

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**SOLICITATION AND DISTRIBUTION**

**SECTION 5.03  
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- A. This policy is intended to ensure that only official County business is transacted in the County's work areas during employee work hours.
  
- B. This policy shall be in effect in the several work areas and public areas under the control of the SCAA who adopt this policy, those work areas and public areas under the control of the Board of County Commissioners, including the work areas and public areas of the Sandusky County Courthouse.
  - 1. Waivers of this policy granted by elected or appointed officials not under the authority of the Board of County Commissioners shall not be deemed to waive or affect the validity of this policy.
  
- C. Non-Employee Solicitation and Distribution: There shall be no solicitation or distribution by non-employees at any time on any of the above mentioned premises except by vendors to the County, as defined in the definitions section of this manual.
  
- D. Employee No-Solicitation Rule: There shall be no solicitation or distribution by any employee of any other employee or non-employee during working time.

Solicitation of other employees during non-working time is permitted when it can reasonably be considered non-working time (e.g., break, lunch, etc.) for both the employee doing the soliciting and the employee being solicited.

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- E. No-Distribution Rule: There shall be no distribution of goods, materials, or written information during working or non-working time in work areas. Employees may distribute goods, materials, and written information only during non-working time and in non-working areas.
  
- F. Employee No-Access: Employees may not enter County facilities or outside work sites during an employee's off-duty hours without permission from the employee's supervisor.
  
- G. It is the responsibility of each SCAA to promulgate rules for the enforcement of this policy and to identify work-time, non-work time, work areas, and non-work areas. These rules shall be clearly posted on each SCAA=s premises and distributed to each employee. Each SCAA=s rules should be approved as to form and content by the Sandusky County Personnel Office.