

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Workplace Practices
Standard:	SOLICITATION/MEETINGS ON AUTHORITY PROPERTY
Section #:	D-4
Effective:	May 13, 2008

See Also:	Outside Employment; Personal Use of Authority Property; Electronic Communications and Use of Computers/Software
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GENERAL STANDARD

To avoid disruption of Authority business activity, solicitation and distribution of materials by Authority employees during work time and/or in work areas are prohibited.

DEFINITIONS

Solicitation is the act of urging, cajoling, or persuading individuals or groups to accept a product or service for sale, a doctrine and/or belief to follow, or an organization to join. Solicitation also includes, but is not limited to, requesting anyone to sign any document or authorization card indicating membership in any pool, organization, association or group, or indicating support for or a pledge to any cause.

Examples of inappropriate solicitation include but are not limited to:

- Sporting event pools;
- Cookie sales;
- Charity;
- Political organization of any type;
- Political or other types of causes; and
- Any other type of organization or association or religious or secular cause.

Solicitation may be permitted only if approved in advance by the President/CEO or designee.

Distribution of literature generally is defined as the handling or passing out or any other means of transmittal of any written material to an individual or group which could aid or help in soliciting the individual or group.

Examples of literature include but are limited to:

- Any type of advertising or promotion such as handbills or circulars;
- Forms or types of memorabilia (except for Authority merchandising and marketing).

Distribution of literature may be permitted only if approved in advance by the President/CEO or designee.

Work time includes all time for which an employee (including the employee being solicited) is paid and/or is scheduled to perform services for the Authority. "Work time" does not include meal periods, break periods, or periods of time the employee is not scheduled to perform services or work for the Authority.

Work area includes Authority offices, workstations, and other office service areas including printer and copier locations and hallways within work areas.

"Work area" does not include:

- Break rooms, lunchrooms, and other similar areas in which regular work is not performed; or
- Terminal areas and other areas of the airport open to the general public, provided regular work is not being performed there by Authority employees.

SPECIFIC STANDARDS

Solicitation of an employee by another employee is prohibited while either person is on work time and/or in a work area.

Distribution of advertising materials, handbills, and literature of any kind unrelated to Authority business or events by employees is prohibited in work areas at all times.

Solicitation by non-employees is prohibited in employee work areas including buildings, offices, shops, and parking lots.

Distribution of advertising materials, handbills, and literature of any kind by non-employees is prohibited on Authority property.

PROCEDURES

The manager should advise an employee engaging in unauthorized solicitations or the distribution of literature that such activity violates Authority Standards and is grounds for corrective or disciplinary action, up to and including termination of employment.

The manager should refer to the Director, Human Resources, any requests from outside persons or organizations to sell merchandise, solicit contributions, distribute literature, arrange displays, or utilize Authority facilities.

The manager should inform the Director, Human Resources, or Director, Aviation Security & Public Safety, immediately if a non-employee is soliciting or distributing materials in employee work areas, such as offices and shops.

Under limited circumstances, the Authority may approve certain solicitations and/or the distribution of literature. The manager must require employees to contact the Director, Human Resources, in advance, to initiate the consideration and approval process. Requests to approve solicitations and/or distribution of literature are approved in advance by the President/CEO or designee.