



New York Medical College Policy and Procedure Manual

Section: HUMAN RESOURCES	No.: HR.712
	Date: Feb. 17, 1993
Subject: SOLICITATION	Page 1 of 2
	Supersedes:

I. Purpose

To establish guidelines regarding solicitation and distribution of tangible and/or intangible items.

II. Scope

This policy applies to all College faculty, staff and CBU employees.

III. Definition

- A. Solicitation - The practice or act of making a petition or to approach with a request or plea.
- B. CBU - Union represented employee (Collective Bargaining Unit).

IV. Policy

It is the policy of New York Medical College to prohibit all unauthorized solicitation and distribution of tangible items on its premises. Unrestricted solicitation on College premises interferes with the normal operations of the organization and poses a threat to College security.

V. Procedure

- A. In an effort to assure a productive and harmonious work environment, the College prohibits the solicitation or distribution of literature or other tangible items in the work place at any time for any purpose unless approved by the Director of Human Resources.
- B. The College recognizes that employees may have interests in events and organizations outside the work place. However, employees may not solicit or distribute tangible items concerning these or other activities, unless approved by the Director of Human Resources.

Issued By:	Approved By:
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- C. In addition, the posting of written solicitations on College bulletin boards is restricted. These bulletin boards display important information and should be used for that purpose.
- D. If an employee has a message of interest to the work place, regarding College business, he or she may submit it to the Director of Human Resources for posting approval.
 - 1. All approved messages will be posted by the Human Resources Department on the Human Resources Bulletin Boards.
 - 2. Solicitation notices may not be posted on any Human Resources Department Bulletin Boards, but may be placed on designated bulletin boards after obtaining approval from the Director of Human Resources.

VI. Responsibility

- A. Employees
Notify Security whenever solicitors are observed on College grounds.
- B. Security Department
Advise solicitors of College policy.
- C. Human Resources Department
Provide advice and guidance with respect to the interpretation and administration of this policy.