

Policy Title: **DISTRIBUTION OF MATERIALS, POSTING AND SOLICITATION**

Guidelines and limitations for distribution and posting of materials and solicitation are in place to avoid disruption of the work environment, interference with the educational process, and the safety, security, and quality of experience that staff, students, and visitors experience while on campus.

Staff members are not permitted to distribute or post materials (e.g., handbills, pamphlets, petitions, etc.) unrelated to their work or the College; promote or advertise events unrelated to their work or the College; advertise or offer products or services for sale; or canvass or solicit others for gifts, contributions, memberships, or signatures during working time or in working areas. As used in this policy, “working time” shall mean the period of time during working hours when either the approaching or the approached staff member is engaged or is expected to be engaged in services on behalf of the College. Working time does not include time when both staff members are on lunch or work breaks or otherwise not on duty.

Staff members are permitted to engage in the following activities in work areas and during work hours:

- College-sponsored solicitation and activities, such as for the College Foundation and United Way;
- Solicitation for personal contributions for the purpose of recognizing a staff member for their service to the College or in recognition of a personal event or achievement (e.g., birthday, wedding, birth of a child, etc.), in accordance with the Employee Recognition and Teambuilding Events policy;
- Acknowledgements or thanks to College donors;
- With advance approval from the Vice President of Human Resources, staff solicitation or promotion of a non-College sponsored charity or charity event (e.g., a charitable walk or bike ride, etc.). The Vice President of Human Resources may approve the promotion of such a charity or charity event in the Daily News.¹ Use of the Daily News to promote such charities or events is only permitted with advance approval;
- Passive advertisement of the sale of items (e.g., Girl Scout cookies, event tickets, rummage sales, etc.) via use of the College electronic Bulletin Board² and/or via posting in the staff workroom, on a staff bulletin board, or in another department-approved physical and/or electronic location. Such activity is not permitted in student-centered or public-centered areas.

¹ The Daily News is a campus-wide electronic newsletter utilized to advertise campus events and provide key information to members of the College community and should not generally be used for reasons outside these purposes.

² The Bulletin Board is an electronic platform through which College employees may passively advertise the sale of items or other projects, so long as they do so consistent with the terms of use and all applicable College policies and procedures.

Outside of working hours and working areas, staff members may engage in distribution and posting of materials and solicitation provided that they do so in compliance with the College's policies relating to Free Speech and Peaceful Assembly; Material Distribution, Posting, and Display Tables; and Political Activity. With the exception of the Bulletin Board, staff members are prohibited from using College resources (including but not limited to email, phone, voicemail, printers, copiers, distribution or mailing lists, or the Daily News) to engage in this conduct without advance approval from the Vice President of Human Resources.

Nothing in this policy is intended to limit the ability of Student Organizations to engage in distribution, posting, and solicitation activities on behalf of their organization. More specifically, student organizations may solicit on behalf of their club or charity based on student club guidelines. In addition, student organization advisors may use the "Daily News" for this purpose on behalf of their student organization.

Violations of This Policy:

Employees who are concerned about whether an activity may be a violation of this policy may utilize the Vice President of Human Resources as a resource.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Adopted: 08/24/2020

Reviewed: XX

Revised: XX