



Approved by
The Commission

No. 2-90

Initially issued: 09/16/1976

Last amended: 05/21/2003

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without modification

SOLICITATIONS ON COMMISSION PROPERTY

AUTHORITY

This Practice was initially approved by the Executive Committee on September 16, 1976. The Practice was amended by the Commission on May 21, 2003.

Trudye Morgan Johnson, Executive Director

**PURPOSE &
BACKGROUND**

This Practice was approved by the Executive Committee on September 16, 1976, to recognize the United Way as a charitable organization supported through payroll deductions as a means of collecting contributions. It was amended by the Executive Committee on October 16, 1979, to recognize the Combined Health Appeal (CHA) as another charitable organization supported by the Commission.

The Practice was amended by the Commission on May 21, 2003, to address solicitations on Commission property more broadly by providing policy on solicitations by employees and non-employees, covering prohibited actions, and defining the authority for review of requests for solicitations.

REFERENCES

- Merit System Rules and Regulations
- Commission Practice 2-15, "Employee Use of Commission Property"
- Commission Practice 2-16, "Seasonal/Intermittent, Term and Temporary Employment"
- Commission Practice 6-13, "Electronic Communications Policy"

APPLICATION

This Practice applies to all Commissioners, Commission employees and volunteers.

DEFINITIONS

On-duty: the period during which an employee is expected to perform duties assigned to the Commission.

POLICY

Except when activities are approved in advance by the Department Head, the Commission prohibits:

- On-duty employees from participating in personal or Non-Commission sanctioned business solicitations for financial contributions or for the sale of merchandise/services.
- Employees who are off-duty from soliciting other employees who are on-duty.

This prohibition covers the use of Commission property for soliciting including, but not limited to, the use of e-mail, inter-office mail, posting of fliers or other marketing materials, use telephones, computers, printers, copiers, etc.

Non-employees, including representatives of charitable organizations, are prohibited from soliciting employees on Commission property without prior approval. For information on approval process and authority, see section, Approval of Solicitations. Commission-approved vendors are excluded from this prohibition.

Approval of Solicitations:

Direct solicitations of employees by other employees must have the approval of the respective Department Head, when activities are limited to the individual department. The approval of these solicitations may not be delegated below the Department Head level.

All solicitations by non-employees, and/or solicitations which require participation by the Commission (i.e., campaign drives, payroll deductions, or the use of Commission services) must be reviewed by the Executive Director and approved by the respective Planning Board, or the Commission for agency-wide involvement.

Approved Solicitations for Charitable Organizations:

It is the policy of Commission to encourage voluntary contributions by employees to charitable organizations, which have been approved by the Commission (i.e., the United Way, and the Combined Health Appeal). While donations are encouraged, no employee shall be coerced into contributing.

RESPONSIBILITIES

The Executive Director is responsible for:

- Reviewing requests for solicitation by non-employees and any requests that require participation by the Commission (See Policy section Approval of Solicitations). After review, the Executive Director must provide recommendations to the Planning Boards/Commission for approval or disapproval of participation.
- Reviewing solicitation requests/activities approved by Department Heads to ensure consistency throughout the Commission.
- Managing Commission-wide solicitations including campaign drives such as the United Way/Combined Health Appeal campaigns. Management activities include requesting volunteer representatives from any department of the Commission.

Department Heads are responsible for:

- Communicating this Practice to employees within their respective departments.
- Reviewing and approving/disapproving employee requests for solicitation of other employees.
- Communicating the policy to Non-Commission employees wishing to solicit employees.
- Informing the Executive Director of all approved requests by employees and any violations of policy by employees or non-employees.

VIOLATIONS OF POLICY

Individuals who violates this Practice are subject to disciplinary action, up to, and including, termination of employment. Disciplinary actions shall be handled in accordance with the Merit System Rules and Regulations and any applicable Collective Bargaining Agreement. Practice 2-16, “Seasonal/Intermittent, Term and Temporary Employment” shall be used for disciplinary actions covering contract employees.

PROCEDURES

The Executive Director is responsible for communicating procedures for solicitations, which have been approved for participation by the Commission (i.e., United Way/Combined Health Appeal campaign drives).