



Policy on Distribution or Sale of Materials and Solicitation of or by Employees

Effective Date:

Approval:

Maintenance of Policy: Vice President, Human Resources

PURPOSE: The purpose of this policy is to establish the University of Dayton's intent to have a work environment that is free from solicitation and distribution efforts that do not relate to University business or interest. While the University actively encourages staff participation in community activities and organizations outside of work, the time spent at work is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees.

SCOPE: All employees and visitors to the University of Dayton.

POLICY: The University believes that, at their places of work, its employees should be free of attempts to sell or distribute products or other materials to them and that they should not be repeatedly approached for donations to charitable causes. Likewise, the University does not wish to have its supplies or services used for unrelated commercial activities or for fund-raising efforts it has not specifically approved. On the other hand, since the University is a large organization open to the public, at proper times and places solicitations for charity and the offering of goods or other materials for sale to our employees may be appropriate. In an effort to balance these interests the University has established the following guidelines.

For University Employees

1. No employee of the University may engage in the organized sale of products or services at the University except through the means open to other vendors (e.g., the commission sale of craft items through the bookstore) and as approved by his/her divisional vice president. University stationery, campus mail or other University materials or supplies may not be used to promote products or services and any time spent for this purpose by an employee must be outside his/her regularly scheduled work hours. Only the approved general announcement bulletin boards may be used for advertising such products or services.
2. An employee must receive approval from the vice president of his/her division, the vice president for advancement (to request contributions) and

REFERENCE DOCUMENTS:

1. Campus Report

Policy on Distribution or Sale of Materials and Solicitation of or by Employees, (continued)

POLICY (continued):

from the vice president for human resources to solicit in an organized or extensive fashion donations for a charitable cause or distribute products or materials to other employees at the University. Unless specifically approved, no University materials, funds or services will be used to accomplish such solicitations and/or distributions.

For Persons Outside the University

1. Except as permitted by appropriate directors of established sales centers (e.g., bookstore, Kennedy Union) no one outside the University community is permitted to transact business on University property, and the University will not distribute such things as home addresses or the phone numbers of employees to persons seeking to conduct advertising campaigns.
2. Persons seeking to offer employees such things as free samples, coupons, and/or noncommercial products (e.g., Bibles, political advertisements) may do so only with explicit permission of the University and only in those public places specified by the University. Persons seeking such approval should see the vice president for human resources and, if distribution would be extended to students, the vice president for student affairs.
3. Persons seeking to solicit donations from employees must see the vice president for advancement and, if approved, comply with any directives about the time, place and manner of such solicitation and the use of University resources. Ordinarily, the vice president for advancement reviews such requests with the President's Council.

By the University Itself or University-Sponsored Organizations

1. Offices of the University established to sell products to faculty and staff (e.g., food services) may advertise sales and the like as a part of their usual operations. Likewise, University-sponsored organizations (e.g., Colleagues) which would ordinarily have such things as sales or raffles to support their operations or to make donations to charitable purposes may do so as a part of their usual operations once the organization has been approved. Other offices wishing to conduct special sales or fund-raisers are to seek approval from their divisional vice president and the vice president for human resources.
2. Each year the University solicits its employees on behalf of the United Way and the University's Annual Support Program. From time to time, at the initiation of the vice president for advancement and with the concurrence of the President's Council, the University may suggest to its employees through such means as Campus Report or personal letter that they consider donations to other civic and/or charitable efforts.

Tax Implications

Parties who solicit under this policy should consult with the University Tax Manager and/or the Vice President of Advancement for tax or other implications of their solicitations.

Conclusion

Any approval of solicitations and/or distributions referred to in this policy may be conditioned by limitations on the time, place and manner of such solicitations, sales promotions and distributions. The University reserves the right to deny any and all solicitations, sales promotions or distributions on the campus and to remove advertisements, notices or other signs if they are deemed to be inappropriate or offensive. Exceptions to any portion of this policy must be approved by the Vice President for Human Resources or designee as appropriate.

Policy on Distribution or Sale of Materials and Solicitation of or by Employees, (continued)

DEFINITIONS: For purposes of this policy, the following definitions apply:

“**Work time**” is the time when an employee is scheduled and expected to be properly engaged in performing his/her work tasks.

“**Work areas**” are all areas of the University except break rooms and other areas designated for non-work use.