**SOLICITATION A011**

02/01/2004

**PURPOSE**

To identify permissible solicitations and distribution of materials on University premises; and to outline procedures for the request and approval of such, when applicable.

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Solicitation</th>
<th>Any approach of one person by another person with requests for funds, time, membership, goods, services and/or equipment or materials to benefit either University employees or outside organizations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td>Handing out, circulating, delivery or posting on University or department bulletin boards of leaflets, pamphlets or other printed or electronic material related to drives, campaigns, causes or organizations.</td>
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<tr>
<td><strong>Protected Concerted Employee Activity</strong></td>
<td>The right to organize, form, join, or assist labor organizations; to bargain collectively through representatives, and to engage in concerted activities for the purpose of collective bargaining or other mutual aid and protection.</td>
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**POLICY**

The University prohibits the solicitation by employees of employees or others, and the distribution of materials by employees during working times. Moreover, distribution of materials in working and patient care areas is prohibited at any time. The sole exceptions to this policy are University-sponsored activities and charitable/community activities supported by the University.

1. Solicitation of University employees is not permitted during work time. Solicitation during non-working time is permitted with the approval of the Vice President for Human Resources, Vice President of Business Services, Associate Vice President for the Medical School or designee. Approval is not needed for solicitations dealing with protected concerted employee activities during the non-working time of both the employees engaging in such activity and the employees at whom such activity is directed provided University-related services are not affected.

2. Solicitation of University employees by outside salespersons and vendors seeking to make sales to the University is not permitted except for book publishers or distributors. All purchases with vendors should be coordinated with the Purchasing Department. This includes contacts with salespersons, technical representatives, etc.

3. Solicitations and distributions are prohibited in areas used for patient care, including, but not limited to all units housing patients, waiting areas for patient services, waiting areas or day rooms used by patients and their families and friends, and all admitting and registration/financial areas.
4. Visitors are prohibited from soliciting or distributing literature on the University premises. Persons violating this policy should be reported to the Department of Public Safety, 284-6666 or Medical Security, 243-6079. Arrests may be made or trespass warrants issued where circumstances seriously endanger the health or safety of the University students, patients, or employees or are believed to be disruptive.

5. All other solicitation not mentioned above must have approval of the Vice President for Business Services, or designee. (BSI-060 Solicitation)

**Guidelines for Approved Solicitations**

1. Solicitation must not interfere with normal University operations or obstruct the flow of pedestrian traffic.

2. Any approved solicitation, which is subsequently believed to endanger the safety, health, or welfare of members of the University community, will be halted immediately.

3. Written approval for the site of a solicitation on campus must be obtained from the University authority responsible for that space, in conjunction with Human Resources. The number of sites available for any given solicitation shall be evaluated on the basis of the scope and nature of the solicitation.

4. University sites approved for solicitation are maintained by the appropriate Human Resources office.