



UPPER IOWA UNIVERSITY

Established in 1857®

## Solicitation Procedure

**PURPOSE:** To establish Upper Iowa University's intent to have a work environment free from solicitation efforts that do not relate to University business or interests. While the University actively encourages staff participation in community activities and organizations outside of work, the time spent at work is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees.

Staff may not solicit on work time (when either the staff member or the person being solicited is on work time). Staff may not distribute any literature or other non-work related materials either on work time or in work areas, except as otherwise provided below.

### DEFINITIONS:

**“Work Time”** is defined as that time when an employee is scheduled and expected to be properly engaged in performing his/her work tasks.

**“Work Areas”** are all areas of the University except break rooms and other areas designated for non-work use.

### PROCEDURE:

#### I. Solicitation by University Staff

A. **Approved:** University sponsored activities such Advancement Office sponsored campaigns, institutional fundraising, or other efforts to support academic excellence and further the mission of the University.

B. **Prohibited Solicitation:** Examples of prohibited activities by University staff during work time or in work areas include, but are not limited to, activities involving:

- Raffles
- Charity drives
- Trips

- Sports pools
- Cosmetic or jewelry sales
- Bake sales
- Sales of items to raise funds for non-University related organizations or entities
- Food vending (other than licensed by the University)
- Proposing and/or procuring membership in any organization
- E-mail solicitations
- Commercial or personal business sales

Staff found to be soliciting or distributing literature in violation of this procedure will be subject to discipline up to and including termination.

## **II. Solicitation by non-University Individuals**

- A. Solicitation of distribution of literature by non-employees or non-students on University property is strictly prohibited.
- B. Normal business contacts with University officials by authorized representatives are not prohibited by this policy.

## **III. Use of University Resources for Permissible Postings**

Upper Iowa University provides designated bulletin boards for staff as a means to exchange, sell, or give away personal items only.

Staff members are also permitted to post items in a designated area on myUIU. However, advertisements for commercial products and services are not acceptable.

Staff may not use a work telephone number, a University email address, University voice mail, or receive calls during work hours for posted advertisements.