

# Department of Public Works and Engineering

Subject: <b>SOLICITATION</b>	Departmental Policy <b>1-8</b>
	Effective Date: <b>Upon Approval</b>

## I. Purpose

To ensure that normal work flow is not interrupted by unauthorized solicitors at work-sites.

## II. Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

## III. Policy

- A. For the purposes of this policy, "solicitation" is defined as direct or indirect seeking of contributions, selling of products, services, or programs; or the approaching of any employee regarding support of an outside agency, organization, or company. Solicitation also includes, but is not limited to, posting or distribution of non-work related literature or notices as well as electioneering activities.
- B. To protect employees from harassment, disruption of work, and possible loss of personal property, the following will apply:
1. Solicitation by non-employees in or on City facilities is prohibited unless prior approval is given to them by a Deputy Director in writing stating:
    - a. Names of representatives.
    - b. Name of Company.
    - c. Location where the presentation is to take place.
    - d. Paragraph specifying that the presentation cannot occur during normal hours but must be done before or after an employee's work shift or during the employee's lunch break.

Approved: 	Date Approved: <b>8-1-95</b>	Page 1 of 2
--	---------------------------------	-------------

## Department of Public Works and Engineering

2. Solicitation by City employees is prohibited during working hours.

3. Solicitation by employees is prohibited in non-working areas of City facilities during their working hours.

4. Distribution of non-work related literature is prohibited by employees at City facilities.

C. It is recognized that many employees supplement their income by selling jewelry, cosmetics, etc., and such activity is permissible so long as it is done in accordance with above policy.

D. Managers, supervisors or employees who are approached by solicitors should request to see their authorization memo. Should solicitors not have a memo, they will be referred to the appropriate Deputy Director's office.

E. Department of Public Works and Engineering employees are not authorized solicitors.

### IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

Subject: <b>SOLICITATION</b>	Department Policy <b>1-8</b>	Page 2 of 2
	Effective Date: Upon Approval	