

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Relations	Section: VII
	Subject: C.6
SUBJECT: Solicitation and Distribution	Effective: 01/01/06
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**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

## **SOLICITATION AND DISTRIBUTION**

### **Purpose and Scope**

The purpose of this policy is to provide fair and equitable treatment of all private agencies, vendors, companies, charitable organizations, representatives, and/or individuals desiring to promote and solicit services, contributions, products, programs, or distribute materials to South Carolina State University employees.

### **General Provisions**

- A. No vendor, individual, or representative shall be permitted to contact or meet with employees during normal working hours nor will they be allowed to distribute literature or any materials during normal working hours except with the written approval of the University's Human Resources Director as the President's designee.
- B. Only one representative of a parent company, agency, or organization shall be permitted to promote, solicit or service their products to University employees.
- C. A written, detailed proposal describing the services, products, or programs to be offered must be presented to the Human Resources Director for review. If in the judgment of the Human Resources Director the service, product, or program could be beneficial to a significant number of University employees, the representative may be authorized to promote it. However, the University will not assume any responsibility as to the validity or reliability of the agency, vendor, company, representative, or individual, its services, products or programs.
- D. When a program is authorized for presentation to University employees, the Human Resources Director or designee will provide the representative with an official letter outlining the date, time, and place of approved meeting.
- E. Parameters for meetings and the distribution and posting of literature shall be defined by the Human Resources Director or designee.

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- F. Employees participating in solicitation activities in violation of this policy will be subject to disciplinary action.
- G. The unauthorized solicitation of employees may result in the company or representative being denied future access to employees as provided under this policy.