

POLICY MANUAL

GENERAL

Number 3013

Subject: Solicitation of Employees

Covered Employees: University Employees

Date of Origin: January 24, 1997

Effective Date of Last Revision: June 24, 2022

Previous USU Policy #: 343: Solicitation of Employees

3013.1 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 Finance and Administrative Services, 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 Finance and Administrative Services.

3013.2 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.