

Solicitation Policy

Applies to: All employees

Policy Statement:

With the sole exception of the annual United Way Campaign conducted by the College and its employees, staff members are prohibited from directly soliciting other staff members during work hours or in College work areas. Employee to employee solicitation may occur on the employee's own time (for example, during meal periods, scheduled breaks, and before and after work hours). Distributing paper or electronic advertising materials, handbills, or literature in work areas of the College is not permitted at any time.