

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 114.01
SUBJECT: SOLICITATION	INITIAL EFFECTIVE DATE: 04/02/86
TITLE: SOLICITATION	LAST REVISION DATE: 07/20/2010

POLICY STATEMENT:

City offices are for the purpose of conducting City business. To facilitate internal productivity, no organization or business will be allowed to solicit to any City employee during work hours or on City property except as provided by this policy. Additionally, no employee of the City of Denton may engage in political activity, solicit contributions or donations, sell tickets, or take orders for any cause or function to another City employee, retail business, or to a member of the general public while on duty, except as provided by this policy.

Any solicitation to or by City employees must be deemed a “public purpose” and approved by the City Manager. For purposes of this policy, a “public purpose” will be defined as benefitting a not-for-profit organization that does not express religious, moral, or political opinions *and*:

- Has a positive fiscal impact on the Denton community;
- Has a positive impact to the quality of life in the Denton community;
- Has a positive impact to the productivity and morale of City employees; or
- Has a positive impact to Denton’s reputation.

ADMINISTRATIVE PROCEDURES

I. Solicitation for Charitable Organizations

Employees soliciting charitable contributions for approved campaigns, either from other City employees or from the general public, are authorized to solicit such contributions either on or off the City facilities on duty and in uniform in accordance with any restrictions set forth under Section 25-5 "Soliciting Business or Charitable Contributions" of the Code of Ordinances of the City of Denton, or any other applicable laws, rules, or regulations, and subject to the following restrictions:

1. No City employee shall be allowed to solicit charitable contributions on duty for more than 24 hours during one calendar year without advanced approval from the City Manager or his/her designee.
2. No City employee shall be authorized to solicit charitable contributions on duty when it interferes with that employee's regular duties or functions.

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3. In soliciting charitable contributions on duty, the City employee will comply with all other applicable sections of the Code of Ordinances of the City of Denton and all other City policies, procedures, and regulations.

II. Solicitation for Special Circumstances

Collections for employees leaving City employment will be allowed. Collections for employees suffering personal hardships will be allowed with the approval of the Human Resources Director. Under no circumstances should any employee feel coerced to give money, gifts, or donations of any kind. All other City policies, procedures, and regulations should also be followed.

III. Solicitation of Business From Employees

In order to establish a uniform policy regarding solicitation of business from employees of the City of Denton, the following guidelines have been established:

1. The City of Denton will not promote or distribute any information pertaining to discounts offered by retail businesses/services unless authorized in writing by the City Manager and made available to all City employees. Only discounts to local and regional special events, sporting events, and attractions will be allowed.
2. All inquiries should be referred to the Human Resources Department.
3. Discounts to local and regional special events, sporting events, and attractions must be available to all employees unless job related.
4. If requested, a company must supply discount coupons/flyers in a quantity to be available for the entire employee population.
5. Flyers/handouts for advertising purposes only will not be accepted.

IV. Solicitation of Donations from Businesses and Organizations by City Employees

Solicitation of donations from businesses and organizations by City employees will not be allowed, unless on behalf of an approved City foundation or recognized employee association. In these instances, solicitation of donations must comply with Section I of this policy.

Events hosted by the City, in whole or in part, that benefit the community are excluded from this policy.

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V. POSTING OF ALL ADVERTISEMENTS, ANNOUNCEMENTS, LEAFLETS AND ITEMS

No other non-job related announcement or printed material may be attached to any window or building owned by the City of Denton, excluding employee break rooms, unless sponsored by the City of Denton and has a City of Denton logo or wording such as “funding provided by...” or is approved by the City Manager. Specific technical job related material must be approved by the division manager. All items posted should have a removal date in the lower right-hand corner. Any public service bulletin board located on City property is exempt from this policy. However, users of the public service bulletin board must adhere to the guidelines established by the appropriate department.