

**Policy:**

It is the policy of the County to restrict solicitation and distribution on its premises by employees and non-employees. Solicitation is defined as any activity conducted for the purpose of advertising, promoting or selling any product or service. Solicitation and distribution by employees is only permitted as outlined below.

**005:1 GENERAL PROVISIONS**

1. The County limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the County, can be detrimental to employee efficiency, and can pose a threat to security.
2. Employees of the County are prohibited from engaging in solicitation of fellow employees during working time. Working time shall not be construed to apply to break periods and mealtimes, whether paid or unpaid, or other specified periods during the work day when employees are not engaged in performing their work tasks.
3. The County Manager may authorize a limited number of County sponsored fund drives on behalf of charitable organizations such as the United Way, or special causes. However, employees are not to be discriminated against because of their willingness or unwillingness to participate.
4. Distribution of literature by employees during working hours, and/or in areas where the actual work of employees is performed, is prohibited. This section shall not be construed to prohibit the distribution of literature in such areas not specifically devoted to the performance of employees' official duties (such as break rooms), or while off-duty.
5. The County maintains bulletin boards in designated work areas to communicate County information to employees and to post notices required by law. These bulletin boards are for the posting of County information and notices only, and only persons designated by the Department/Division Director, Human Resources, or their designee, may place notices on or take down material from the bulletin board.
6. Florida Statutes govern political activity of all County employees. All County employees are encouraged to be politically aware and active, and to exercise their right to vote. However, active political campaigning or solicitation for political contributions while on duty is prohibited.
7. Unless done in the course of a County-sponsored fund drive, solicitation and distribution by non-employees is prohibited.

**SOLICITATION/DISTRIBUTION**

Policy Number 005

Page 2 of 2



*This page intentionally left blank*