

SOLICITATION & BULLETIN BOARDS 710

Effective Date: 02/01/2016

In an effort to ensure a productive and harmonious work environment, persons not employed by Cass County may not solicit or distribute literature in the workplace at any time for any purpose.

Cass County recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time, unless approved by the County Commission. Employees are allowed to leave information in a designated location and should check with their supervisor. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for community groups
- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The sale of goods, services, or subscriptions outside the scope of official organizational business.
- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

Employees are allowed to leave information in a designated location and should check with their supervisor.

In addition, the posting of materials or electronic announcements are permitted only with approval from the Human Resources Department.

Intranet Bulletin Board

The County intranet bulletin board is provided as a service to county employees. The County does not endorse and is not responsible for the content posted. Employees may post advertisements on that electronic bulletin board, subject to the following:

1. Postings are used to sell or give away personal items.
2. Soliciting and fundraising is prohibited.
3. Advertising firearms or any type of weapon is prohibited.
4. Any activity on the bulletin board, including posting or responding to advertisements, must take place before or after work. Employees are prohibited from using the bulletin board during lunch or break times.
5. Items will be advertised using text only (no photos).
6. Items will be posted for two weeks and then automatically deleted.

The County reserves the right to remove a post at any time or eliminate the use of the intranet bulletin board without advance notice.