



NUMBER: 343

SUBJECT: SOLICITATION OF EMPLOYEES

EFFECTIVE DATE: AUGUST 15, 2005

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### ***343.1 — POLICY***

Bridgerland Applied Technology College (BATC) does not allow anyone to solicit employees on BATC property, using advertising or other written materials, and/or asking for contributions, without the consent of the Vice President for Finance, except as explained below. Accordingly, an employee may not verbally solicit another employee while on work time, and an employee may not distribute literature in a designated work area or in any area while on work time.

#### **343.1.1 — Solicitation—Membership Agents**

If permission is granted for groups to solicit members, participation by employees is strictly voluntary. Solicitation of instructional personnel must never interfere with instructional programs. Door-to-door solicitation within BATC facilities is never permitted.

From time to time, solely at the discretion of an appropriate administrative authority (any Vice President or the Campus President), BATC may provide an opportunity for vendors to invite BATC employees to a group meeting where attendance is entirely voluntary when it is considered to be in the best interest of BATC to allow such an arrangement. Examples of this type of meeting may include marketers of 403(b) products or other products where substantial discounts are being offered to this group of employees.

#### **343.1.2 — Solicitation—Advertising; Sales Promotional Material**

No notices, tickets, information, sales gimmicks, or other materials of an advertising nature from outside BATC may be distributed by BATC employees or to BATC employees without approval of the Vice President for Finance. Such approval will only be granted when, in the opinion of the Vice President for Finance, the advertising materials will not interfere with duties of BATC employees and would be determined to have potential benefit to BATC employees as a group, without cost to BATC.

The Vice President for Finance must be provided with an actual copy of any proposed advertising materials from which to make a determination about the above exception. In no instance will advertising materials contain any direct or implied inference that BATC endorses, promotes, encourages, approves, or discourages any product or service. Advertising materials that are allowed will be allowed solely as a communication of a product or service to BATC employees, where their participation is strictly voluntary, and will provide a means (phone number or address) for interested employees to contact the solicitor on their own volition and time. BATC does not provide vendors or solicitors with employee lists or phone numbers other than those numbers that are published in official BATC catalogs, brochures, or on the BATC Web site.

### ***343.2 — RESPONSIBILITY***

#### **343.2.1 — Administrators**

Administrators are responsible for discouraging solicitations or distributions that violate this policy. Employee violators of this policy may be subject to appropriate disciplinary action. Outside vendors or solicitors who do not have proper authorization as outlined in the above policies will be asked to leave by the appropriate administrative authority (any Vice President or the Campus President) or by BATC's Resource Officer. Repeat offenses may result in ticketing for trespassing at the discretion of the appropriate administrative authority or the Resource Officer.