifts

Designated employees may solicit gifts from any individual or entity, including associations, businesses, corporations, foundations, service organizations, chambers of commerce, community groups, religious organizations, and other government agencies.



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### Types of Gifts

Gifts may include monetary contributions, goods and services, technical assistance, training space, furniture or equipment cost.

### Manner of Acceptance of Gifts

Unless the donor makes a written request that there be no public acknowledgement of the gift, the Director may publicly acknowledge each gift by placing a notice in the Montgomery County Register indicating the gift donated, the identity of the donor, the identity of the recipient of the gift, and the purpose for which the gift will be used. The Director may issue a press release, if desired.

The Director must notify the Office of the County Executive of all gifts received. The Director may fulfill this requirement by submitting a request for placement of a notice in the Montgomery County Register as outlined above.

### Term

This Executive Order expires on December 5, 2022.

This Executive Order is issued under the Authority of § 19A-16(b)(3) of the Montgomery County Public Ethics Law and Ethics Commission waiver dated April 6, 1990.

Approved:

Isiah Leggett, County Executive

Aug 7, 2018  
Date

Recommended by:

Shawn Stokes  
Director, Office of Human Resources

7/27/18  
Date

APPROVED AS TO FORM AND LEGALITY  
OFFICE OF THE COUNTY ATTORNEY  
BY:   
DATE: 8/1/18