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Date Adopted: 01/1963	Date(s) Revised:	12/20/9	91, 05/2	25/06
James Hinterstein	3-19	- 0	Î	
President	Date			

POLICY STATEMENT

The University prohibits the solicitation, distribution and posting of materials on or at University property by any employee or non-employee, except as may be permitted by this policy.

Procedures

The University prohibits the solicitation, distribution and posting of materials on or at University property by any employee or non-employee, except as may be permitted by this policy. Solicitation includes verbal and written communication, the distribution of emails, circulars, handbills or other literature of any kind.

Faculty and staff members are not permitted to solicit University personnel or distribute unauthorized literature during working time or within the working areas of the University.

No employee may directly or indirectly sell any item or post any literature within the University or on University property without proper authorization.

Staff and faculty may not solicit other employees or distribute literature of any kind during work times, except in connection with a University approved or sponsored event. Work time does not include break periods, meal times, or their specified periods during the workday when staff and faculty members are not engaged in performing their work tasks.