

SOLICITATION
Amended 10/30/06

I. PURPOSE

To establish policies and procedures regarding solicitation action.

II. POLICY

The County has always been interested in community fund raising drives. However, in order to maintain efficiency and to prevent littering, the following rules for solicitation and the distribution of literature must be followed:

- A. Oral solicitations by employees are prohibited during working time in work areas. Employees are, however, permitted to engage in oral solicitations during their authorized break periods, meal times and other times when they are not required to be working, as long as the individuals being solicited are also on authorized break periods, meal time or otherwise not required to be working at the time the solicitation occurs.
- B. The distribution by employees of printed or written materials of any kind is prohibited in work areas. Printed or written materials may only be distributed in non-work areas, and then only during authorized break periods, meal times and other times when the employee distributing the printed or written material is not required to be working.
- A. Persons who are not employees are not allowed to be in County working areas at any time to engage in either oral solicitation or distribution of printed or written materials.
- B. Private companies are not allowed to market non-county goods or services to employees in County building or on County property, and posters, paycheck notices, signs, flyers, personal visits, telephone calls or any other form of contact from representatives of private companies are prohibited.

The County Controller may make exceptions to this policy in appropriate instances.