

Solicitation and Distribution

I. Purpose

To ensure a productive work environment where employees and business operations may function without disruption.

II. Policy

The City recognizes that many worthwhile charitable causes, fund raising events, and various enterprises of a commercial or political nature exist within the City of Lynnwood. To maximize tax payer dollars, the City strives to establish a work environment that is productive and without undue disruptions to the work day. Therefore, soliciting by one employee of another, or collecting from one employee by another (other than City sponsored or supported activities), is prohibited while either employee is on work time. In addition, persons not employed by the City may not solicit, survey, petition, or distribute literature on City premises at any time. The Mayor may make exceptions for community-based fundraising efforts such as United Way or the Coalition for Charitable Choice. Distributing literature and circulating petitions during work time or in work areas at any time is also prohibited.

III. Definitions

"Work time" is all time on the premises other than before and after work, at meal periods and break times.

"Work areas" are all areas on the premises other than employee break rooms or restrooms.

Approved:


Tina Roberts-Martinez, Mayor

12-11-01
Date