

PERSONNEL POLICY 07-10

SUBJECT: Solicitation and Distribution

PURPOSE: To minimize disruption of normal City operations by limiting and controlling solicitation and distribution on City premises.

APPLICABILITY: All City employees, outside visitors, vendors, suppliers, etc.

POLICY STATEMENT: It is the policy of the City to place limitations on individuals attempting to collect or distribute on City premises according to below guidelines. In order to protect all staff from unwanted solicitations as well as to prevent interruptions in daily routines in the workplace, the solicitation of one staff member by another is not permitted in the workplace. Selling commercial goods and distributing written promotional materials, handbills, or other types of similar literature in work areas also are prohibited. With Management approval, employees may engage in City-sponsored activities such as the United Way, or in passive fundraising events, such as setting up an office display for selling Girl Scout cookies, selling school candy, etc.

All employees are responsible for becoming familiar with and adhering to this policy. In addition, supervisors are responsible for ensuring that this policy is known by their employees and that all employees are following it.

PROCEDURES:

Supervisor: Informs employees of policy on distribution and solicitation. Monitors application of the policy. Confers with the Human Resources Department when questions of application of policy arise.

Employee: Receives permission from supervisor before soliciting or selling goods which are permitted by exception by this policy. Consults with supervisor or the Human Resources Department on the application of policy.

Guidelines:

- A. Persons who are not employed by the City are prohibited from solicitation and distribution on City premises without prior management approval.
- B. Personnel are permitted to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, only in accordance with the following restrictions:
 1. The sale of merchandise for such organizations is prohibited during working time.
 2. Solicitation and distribution of literature are prohibited during working time of both the personnel making the solicitation or distribution, and the employee being solicited. Such working time does not include one's authorized meal or lunch period or other time when the employee is not required to be working.

OFFICIAL DOCUMENT

APPROVED BY CITY COUNCIL: DECEMBER 6, 2007

EFFECTIVE DATE: JANUARY 1, 2008

WILLIAM MCNUTT, HR DIRECTOR

