



# **POLICY MANUAL**

## **GENERAL**

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**Number 343**

**Subject: Solicitation of Employees**

**Covered Employees: University Employees**

**Date of Origin: January 24, 1997**

**Effective Date of Last Revision: December 14, 2001**

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### **343.1 POLICY**

The University does not allow anyone to solicit employees on University property, using advertising or other written materials and/or asking for contributions, without the express written consent of the Vice President of Business and Finance, except as explained below. Accordingly, an employee may not orally solicit another employee while either is on work time, and an employee may not distribute literature in a designated work area or in any area while either is on work time.

#### **1.1 Solicitation - Membership Agents**

If permission is granted for groups to solicit members, participation by employees is strictly voluntary. Solicitation of instructional personnel must never interfere with instructional programs.

#### **1.2 Solicitation - Advertising, Sales Promotional Material**

No notices, tickets, information, sales gimmicks, or other materials of an advertising nature from outside the University may be distributed by University employees without sponsorship by an approved University organization and/or approval of the Vice President of Business and Finance.

### **343.2 RESPONSIBILITY**

#### **2.1 University Administrators**

Responsible to discourage solicitations or distributions that violate this policy. All such instances should be promptly reported to the Office of Human Resources.