

NO SOLICITATION / NO DISTRIBUTION

SECTION 5.14

Effective Date: October 15, 2015

Approved By: Governing Board 

- A. Purpose: This policy is designed to protect the interests of the citizens of Pike County by ensuring that only official county business is transacted in the several work areas during employee work time.
- B. Non-employee Solicitation and Distribution: There shall be no solicitation or distribution by non-employees at any time on county property or in any work area. This section does not apply to vendors as defined in the definition section of this policy.
- C. Employee No Solicitation Rule: Employees shall not solicit other employees or non-employees during working time. Employees may solicit other employees during non-working time in work areas (except patient care areas) and during non-working time in non-working areas.
- D. Employee No Distribution Rule: There shall be no distribution during working or non-working time in work areas. Employees may distribute goods and written materials during non-working time in non-working areas.
- E. Definitions:

Distribution: an act of distributing goods, materials, and/or written materials.

Employee: any person in the employ of the county in any status.

Non-work Area: any area on or off county property not designated as a work area.

Non-work Time: any time during an employee's workday where the employee is totally relieved of work duties, such as break time and lunch time. Whether an employee is in paid or unpaid status during these times is immaterial to the designation of non-work time.

Solicitation: an act of requesting an individual to purchase goods, materials, or services, or a plea for financial contribution.

Vendor: any individual or group engaged in or desiring to engage in the supply of goods, materials, or services to the county and its employers, which goods, materials, or services are utilized in the conduct of public business.

Work Area: any office, building, or physical location where official county business is transacted and/or operations of the county are being conducted. This includes any public or private areas where employees are engaged in work activities.

Work Time: all the time when an employee's duties require that he or she be engaged in work tasks, but does not include an employee's own time before or after a work shift.