



# ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 606: SOLICITATION AND DISTRIBUTION OF LITERATURE

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## A. General Provisions

1. Employees may not engage in the sale of merchandise, tickets, food, etc., during normal work hours without first receiving the approval of their supervisor as well as that of the Director of the Department in which they wish to make the sale. Such activities are normally restricted.
2. The distribution of literature or the collection of money or pledges for charitable or non-profit causes during work hours may only occur with the approval of the Department Director.
3. Individuals who are not employees or agents of the City and who are operating independently or as representatives of outside organizations shall not be permitted to assemble any group of City employees during working hours without the permission of the Director of Human Resources.
4. Political activities are subject to Policy No. 609: Political Activities.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022  
Date

Mark Schwieterman  
Mark Schwieterman  
City Manager

Issued:

11.30.22  
Date

Jenny Smith  
Jenny Smith  
Human Resource Director