

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

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| Procedure Title: | Solicitation, Distribution, and Access | <u>Number</u> 424 |
| Related Policy: | Agents, Solicitors, and Salespeople - 6Hx20-5.016 | <u>Page</u> Page 1 of 2 |

I. Purpose

Solicitation, distribution, access to, and use of Pensacola State College facilities shall comply with guidelines as established herein.

II. Procedure

A. Solicitation

1. Employees are permitted to solicit during their free time (non-working hours), even in work areas, so long as such solicitation does not involve other employees who are working. Non-working hours are defined as lunch periods, rest periods, and time outside the employee's normally scheduled work hours and rest periods as well as time outside the employee's normally scheduled work hours .
2. Non-employees are permitted to solicit only in public areas, provided such solicitation does not involve employees and does not interfere with the regular intended use of the public area. Public areas are those within work areas to which the general public has access (hallways, lobbies, walkways, etc.). Non-work areas are cafeterias, lounges, recreation areas, parking lots, or other areas where work is not performed.


B. Distribution of Literature

1. Employees are permitted to distribute literature or materials during their free time (non-working hours) in non-work areas so long as such distribution does not involve other employees who are working. However, employees are prohibited from distributing literature or materials in work areas where the actual work of employees is performed.
2. Non-employees are permitted to distribute literature or materials only in public areas, provided such distribution does not involve employees who are working and does not interfere with the regular intended use of the public areas.

C. Access to College Property

1. Employees have access to College property and facilities during their regular hours of work and outside their normal hours of work when on College business. However, when not engaged in College business, access will be limited to public areas.

2. Non-employees have access to public areas during those hours when such areas usually are open to the public, and provided such access does not interfere with the intended use of such area and further does not involve employees at work.

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| Responsible Official: Vice President, Business Affairs |
| President's Signature:  Date: 1/30/2023 |