

NUMBER: HR 1.48  
SECTION: Human Resources  
SUBJECT: Solicitation and Distribution  
DATE: August 1988  
REVISED: August 10, 2010  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Judy Owens  
Issued by: Division of Human Resources

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I. Policy

- A. This document sets forth the University of South Carolina policy on solicitation and distribution with regard to employee and employment-related matters, pursuant to regulations of the South Carolina Office of Human Resources.
- B. This policy is promulgated in furtherance of the University's responsibility for promoting the efficiency of its educational and public services.
- C. Solicitation or distribution by persons other than employees or students of the University on official University business is prohibited in those areas of the University which are not open to the public. Solicitation and/or distribution by persons other than employees or students of the University in public areas is prohibited if the solicitation and/or distribution results in unreasonable disruption of or material interference with the University's educational or administrative activities.
- D. Solicitation by University employees for non-University sponsored activities on University property during working time is prohibited regardless of whether the solicitation occurs in the work area or not. Working time is the time an employee is

expected to be engaged in the official duties of the position.

- E. Distribution of non-University sponsored literature by University employees on University property in non-working areas during working time is prohibited.
- F. It is the responsibility of management within administrative and academic areas to apply the solicitation and distribution policy consistently to all types of solicitation and distribution.
- G. Upon official request by a charitable organization certified by the Secretary of State to conduct fund drives within State agencies, a fund drive will be conducted under University supervision.
- H. Distribution of Lists
  - 1. The University may disseminate published lists of faculty, staff and students such as the University of South Carolina Telephone Directory; however, the University is not required to produce lists that are not already compiled.
  - 2. The unauthorized distribution, release or sale of business records, lists or personally identifiable information, or other University records maintained in the course of business is prohibited except as noted in Section I. H. 1. of this policy. Authorization for release is the responsibility of the custodian of the records. University employees who violate this policy will be subject to disciplinary action including dismissal.

## II. Reason for Revision

The policy revision updates the disclaimer language as recommended by State OHR.