GENERAL ADMINISTRATION
EMPLOYEE

043 GENERAL OFFICE POLICIES

043.6 Solicitation of Department Employees on Department Premises Policy

043.6.1 Purpose

To establish a fair, uniform, and effective process to govern solicitation of Human Services Department (HSD) employees on HSD property.

043.6.2 Definitions

A. "Employee" means a person employed by HSD in a permanent, probationary, term, temporary, or emergency position.

B. "Solicitation" means any activity which may be considered or reasonably interpreted as being for the advertisement, promotion, or sale of products, or services, or for the participation in a commercial venture of any kind.

043.6.3 Policy

A. All persons entering HSD facilities are prohibited from soliciting or requesting or receiving political donations.

B. Solicitation materials may only be posted on designated bulletin boards.

C. With the exception of bulletin boards designated for posting solicitation materials, neither state property, supplies, services nor equipment may be used for solicitation purposes other than those activities authorized by HSD for state-connected business or state-sponsored charitable purposes. This includes email.

D. Individuals or organizations wishing to solicit should obtain prior permission from the office manager. (For state-owned buildings, refer to 1.5.24 NMAC 1978.)

E. Division Directors or their designees retain authority to bar solicitations of any type except for those solicitations on behalf of employee labor organizations, in accordance with provisions of the collective bargaining agreement.

F. Solicitation may take place only during non-work time, i.e., break and lunch periods, or before or after work hours.

G. Solicitation may take place only in non-work areas. Under no circumstances shall solicitation take place at employees' desks or work stations.

H. Each HSD facility shall display a sign at public entrances informing the public of restrictions on solicitation.

I. This policy does not apply to solicitations officially sponsored or endorsed by the State of New Mexico or activities authorized by the Office of the Secretary, such as the United Way Campaign.

043.6.4 References

State Personnel Board Rules 1.5.24 NMAC 1978 *Conduct On and Use of State Property.*
Collective Bargaining Agreement

APPROVED:

PAMELA S. HYDE, J.D., Secretary

DATE: 7/16/09