Policy 3005

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Solicitation, Fundraising, and Posting of Information **Policy Number**: 3005 **Chapter Title**: Working Hours **Effective Date**: January 16, 2009 **Supersedes Policy Number** 3005 **Dated** July 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department recognizes many organizations provide valuable services and benefits to their communities. The department also recognizes it has a responsibility to maintain employee productivity and to protect confidentiality of information maintained in work areas, as well as the privacy of employees. This policy will describe the criteria by which fundraising and solicitation activities and posting of information will be allowed on department property.

DEFINITIONS

Fundraising: Selling or promoting products, goods, or services; or requesting and/or collecting money or items, such as non-perishable food or clothing for a non-profit or charitable organization such as a school club or a voluntary health organization. Fundraising also includes the selling of raffle tickets or tickets to events such as dinners or dances to benefit individuals, groups of people, or organizations.

Solicitation: Selling or promoting products, goods, or services if not included within the definition of fundraising.

Nonwork Areas: Breakrooms, designated smoking areas, parking lots, and building grounds.

Nonwork Time: Lunch and break times during normal business hours Monday through Friday, and anytime before or after an employee's normal work hours if the facility is open to the public during that time.

Prior Approval: Authorization may be granted for access at the discretion of the department representative but only if the request is made 24 hours in advance. For districts, the department representative is the district engineer or delegated representative. For the Central Office, the designated representative is the chief financial officer or a delegated representative.

Emergency Situation: An incident involving an employee, represented by a union that can reasonably be expected to result in the serious disciplinary action of either a suspension or termination.

State-Sponsored Fundraising Activity: Any fundraising or charitable activity endorsed by the Governor in which state employees are encouraged to participate, such as the Missouri State Employees Charitable Campaign and the Missouri State Employees Blood Drive.

Department-Sponsored Fundraising Activity: Any fundraising or charitable activity endorsed by the director, or his designee.

PROVISIONS / REQUIREMENTS

1. At the discretion of the director or his designee, state and department-sponsored fundraising activities may occasionally be conducted on department property during working hours and in work areas, which may include the use of a limited amount of state time and non-monetary state resources.

2. In addition to the state or department sponsored activities allowed under paragraph 1 above, employees will also be allowed to conduct other fundraising activities in nonwork areas on nonwork time. In conducting non-state or non-department-sponsored activities, employees must comply with the department’s policies prohibiting or limiting personal use of state property.

3. Employees will be allowed to post information such as personal items for sale, fundraising activities, and community events in nonwork areas on nonwork bulletin boards.

4. External individuals and organizations will not be allowed to conduct fundraising activities on department property.

5. Solicitation will not be allowed on department property, except as specifically otherwise provided for in this policy.

6. A union or organization that represents department employees will be provided access to:

a. Post information on nonwork area bulletin boards;

b. Meet with department employees on nonwork time in nonwork areas, so long as prior approval has been given; and,

c. Meet with employees represented by the union, on nonwork time in nonwork areas, without obtaining prior approval if an emergency situation has occurred but solely to discuss the emergency situation. However, this does not prohibit the department from taking immediate disciplinary action against any employee, up to and including termination, prior to such a meeting between the employee and the union representative.

7. A union or organization seeking to be recognized as an employee representative will be provided the following access:

a. Posting information on nonwork area bulletin boards; and

b. Upon prior approval being given, meeting with department employees on nonwork time in nonwork areas.

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