**FRANCES MAHON DEACONESS HOSPITAL**

 621 3rd Street South

 Glasgow, MT 59230

 POLICY AND PROCEDURE

**DEPARTMENT:** Human Resources **POLICY**: HR-515

**SUBJECT**: **S**olicitation of Employees

**PURPOSE:**

In an effort to make clear the circumstances under which an employee may engage in solicitation or distribution of literature to fellow employees, FMDH has adopted a formal policy on collection and solicitation. These rules are designed to permit such activity only at those times, under those circumstances and in those areas which are compatible with the efficient and orderly operation of the facility.

**RESPONSIBILITY:** Human Resource Director, Organization Wide

**DEFINITIONS:**

Distribution refers to passing out or posting of literature, membership cards to organizations, printed and/or electronically produced materials or items of any type.

Solicitation includes any verbal or written communication made by any employee or group of employees to another employee or group of employees which encourages, advocates, demands, or requests contributions of money, time, effort, or personal involvement or membership in any fund (charitable or otherwise) collection, athletic team, social, fraternal, religious, civil or labor organization of any kind or type whatsoever, or the purchase of any merchandise, raffle, or lottery ticket, etc. Solicitations by the hospital administration which are made in the interest of or the benefit to the operations of the organization are not considered employee solicitations governed by this policy.

Work areas include all areas in which employees are engaged in the conduct of work activity on behalf of FMDH.

Working time includes the working time of both the person doing the soliciting or distributing and the person to whom it is directed. Working time does not include off-duty periods such as breaks and meal times.

POLICY:

* No employee, employees’ dependents or organization may engage in any solicitation of other employees for any purpose during working hours or in work areas of the hospital whether or not that work area is visible to patients or visitors.
* Department Directors will have the discretion to restrict such solicitation within their department if, in their sole judgment, such solicitation cannot be done without interfering with the normal workflow of the department.
* An employee may engage in solicitation or distribution of literature if both the soliciting employee and the solicited employee are:
	+ On an authorized and scheduled work break in non-work areas (cafeteria, lobby, locker rooms)
	+ Have completed or have not yet begun their normal work hours.
	+ Through Franny’s Notes or other authorized company bulletin boards as provided below.
		- * No solicitation or organization of employees by a nonemployee may take place on the premises at any time under any circumstances, unless such solicitation is for a fund raising event, sponsored by a legally organized local 501(c)(3) organization and such solicitation is approved before the solicitation is started by the Chief Executive Officer. Local is defined as organizations whose headquarters are located within Valley County, Montana, or is a local chapter of a national organization which holds the 501(c) (3) IRS tax designation. No other solicitation other than that for fund raising in support of the 501(c) (3)’s activities is allowed at any time in the facility, with the exemption of those listed above. Examples of 501(c)(3) organizations are: American Red Cross, United Way, and Salvation Army.
			* At times, employees may have flyers, posters and/or notices for local community events. These notices may be posted on the bulletin board in FMDH Dining Room only. All other notices, posters, and/or flyers found in the facility will be discarded.
			* In order to maintain good customer relations and preserve the dignity of the hospital’s business, no employee may wear any insignia, badge, or button on their person, nor display any insignia, badge, or button on their desk or in their work area, which identifies or states the slogan of any fraternal, civic, political, religious or labor organization, when as part of their normal duties and responsibilities, that employee comes in contact with hospital customers, or is likely to do so.
			* In instances which do not fall within the above such as the collection of money for presents, flowers, parties, donations, or for cases of hardship, solicitations can be considered appropriate. In these exceptional cases, such collections may be permitted with the approval of the Human Resource Director. All such approved solicitations must be made during regularly scheduled breaks or before or after regular work hours and in nonwork areas.
			* The various communications systems maintained by FMDH to communicate with its employees, including electronic mail, voice mail, facsimile machines and personal computers are for business purposes only and may not be used for solicitation or the distribution of literature. (See Information Management Policy #620)
			* TYPES OF ACTIVITIES THAT ARE GENERALLY PERMITTED ARE:

Educational activities (FMDH sponsored activities providing information or certifications i.e. CPR, ACLS, Continuing Education); handouts providing benefit enrollment and other FMDH information applicable to all employees; Recognition Programs for employees and/or departments and Charitable FMDH approved activities.

CATEGORIES OF ACTIVITIES ARE GENERALLY PROHIBITED: Political campaigns or activities; unapproved concessionaires; campaigns or activities for or with organizations not directly benefiting FMDH or patient care activities; promotional sales and/or information activities in unapproved locations.

* Frances Mahon Deaconess Hospital produces a company newsletter “Franny’s Notes” to communicate information of interest to its employees. This medium may be used by employees to communicate items and/or services for sale under the following guidelines:
	+ - * + Advertisements must be placed by the employee before or after the employee’s normal work hours by submitting a written copy of the advertisement to the Marketing director. E-mailed copy will not be accepted;
				+ Items for sale must be personally owned by the employee placing the advertisement;
				+ Services for sale must be personally provided by an employee owned business;
				+ Actual transactions of sale items or services rendered cannot take place during employee work hours or in work areas of the hospital;
				+ Advertisements may not be placed communicating any information other than the sale of an item or service;
				+ Frances Mahon Deaconess Hospital will not warrant any item or services sold but only provides the opportunity to advertise such items and services through its company newsletter;
				+ Frances Mahon Deaconess Hospital reserves the right to refuse to place item or service advertisements if it determines that placing such advertisement is contrary to the best interests of the FMDH organization.

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| Approval Signatures | Date Reviewed/Revised |
| Human Resources Director (reviewed no changes) | 06/15/08, 6/23/09, 7/19/11 |
| Chief Executive Officer | 9/30/09 |
| Board of Trustees Approval: | 9/30/09 |
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