

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 4.11

SOLICITATION/DISTRIBUTION

No employee shall be permitted to solicit or distribute literature of any kind during the actual working time of the employee(s) solicited. This does not include recognized breaks and lunch period. However, at no time may any employee(s) solicit or distribute material or literature of an illegal nature, or, that by its distribution or by employees participating, constitutes a form of gambling. Any person who distributes non-Board Program material and literature is responsible for its accuracy and content.

Persons who are not employees may not solicit or distribute literature or material for any purpose on Board owned property unless authorized by the Superintendent/designee.

This policy is vital to our efficiency and productivity, and is also critical to on-going working relationships and continuing goodwill with the public we serve.

Distribution of Material not Related to Program Activity:

The use of Board facilities, including mailboxes, bulletin boards, walls and tables for the distribution of literature, hand-outs, notices, newsletters and memoranda relating to personal and private matters, is prohibited unless authorized by the superintendent/designee.

Distribution of literature by means of Board facilities, including mailboxes, bulletin boards, walls and tables, shall be limited to official Board program information and material pertinent thereto.

Definitions:

1. "Solicitation" - means an act of requesting an individual to purchase goods, materials or services, sign anything or plea for financial contribution or support of any other kind.
2. "Distribution" - means an act of distributing goods, materials and/or written materials.
3. "Non-Work Area" - means areas not normally used for daily program or other designated activities. Non-work areas to be designated by administrator in charge.
4. "Non-Work Time" - means time when staff is not assigned to adults or students, classroom or work area or other work assignment.

Adopted: 1/26/98

Updated: 7/24/2012