

CITY OF COMMERCE ADMINISTRATIVE POLICIES

SOLICITATIONS

1.0 PURPOSE

To establish a uniform policy for solicitations by sales representatives or agents in order to alleviate disruption of City employees during normal working hours.

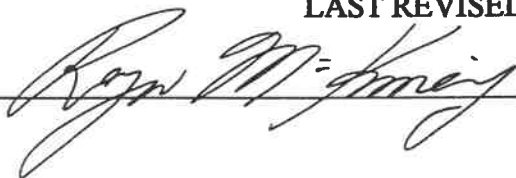
2.0 POLICY

- 2.1 With the exception of United Way and other City-approved activities, peddling or soliciting for sale on City premises during normal working hours is not allowed.
- 2.2 Exceptions may be granted by the City Manager.
- 2.3 Working hours include the working time of both the employee doing the soliciting or distributing, and the employee to whom such activity is directed.
- 2.4 Employees are free to discuss these matters before or after normal working hours, and during lunch and rest periods in non-work areas.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive script, appearing to read "Roy M. King", is written over a horizontal line.

Solicit.adp