

610 Solicitation & Bulletin Boards

Effective Date: 05/07/2018

In an effort to ensure a productive and harmonious work environment, non-employees may not solicit or distribute literature in the workplace at any time for any purpose.

We recognize that you have interests in events and organizations outside the workplace and that you may make solicitations as a result of your involvement. However, you may not solicit or distribute literature concerning these activities during working time, unless approved by the County Commission. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

For example, the following types of solicitation should be kept out of the workplace:

- The collection of money, goods, or gifts for community groups;
- The collection of money, goods, or gifts for religious groups;
- The collection of money, goods, or gifts for political groups;
- The sale of goods, services, or subscriptions outside the scope of official organizational business;
- The circulation of petitions;
- The distribution of literature not approved by us; or
- The solicitation of memberships, fees, or dues.

You may be allowed to leave information in a designated location; please check with your supervisor. In addition, posting materials or sending electronic announcements are permitted only with prior approval from the Human Resources Department.

Intranet Bulletin Board

Our intranet bulletin board is provided as a service to all employees. We do not endorse and are not responsible for the content posted. You may post advertisements on that electronic bulletin board, subject to the following:

1. Postings are used to sell or give away personal items.
2. Soliciting and fundraising is prohibited.
3. Advertising firearms or any type of weapon is prohibited.
4. Any activity on the bulletin board, including posting or responding to advertisements, must take place before or after work. You cannot use the bulletin board during lunch or break times.
5. Items will be advertised using text only (no photos).
6. Items will be posted for two weeks and then automatically deleted.

We reserve the right to remove a post at any time or eliminate the use of the intranet bulletin board without advance notice.