

NUMBER: 343
SUBJECT: SOLICITATION OF EMPLOYEES **AND/OR STUDENTS**
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
PAGE 1 OF 2

343.1 – POLICY

Bridgerland Technical College does not allow anyone to solicit employees **and/or students** on College property, using advertising or other written materials, and/or asking for contributions, without the consent of the President **or any two Vice Presidents**, except as explained below. ~~Accordingly, an employee may not verbally solicit another employee while on work time and an employee may not distribute literature in a designated work area or in any area while on work time.~~

343.1.1 – Solicitation–Membership Agents

If permission is granted for ~~groups to~~ **solicitation to occur** ~~members,~~ participation by employees **and/or students** is strictly voluntary. ~~Solicitation of instructional personnel must never interfere with instructional programs.~~ Door-to-door solicitation within College facilities is never permitted.

From time to time, solely at the discretion of an appropriate administrative authority (any **two Vice Presidents** or the College President), Bridgerland may provide an opportunity for vendors to invite employees **and/or students** to a group meeting where attendance is entirely voluntary when it is considered to be in the best interest of the College to allow such an arrangement. ~~Examples of this type of meeting may include marketers of 403(b) products or other products where substantial discounts are being offered to this group of employees.~~

343.1.2 – Solicitation–Advertising; Sales Promotional Material

No notices, tickets, information, sales gimmicks, or other materials of an advertising nature from outside of Bridgerland may be distributed by employees **and/or students** or to employees **and/or students** without approval of the President **or any Vice Presidents**. Such approval will only be granted when, in the opinion of the ~~President~~ **the appropriate administrative authority**, the advertising materials will not interfere with ~~duties of Bridgerland employees~~ and would ~~be determined to~~ have potential benefit to employees **and/or students** ~~as a group~~, without cost to the College.

The ~~President~~ **appropriate administrative authority** must be provided with an actual copy of any proposed advertising materials from which to make a determination about the above exception. In no instance will advertising materials contain any direct or implied inference that Bridgerland endorses, promotes, encourages, approves, or discourages any product or service. Advertising materials that are allowed will be allowed solely as a communication of a product or service ~~to employees~~, where their participation is strictly voluntary, and will provide a means (phone number or address) for interested employees **and/or students** to contact the solicitor on their own volition and time. Bridgerland does not provide vendors or solicitors with employee **and/or student** lists or phone numbers other than those numbers that are published in official catalogs, brochures, or on the Web site.

343.1.3 – Campus Free Expression Act

Nothing in this overall solicitation policy shall be construed to limit any rights provided by the Campus Free Expression Act, (53B-27-201 thru 53B-27-204). This legislation designates outdoor areas of campuses at institutions of higher education as traditional public forums and creates requirements for institutions of higher education related to expressive activity. Key elements of this law include “peacefully assembling, protesting, or speaking, etc.”

343.2 – RESPONSIBILITY**343.2.1 – Administrators**

Administrators are responsible for discouraging solicitations or distributions that violate this policy. Employee violators of this policy may be subject to appropriate disciplinary action. Outside vendors or solicitors who do not have proper authorization

NUMBER: 343

SUBJECT: SOLICITATION OF EMPLOYEES AND/OR STUDENTS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 2 OF 2

as outlined in the above policies will be asked to leave by the appropriate administrative authority (any Vice President or the College President) or by Bridgerland's Resource Officer. Repeat offenses may result in ticketing for trespassing at the discretion of the appropriate administrative authority or the Resource Officer.