

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2050

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**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:** March 9, 2010

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## **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.

### **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.
3. Solicitation of instructional personnel must never interfere with the instructional programs.

C. Solicitation for Contributions

Except for authorized solicitations, such as the annual United Way Campaign and the Miami Dade College Foundation, 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.

	3/09/10
<b>PRESIDENT</b>	<b>DATE</b>