



Medina County Policy Manual

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| Policy: Solicitation | Section: Work Rules | Number: 7.070 |
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- A. It is the policy of the County to prohibit solicitation and distribution of literature on its premises by non-employees. This policy is not intended to supersede any relevant provision in an applicable collective bargaining agreement covering County employees which concerns union representation, use of bulletin boards, or other provisions in conflict with this policy.
- B. Solicitation shall be defined as:
1. Selling or promoting of products, goods, or services;
 2. Raising money on behalf of any company, club, society, religious organization, political party, or similar organization;
 3. Use of staff listings for the purpose of solicitation;
 4. Conducting membership drives for non-county affiliated organizations.
- C. Sales representatives or vendors dealing in County supplies, equipment, or services may conduct business in accordance with County regulations.
- D. Fund raising (such as United Way and blood drives) sponsored by the County are considered authorized activities when approved by the Medina County Board of Commissioners and, therefore, are not precluded by this policy.
- E. The County limits solicitation and distribution on its premises because those activities can interfere with the County's operations, reduce employee efficiency, annoy customers and clients, and pose a threat to security. The County does not provide space for companies to solicit nor does it allow information to be placed on County bulletin boards without prior approval or invitation from appropriate administrative officials. The distribution of flyers placed on vehicle windshields is also prohibited.
- F. The County does not allow non-County business meetings with product representatives on County property during an employee's normal working hours.
- G. The County does not provide employee information (i.e., names, addresses, telephone numbers) to companies for solicitation purposes.

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- H. Individuals not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on County premises.
- I. The County may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives, but their participation is entirely voluntary.
- J. The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:
1. Soliciting and distributing literature or the sale of merchandise or services during the working time of either the employee making the solicitation or distribution, or the targeted employee is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employee is not required to be working.
 2. Distribution of literature is prohibited in work areas at all times.
 3. Distributing literature in a way that causes litter on County property is prohibited.
- K. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any County property is prohibited.
- L. Persons observed soliciting on County property should be reported to department heads or managers who will then be responsible for determining whether such persons are authorized as indicated above. If not authorized, the administrator shall inform such persons of this policy and advise them that failure to cease may result in appropriate action against the offender. If the offender is an employee, such action may include discipline in accordance with appropriate County policies.