

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO.:** I.07.04

**DATE:** July 2024

**REVIEW/REVISION DATES:**

**SUBJECT:** Solicitation Policy

**APPROVED:** Dr. Don C. Killingsworth, Jr., President

**PURPOSE**

The purpose of this policy is to set forth Jacksonville State University's (JSU) intent to maintain a work and educational environment that is free from solicitation efforts that do not relate to JSU's business or academic interests. JSU's policy on non-solicitation is intended to avoid disruption of operations and is for the safety and privacy of faculty, staff, visitors, and students. While JSU actively encourages employees' participation in community activities and organizations outside of work, the time spent at work is more productive when not interrupted by solicitations and distribution of materials. This policy applies to all forms of solicitation, distribution of literature, canvassing, vending, or peddling.

**DEFINITIONS**

For this policy, the terms listed below shall have the following meanings:

Solicitation: Solicitation includes, but is not necessarily limited to, the sale, or attempted sale, of goods or services between employees or between employees and other individuals (such as, but not limited to, raffles, charity drives, sale of goods or services, sports pools, fundraisers, food vending, bake sales, etc.). It also includes the communication by or on behalf of a non-JSU organization seeking to enroll members or distribute literature on behalf of said organization.

Non-Work Areas: Non-work areas are limited to parking lots, sidewalks, grassy areas, and outdoor common areas, break rooms, and other areas designated for non-work use.

Non-Work Time: Non-work time is limited to periods of time before and after the employee's daily work schedule, as well as lunch periods and breaks during an employee's daily work schedule.

## **POLICY**

Employees may conduct solicitation only in non-work areas when both the employee who is soliciting and the employee who is being solicited are on non-work time.

Employees may distribute literature only in non-work areas and only during non-work time for any employee distributing or receiving such literature.

Solicitation and literature distribution must be conducted at a time and place and in a manner which does not obstruct pedestrian or vehicular traffic, cause littering, or otherwise interfere with University operations.

Further, employees shall only use personal phones, computers, email, and supplies for solicitation and/or distribution of literature, not JSU equipment, email, or supplies.

### Exemptions:

This policy does not prohibit an employee from engaging in activities which are part of their job responsibilities. Further, JSU employees may engage in solicitation for, and distribution of literature related to JSU-sponsored activities, JSU academics, and institutional-related and approved fundraising (e.g., United Way).

## **RESPONSIBILITY**

The University Counsel is responsible for this policy.

## **EVALUATION**

This policy will be reviewed at least every five (5) years.