



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources

Subject: Fundraising and Solicitation By or of City Employees

Creation Date: January 22, 2009

Revision Date: None

Prepared By: Human Resources Department

Approved By: City Manager

Legal Review: John Batoon

DESCRIPTION:

Fundraising and Solicitation

POLICY:

It is the policy of the City of El Paso to minimize disruptions in the workflow caused by the unauthorized sale of items, solicitations of contributions, or the distribution of advertising materials. Furthermore, it is counterproductive for employees to feel pressured to contribute financially to any enterprise whether it is a for-profit or non-profit.

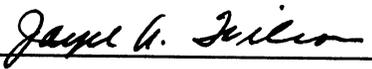
1. Fundraising and/or solicitation by or of City employees on duty and/or on City property without authorization from the City Manager or designated representative is strictly prohibited.
2. Solicitation means any verbal or written communication which encourages, demands or requests a contribution of money, time, effort or personal involvement in any enterprise. This includes, but is not limited to charitable or personal profit activities such as, selling products of any kind, raffle tickets, admissions to events and donations to assist persons experiencing a personal crisis.
3. The City Manager or designated representative may authorize not-for-profit fundraising activities which meet the criteria and intent of this policy, including activities that support employee morale such as holiday luncheons and retirements, and organized annual charitable efforts, birth of a child, or other recognition events, or expressions of support for employees who have experienced a death in the family or a personal crisis.
4. The City Manager or designated representative may allow minimal City time to work on City sponsored fundraising activities and information about the fundraising activity may be shared using the City's email system. However,

under no circumstances may employees be pressured by co-workers or any member of management to contribute to any enterprise or to purchase any item.

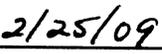
Procedures:

1. Employees who wish to solicit on behalf of their children's schools, scouting programs, or other not-for-profit purposes including for the benefit of a person or co-worker involved in a personal tragedy, must submit a written request through their chain-of-command to the City Manager or designated representative.
2. Employees may not initiate any fundraising and/or solicitation activities until written authorization has been obtained.
3. Employees must restrict activities in connection with approved fundraising, such as money collection and product distribution, to lunch breaks, before, or after working hours.
4. The City's interoffice and email systems may not be used to communicate information about these types of fundraising activities. Employees may post sales information on employee bulletin boards, in lunch rooms or break rooms.
5. For-profit solicitation among City employees during working hours and/or on City property is prohibited.

APPROVED BY:



Joyce Wilson, City Manager



Date