



Dragon Legal Digest

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CONTENTS

- ◆ **HOLIDAY PARTY GUIDE**
- ◆ **IMMIGRATION INFORMATION**
- ◆ **LEGAL OFFICE HOLIDAY HOURS**
- ◆ **CONTACT US**

HOLIDAY PARTY GUIDE

Holiday party season is upon us, and hopefully you and your coworkers get a chance to celebrate as an office! As you plan and participate in these get-togethers, keep these rules in mind:

Invitations

- From your subordinates—there is no express prohibition against attending a party at a subordinate’s house, including receipt of any hospitality that is customarily provided on such an occasion, but be particularly aware of the appearance of unprofessional relationships.
- From your supervisor or a co-worker—there are no specific ethical restrictions on party invitations from supervisors or coworkers. Enjoy!

Gift exchanges and raffles

- You may not accept gifts offered because of your official position or a gift offered by a prohibited source
- Feel free to have a gift exchange! There are no issues with gift exchanges as long as all participants bring a gift of approximately the same value.
- As a general rule, private organizations hosting parties cannot conduct “games of chance,” including raffles, lotteries, or any type of gambling.
- Supervisors may accept gifts (other than \$) valued at less than \$10 from a subordinate

Paying for the party

- Generally, appropriated funds may not be used to pay for holiday parties.
- Members of the office may contribute to the food, drinks, and decorations, as long as there is no pressure: contributions must be voluntary!
- You may not solicit outside sources to contribute food, funds, or items for your office party—this rule also prohibits items from being solicited for holiday gift baskets.
- You may, however, charge a fee for entry or another product (such as a drink) and give the purchaser a ticket that can be used for door-prize drawings.
- You may not use appropriated funds to purchase and send greeting cards.

Bottom line: Have fun celebrating the holidays with your coworkers, but remember to follow these rules!



LEGAL OFFICE HOLIDAY HOURS

Monday 25 Dec ~ **CLOSED**

Tuesday 26 Dec ~ **CLOSED**

Wednesday 27 Dec ~ Open
Walk-in Legal Assistance is CANCELLED

Thursday 28 Dec ~ Open
Walk-in Legal Assistance is CANCELLED

Friday 29 Dec ~ Open until 1200

Monday 1 Jan ~ **CLOSED**

IMMIGRATION QUESTIONS?

Call to schedule an appointment with a representative from the
U.S. Citizenship and Immigration Services

15 December 2017

Limited appointments available, so call soon!

591-8601

CONTACT US



81 TRW/JA

Sablich Center
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Wills Appointments

**Walk-Ins Only
Tues (0830-1000)**

Legal Assistance

**Walk-Ins Only
Wed (0930-1030)
Thur (1400-1500)**

Powers of Attorney & Notaries

**WALK-INS
Mon-Fri (0800-1630)**

