

Policy Number/Title: 4.419 Solicitation and Distribution
Effective Since: 10/01/2016
Last Revision Approved: 10/01/2016
Responsible Office: Human Resources

1. Scope:

The provisions set forth below apply to all persons employed by Winthrop University.

2. Definitions:

This section was intentionally left blank.

3. Policy:

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Winthrop University is responsible for promoting the efficiency of the public services it performs; therefore, the following rules are promulgated to further that responsibility.

1. Solicitation or distribution by persons other than employees of Winthrop University who are on official State business in those areas of the university which are not open to the public is prohibited. Solicitation and distribution by persons other than employees of Winthrop University in those areas of the university which are open to the public is prohibited to the extent that such solicitation or distribution results in disruption of, or interference with, administrative or university activities.

2. Solicitation by employees of Winthrop University on university property during working time is prohibited. Working time is the time an employee is expected to be engaged in the official duties of a position.



3. Distribution of literature by employees of Winthrop University on university property in non-working areas during working time, as defined above, is prohibited.
4. Distribution of literature by employees of Winthrop University on university property in working areas is prohibited.

It is management's responsibility to ensure that these rules are consistently applied to all types of solicitation and distribution.

Charitable fund drives approved by the President may be conducted under university supervision.

4. Procedures:

This section was intentionally left blank.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:

10/01/2016	Minor Revisions
04/23/2010	Minor Revisions
02/01/2010	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: