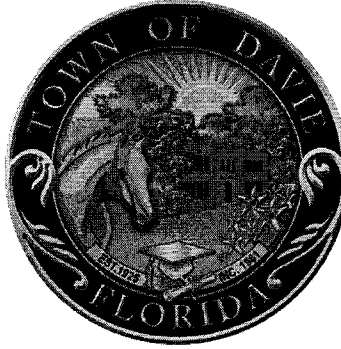


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**SOLICITATION
SOP #24-007**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	September 19, 2012	Human Resources	Initial Release

APPROVALS:



Human Resources Director/Grace Garagozzo

2/5/19

Date



Town Administrator/Richard J. Lemack

2/7/19

Date

1-1. POLICY.

It is the policy of the Town of Davie to prohibit solicitation and distribution on its premises by non-employees.

Persons who are not employed by the Town of Davie 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 or similar activity.

The Town of Davie authorizes fund drives by a limited number of charitable organizations. Managers and employees may volunteer to assist these organizations by conducting their drives. Each employee may decide whether or not to contribute. Participation is strictly voluntary and there will be no discrimination against employees because of their willingness or unwillingness to participate.

Unrestricted solicitation on Town of Davie premises interferes with the normal operations of the organization, is detrimental to discipline and efficiency on the part of employees, is a nuisance to the public and poses a threat to Town of Davie security.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Temporary, Seasonal employees, and volunteers.

1-3. PROCEDURE.

- a. Employees are permitted to engage in solicitations or distributions of literature for any group or organization, including charitable organizations, only in accordance with the following restrictions.
 1. The sale of merchandise is prohibited on Town of Davie premises. The only exception to this rule pertains to children of employees who, within reason, sell fund raising items for school such as candy, Christmas items, etc. within the employees own department and with the approval of the Department Director.
 2. Solicitation and distribution of literature are prohibited 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 time when the employee is not required to be working.
 3. Distribution of literature is prohibited in work areas at all times unless authorized by the Human Resources Director or Town Administrator or designee.
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4. The distribution of literature in such a manner as to cause litter on Town of Davie property is prohibited.
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- b. The Town of Davie maintains bulletin boards to communicate official Town information to employees and to post notices required by law. These bulletin boards are for the posting of Town of Davie information and notices only, and only persons designated by the Town Administrator may place notices on or take down material from the bulletin boards.