

TITLE: Solicitation

I. PURPOSE AND SCOPE

The purpose of this Policy is to outline the rules regarding solicitation. This Policy applies to all city employees.

II. POLICY STATEMENT

With the exception of City of Avondale sponsored promotions, or other periodic city sponsored activities; solicitations, and/or distribution by employees of printed matter, or solicitations in any form including e-mail, for funds, products, services, memberships, or for any other reason on City property is not permitted.

III. DEFINITIONS

- A. Solicit: To ask for something (such as money) from people, companies, etc.
- B. Work-time: time when an employee's work duties require that he/she be engaged in work tasks.

IV. POLICY PROVISIONS

- A. While our work place may provide an attractive forum for other activities, our primary responsibility is the performance of City of Avondale functions. Activities other than the performance of these duties may be considered intrusions by other employees and by visitors to our workplace. Solicitation by an employee of another employee is prohibited during the working time of either person.
- B. Annually, the City will participate in the United Way Campaign; all other charity activities and solicitations for charities are prohibited unless authorized and approved in writing by the City Manager.

VI. APPROVAL



---

David Fitzhugh, Acting City Manager

June 11, 2014

---

Date of City Manager's Approval