



ADMINISTRATIVE POLICY MANUAL	SECTION HUMAN RESOURCES	NUMBER AM-604.1	EFFECTIVE DATE 1/21/2020
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POLICY:

It is the policy of the County to prohibit solicitation and distribution on its premises by nonemployees except that nonemployees making solicitation or distribution of materials of a political nature may distribute materials or solicit signatures for petitions in a non-disruptive manner on County property but not within County buildings. Employee solicitation and distribution of materials may only take place as outlined below.

COMMENT:

1. Solicitation on County premises shall not be allowed as a general rule because it interferes with the normal operations of the organization, is detrimental to discipline and efficiency on the part of employees, is potentially annoying to customers/clients, and may pose a threat to security. Any authorized solicitation which is found to interfere with the normal working operations of County government shall cease upon such a determination made by the County Administrator.

2. The Board of County Commissioners authorizes general fund drives by a limited number of charitable organizations. Managers and employees may volunteer to assist these organizations by conducting their drives. Other organizations shall be approved/disapproved by the County Administrator or County Attorney for solicitation within their own subordinate groups only. Each employee may decide whether or not to contribute. There will be no discrimination against employees because of their willingness or unwillingness to participate.

3. Employees, including the County Administrator, County Attorney, Assistant County Administrator, and County Commissioners, are permitted to engage in solicitations or distributions of literature for any group or organization, including charitable organizations, only in accordance with the following restrictions.

- a. The sale of merchandise is prohibited on County premises.
- b. Solicitation and distribution of literature are prohibited during the time either the employee making the solicitations or distributions, or the targeted employee is on duty. The term "on duty" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.
- c. Distributions of material dealing with solicitation or distribution of literature/information are prohibited in work areas at all times. This includes distribution of information using the County's email system.
- d. The distribution of literature in such a manner as to cause litter on County property is prohibited.



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4. Nonemployees are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity.

5. The County maintains bulletin boards to communicate County information to employees and to post notices required by law. These bulletin boards are for the posting of County information and notices only, and only persons designated by the Human Resources Manager may place notices on or take down material from the bulletin boards.

6. The County mail system is not intended for processing advertising or sales materials to employees unless the goods or services are related to the performance of their work duties. Materials received in the mail facility which are questionable will be challenged and the target employee may be asked to have the mailings stopped.

7. The County's email system is for County business purposes only and solicitation or distribution using the County's email system is prohibited unless authorized by the Board of County Commissioners, County Administrator or County Attorney as provided in #2 of this policy.

JOSEPH A. BAIRD JASON E. BROWN _____ DATE