

Administrative Regulations
City of Iowa City
Title: Solicitation of City Employees
Effective Date: 4/20 2012 Page: 1 of 2



I. Purpose

While our workplace may provide an attractive forum for other activities, our primary responsibility is the performance of City of Iowa City functions. Activities other than the performance of these duties may be considered intrusions by other employees and by visitors to our workplace.

II. Policy

Solicitation by an employee of another employee is prohibited during the working time of either person. Working time is defined as time when an employee's work duties require that he/she be engaged in work tasks.

Solicitations in any form, including email, for funds, products, services, memberships, or for any other reason on City property is not permitted with the following exceptions: 1) charity or fundraising activities and solicitations for charities or fundraisers that are authorized and approved in writing by the City Manager or designee in accordance with resolutions of the City Council; and 2) Items and information may be posted on designated bulletin boards, in break rooms, and on intranet forums.

Solicitations solely within a department may occur at the discretion of the Department Head but will be limited to the respective department. Organizational solicitations must be approved by the City Manager.

III. Procedures

Authorized solicitation shall follow the procedures outlined below:

- A. All solicitations including written materials, must be appropriate for a work environment, shall be civil, professional, and may not be harassing, demeaning, or disparaging to any employee(s), any department, or the City, and/or disruptive to the work environment. Materials found to be in violation of this rule will be removed.
- B. The person engaging in the soliciting shall immediately cease doing so if the City employee being solicited affirmatively objects, or expresses disinterest or unavailability.
- C. No City resources, including but not limited to, City email, mail system, any telephone services in any form, copy machines, postage, fax machines, computers, or internet, may be used in the furtherance of any solicitation, with the exception of designated bulletin boards, break rooms, and intranet forums or unless otherwise authorized by the City Council or the City Manager or his/her designee.

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IV. Responsibility

All City employees shall comply with this regulation. It is the responsibility of Division Directors, Department Heads, and/or the City Manager or his/her designee to ensure compliance.

V. Definitions

A. Solicitation:

Seeking any direct or indirect access to and/or the attention of City employees in an attempt to:

1. Request contributions, gifts, or donations;
2. Sell products, services, memberships, program activities, or any tangible goods;
3. Request financial or other support, including attending events, for an outside person, agency, organization, charity, candidate for political office, ballot issue or company unaffiliated with the City of Iowa City and the performance of the City employees' job duties.

B. City Facilities

All real property owned, leased, or otherwise controlled by the City, including buildings, portions of buildings, parking lots, parking garages reserved in whole or in part for City employee use, passageways or walkways for ingress and egress to City buildings, patios, designated employee break areas, interior courtyards, and fenced areas of City buildings. The term does not apply to Terry Trueblood and other park buildings, public sidewalks, public roads, or public thoroughfares.


VI. Related Policies

This policy is consistent with Employee Handbook, section 11(e), Use of Public Property; City of Iowa City Internet/Intranet/Electronic Mail Policy; Employee Handbook, section 12, Political Activity; City Council Resolution 01-274, declaring that certain fundraising activities by City of Iowa City employees serve a public purpose; and City Council Resolution 07-259, which establishes the policy for payroll deductions for charitable organizations.

VII. Regulation Update

The City Manager or designee is responsible for updates to this regulation.

Approved:


Tom Markus, City Manager