

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2050

PAGE 1 of 2

PROCEDURE TITLE: Solicitation of Employees

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-6 All Personnel: Solicitation of Employees

EFFECTIVE DATE: March 24, 1972

LAST REVISION DATE: January 18, 2005

LAST REVIEW DATE: January 18, 2005

I. PURPOSE

To provide information concerning restrictions on solicitation of employees by agents, on advertising materials, and/or for contributions.

II. PROCEDURE

A. Solicitation - Membership Agents

No person shall solicit employees for membership or otherwise engage in the interest of any group, organization, or association whatsoever on College property without written consent of the College President or designee. If granted, participation by employees is strictly voluntary. Solicitation of instructional personnel must never interfere with the instructional programs.

B. Solicitation - Advertising, Sales Promotional Material


1. No notices, tickets, information, sales gimmicks, or other materials of an advertising nature from outside the College may be distributed to College employees.
2. Films, filmstrips, slides, transparencies, and other free instructional materials of an educational nature carrying incidental advertising may be used in classrooms. Such material should have a purpose related to the curriculum.

C. Solicitation for Contributions

Except for authorized solicitations, such as the annual United Way Campaign, solicitation of employees on the premises of the College or on behalf of any club, society, religious organizations, political party, or similar association is prohibited.

D. Solicitation by Mail

College mail service will not be used for the purpose of mass distribution of material to promote organization membership or commercial interest.

	
	1/18/05
PRESIDENT	DATE