3358:11-4-05  Solicitation and distribution activities.

(A)  Purpose. Solicitation and distribution activities on the college campus are allowed under the guidelines of this rule.

(B)  Guidelines.

(1)  Solicitation of employees by non-employees.

   (a)  An organization or non-employee which intends to solicit or distribute literature to employees must, each visit, give advance notice of at least forty-eight hours of such intention by submitting the appropriate form to the facility administrator.

   (b)  An organization or non-employee may solicit or distribute literature in areas designated by the facility administrator provided the employees being solicited are on non-working time.

   (c)  An organization or non-employee may not distribute literature nor solicit employees in any work area, regardless of the fact that the employees are on non-working time.

   (d)  An organization or non-employee shall be permitted to submit notices for posting to the facility administrator.

   (e)  An organization or non-employee shall be permitted to solicit or distribute literature in designated parking lots without providing advance notice.

(2)  Solicitation of employees by other employees.

   (a)  An employee may solicit other employees in both non-work and work areas only if all employees involved are on non-working time.

   (b)  An employee may distribute literature in a non-work area on non-working time only if all employees involved are on non-working time.

(3)  Solicitations by student organizations. Solicitations by student organizations are permitted inside buildings only from behind tables, which have been previously reserved through a maintenance request work order. Outdoor solicitations are permitted provided that free flow of traffic is not impeded, and the area has been scheduled through student activities.

(4)  Disruptive conduct. The facility administrator reserves the right to regulate any solicitation or distribution activities by a non-employee or employee which disrupts or interferes with the normal workflow at the college.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A