

HUMAN RESOURCES POLICY/PROCEDURE		No. HR-012
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE.	Page 1 of 2

SUBJECT: Solicitation

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Solicitation policy.

SCOPE:

This policy shall apply to all employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes
Administrative Rule 3

POLICY:

It is the policy of the Authority to prohibit solicitation and distribution on its premises by non-employees and to permit solicitation and distribution by employees only as outlined below.

The Authority limits solicitation and distribution on its premises because those activities can interfere with its normal operation, reduce employee efficiency, annoy customers, and pose a threat to security.

The Human Resources Department is responsible for administering this policy and enforcing its provisions. Employees will be subject to disciplinary action for violating this policy.

Individuals not employed by the Authority are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitation, distribution, or similar activity on Authority premises.

The Authority may authorize a limited number of fund drives by employees on behalf of specific charitable organizations. Employees are encouraged to volunteer to assist in these drives, but their participation is entirely voluntary.

The following prohibitions apply unless specific permission has been given by the Executive Director to conduct a specific fund-raising drive:

- a) The sale of merchandise or services;
- b) Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution or the targeted employee. The term "working time" does not include an employee's authorized lunch or rest periods or other times when the employees are not required to be working;
- c) Distribution of literature in work areas at all times;
- d) Distributing literature in a way that causes litter on Authority property.

The Authority maintains various communication systems to communicate information to employees and to disseminate or post notices required by law. These communication systems (including bulletin boards, electronic mail, voice mail, facsimile machines, and personal computers) are for business use only and may not be used for employee solicitation or distribution of literature. In particular, bulletin boards are for the posting of Authority information and notices only, and only persons designated by the Human Resources Director may place notices on or take down material from the bulletin board. The authorized use of the communication systems or the distribution or posting of notices, photographs, or other materials on any Authority property is prohibited.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director

Byronnie Brooks

Date

14 Jan 02

Department Director

L. Smiley

Date

1/15/02