Countywide Administrative Procedures Manual

Regulation Number: AP-101 Effective Date: 08/13/03

Review Date: 8/13/06 Revised Date:_____

DISTRIBUTION OF ADVERTISEMENTS TO EMPLOYEES

Purpose:

To establish a policy regarding the distribution of advertisements for businesses, discount coupons and other similar sales offers from agencies outside the County, to County employees.

Policy:

Alachua County will not distribute advertisements to County employees from outside vendors. Advertisements and discount coupons from major Florida attractions and amusement parks are available within each Department.

Procedure:

If vendors wish to leave discount or membership coupons, advertisements, fliers and the like at a County department, it will be at the discretion of the Department Director to display or discard the materials. Materials provided by vendors, excluding Florida attractions and amusement parks, will not be distributed to employees using County time or resources.

Employees who wish to utilize discount coupons offered by a Florida attraction or amusement park, must contact their payroll contacts to receive these coupons.

Approved by Randall H. Reid, County Manager August 13, 2003