

SUBJECT:	Solicitation
REVIEWED AND REVISED:	
PRESIDENT'S APPROVAL:	

I. POLICY

It is the policy of Mercy College to prohibit persons not employed by Mercy College to solicit or distribute literature in the workplace at any time for any purpose.

Mercy College recognizes that employees have interests in events and organizations outside the College. However, employees may not solicit or distribute literature concerning these activities during work time. (Work time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

II. PROCEDURE

- a. The posting of written solicitations on the College bulletin boards is restricted. These official bulletin boards display important information including employee announcements, internal memoranda, job postings, organization announcements, pay day notice and regulatory compliance posters such as workers' compensation insurance information, state disability insurance/unemployment insurance information, New York State and Federal Labor standards, and OSHA information.
- b. If an employee or a union representative has a message of interest to the College, they may submit it to the Human Resources Director for approval. All approved messages will be posted on those bulletin boards at each location previously designated by the union contract.
- c. Employees who are aligned with other charitable organizations and wish to solicit for financial or other support on behalf of these organizations may only do so on their own time. College resources (time, email, copiers, bulletin boards) should not be used to support individual charitable endeavors.