



## PERSONNEL POLICY

### SUBJECT: NO SOLICITATION OR DISTRIBUTION OF LITERATURE

DATE: January 1, 2017

Number: 319-16

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#### **I. Statement of the Policy**

This Policy is intended to ensure that only official County business is transacted in the County's work areas during employee work hours. In accordance with applicable law and except where prohibited by applicable law, Fulton County has established rules applicable to all employees and nonemployees that govern solicitation, distribution of written, solicitation material and access to Fulton County property.

#### **II. No Abrogation or Abridgement or Rights**

Nothing in this Policy abrogates or abridges the right of any employee to express his or her political opinions, vote, seek elected office, hold elected office or otherwise participate in politics outside of working time. However, Fulton County has a compelling interest in protecting its integrity, protecting its employees from political interference, preserving public confidence in government, and maintaining the efficiency of its employees. Therefore, Fulton County reserves the right to meet with any employee seeking or holding elected office so that the parties can mutually assess and address any potential or actual conflicts of interest.

#### **III. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



## PERSONNEL PROCEDURE

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#### I. Definitions

As used in this Policy and accompanying Procedure, “solicitation” shall include any undertaking by an individual, group or organization to promote the sale or use of a particular product or service, or a request for a contribution to or support for an individual or organization.

As used in this Policy and accompanying Procedure, “working time” includes all time for which an employee is paid and/or is scheduled to be performing services for Fulton County; it does not include break periods, meal periods, or periods in which an employee is not performing and is not scheduled to be performing services or work for Fulton County.

#### II. Guidelines

In accordance with applicable law and except where prohibited by law, Fulton County has established the following rules applicable to all employees and nonemployees that govern solicitation, distribution of written, solicitation material and access to Fulton County property:

- Employees may engage in solicitation activities, including political activities, only during nonworking times. No employee may engage in solicitation during his or her working time or during the working time of the employee or the employees at whom such activity is directed;
- Employees may distribute or circulate any written or printed solicitation material, including political literature, only in non-work areas, including the employee break room and parking lot, during nonworking times. No employee may distribute or circulate any written or printed solicitation material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed;

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- Employees may not use or attempt to use their authority or influence to (i) interfere with or affect the result of a political election, nomination or referendum, or (ii) coerce, induce, or encourage as a condition of employment the making of a contribution, donation or loan to any political campaign, candidate or organization;
- Employees and non-employees are prohibited from utilizing County property, supplies, or equipment for the production of solicitation materials;
- Nonemployees are not permitted to solicit or to distribute written solicitation material for any unauthorized purpose on Fulton County property; and
- Off-duty employees are not permitted in work areas.

Strict compliance with these rules is required.

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