



## Policy

Title:	<b>Solicitation</b>
Effective Date:	September 8, 2016
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	
Related Documents: Use of Electronic Communications Policy	

### I. PURPOSE

The purpose of this policy is to establish Salus University's intent to have a work environment that is free from solicitation efforts that do not relate to University business or interest. While Salus actively encourages staff participation in community activities and organizations outside of work, the time spent at work is more productive when not interrupted by solicitations and distribution of materials by employees.

### II. DEFINITIONS

**Solicitation** – Distributing promotional materials, offering goods for purchase or otherwise engaging in any other conduct, relating to non-University business, whether for profit or charitable purposes. .

Examples of prohibited solicitation include, but are not limited to:

- Raffles
- Charity drives
- Trips
- Sports pools
- Cosmetic or jewelry sales
- Bake sales
- Food vending (other than licensed by the University)
- E-mail solicitations
- Commercial or personal business sales

**Salus University Property** – Buildings and grounds that are owned or controlled by Salus University.

**Work time** is defined as that time when an employee is scheduled and expected to be properly engaged in performing his/her work tasks.

**Work areas** are all areas of the University except break rooms, cafeterias, and lounges designated for non-work use.

### **III. POLICY**

Faculty and staff may not engage in solicitation during work time (when either the staff member or the person being solicited is on work time) at any location or on work areas at any time.

This policy does not apply to official, University-supported solicitations that are intended to address the University's broader mission to educate and/or serve the community.

Examples of University sanctioned solicitation include:

- Salus University Capital campaigns
- Individual College or Foundation activities
- University Informational Materials
- Approved Salus Student Organization fundraisers

Approved vendors, in cooperation with appropriate campus approval, may be permitted to solicit products or services to students and employees at specified locations on campus based on defined contractual terms.