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DOC 1990-05 Proposed Policy on the Distribution or Sale of Materials and Solicitation of or by Employees

University of Dayton. Finance and Administrative Services

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PROPOSAL TO THE ACADEMIC SENATE

TITLE Proposed Policy on the Distribution or Sale of Materials and Solicitation
of or by Employees

SUBMITTED BY Bro. Bernard J. Ploeger, S.M.

DATE 10-9-90

Indicate the action required: Legislative, Concurrence, or Consultative, and refer to the appropriate reference in the Senate Constitution (Article IIB, 1, 2, 3).

ACTION IS: Consultative REFERENCE IS: _____

DESCRIPTION OF PROPOSAL: State objectives, rationale, and how proposal is to be implemented

Policy on the Distribution or Sale of Materials and Solicitation
of or by Employees
Prepared by Bro. Bernard J. Ploeger, S.M.
Revised 8/27/90
Proposed for Inclusion in Personnel Handbooks

Introduction

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 and public organization and allows vendors and others to sell or distribute materials to students, 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.

A. For Employees of the University

1. No employee of the University may engage in the organized sale of products 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 or her divisional vice president. University stationary, campus mail or other University materials or supplies may not be used to promote products and any time spent for this purpose by an employee must be outside her or his 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 her or his division, the Vice President for Advancement (to request contributions) and from the Director of Personnel Services to solicit in an organized fashion donations for a charitable cause or distribute other material such as pamphlets to other employees. Unless specifically approved to the contrary, no University materials, funds or services will be used to accomplish such solicitations/distributions.

B. 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 phone numbers of employees to persons seeking to conduct advertising campaigns.
2. Persons seeking to offer employees such things as free samples, coupons, etc. or non-commercial products (e.g., copies of the Bible, political advertisements) may only do so with explicit permission of the University and only in those public places specified by the University. Persons seeking such approval should see the Director of Personnel Services 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.

C. By the University Itself

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. Offices wishing to conduct special sales are to seek approval from their divisional vice president.
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' Council, the University may suggest to its employees through such means as Campus Reports or personal letter that they consider donations to other civic and/or charitable efforts.

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 from bulletin boards if they are deemed to be inappropriate or offensive. Exceptions to this policy must be approved by the Senior Vice President for Administration or President as appropriate.