

Section Name: Employee Relations
Section Number: 700
Policy Number: 701

Effective Date: March 23, 1999
Revision Date: November 2, 2021

Subject: Employee and Visitor Solicitation

Purpose:

The purpose of this policy is to define the allowable occurrences to solicit or engage with County employees on County property, during working hours.

Scope:

This policy applies to all employees and officials who are employed by the County of Monroe in the course of the County's mission and public services of a local county government.

Statement of Policy:

- A. It is the general policy of the County to prohibit the solicitation of employees and other persons on its premises by non-employees and to permit solicitation by employees only as outlined below:
- B. The County limits non-business or County mission related solicitation and distribution of information on its premises because those activities can interfere with normal operations of the County and the Courts, reduce employee efficiency, disrupt customer service, distract from business operations and potentially negatively impact the image of the organization and pose a threat to security.
- C. Employees will be subject to disciplinary action for violating this policy, unless actions/activities are pre-approved by the Department Head through the Human Resources Director.
- D. Individuals not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services for personal or non-business use (except by representatives of County business partners properly authorized and identified to conduct permitted activities), or engaging in any other solicitation, distribution, or similar activity on County premises.
- E. The County may authorize a limited number of fund drives by employees on behalf of recognized charitable organizations that provide resources in the geographic area of Monroe County. Employees may volunteer to assist in these drives, but their participation is entirely voluntary and may not impact normal work duties.
- F. The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations and schools:
 - 1. The passive sale of merchandise or services or fund raising efforts is allowed for fundraising drives by employees directly benefiting a child for a sports or educational program the child participates in or directly benefits colleagues or immediate family members in need. Examples are candy sales for sports related activities, community food drives, fundraising to help pay for medical bills.

2. Soliciting and distributing literature during the working time of the employee doing the soliciting or the employee being solicited is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.
3. Distribution of literature is prohibited in work areas at all times.
4. Distributing literature in a way that causes litter on County property is prohibited.

Definitions:

- A. Premises: Premises shall be defined as any County facility or property including employee parking lots and County networks including telephone and data/information systems.
- B. Passive Sale: Passive sale shall be defined as a static display or customer self-serve purchase of merchandise, i.e., candy sale. Employees are prohibited from engaging in direct sales by going from office to office or work area to work area soliciting sales.
- C. Working Time: Working time shall be defined as time during which an employee is expected to carry out their job duties. This definition excludes authorized lunch or rest periods.

Policy Compliance:

- A. Responsibility:
 1. Employee: Shall be responsible to follow the policy as outlined.
 2. Elected Official/Judges/Department Head or their designee(s): Shall be responsible for the enforcement of this policy for employees and the public.
 3. Administration: The County Administrator/Chief Financial Officer and the Human Resources Director will have the responsibility of implementing and overseeing this policy and enforcing its provisions.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 2, 2021.