

POLICY

Cancels: Res. 061092
See Also: POL-0404-HR

Approved by: BOCC
Res. # 064123

POL – 0403 - HR

EMPLOYEE SOLICITATION

This policy applies to all Whitman County employees unless otherwise addressed in a bargaining unit agreement.

1. Solicitation Shall be Limited to Non-Profit Activities.

Employees who solicit the sale of products and/or services to other employees during regular business hours shall be limited to non-profit activities.

2. Management Shall Determine What Scope of Solicitation is Appropriate.

Solicitation among employees may be disruptive to a department's operation. Department Heads/Elected Officials shall determine what time involvement is appropriate. Employees must obtain the permission of the appropriate Department Head/Elected Official before soliciting in other departments. The permission of the Board of County Commissioners must be obtained to solicit in public areas. Disregard for such determination shall be grounds for discipline.

3. Direct Sales of Products/Services During Regular Working Hours is Not Allowed.

Employees shall conduct sales before or after their work day or during their designated lunch period.

4. Solicitation via the County's E-mail and/or Internet Systems is Prohibited.

Unless performed in the course of an employee's regular duties, solicitation is prohibited over the County's e-mail and internet systems.