



POLICY NAME	Solicitation & Selling Policy	POLICY NO.	PRES202
APPROVING BODY	Office of the President	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Office of the President		
EFFECTIVE DATE	01-JUL-2024	REVIEW/REVISION DATE	15-JUL-2024

PURPOSE:

Western New Mexico University (WNMU) intends to maintain a work environment that is free from solicitation efforts that do not relate to the educational purposes of WNMU. While WNMU encourages employees (adjunct, faculty, and staff) to participate in activities that support our community, the time spent at work should remain uninterrupted by solicitations and distribution of materials by employees.

Ref. Chapter 1.22 in the Board of Regents Manual.

POLICY:

Employees may not solicit or sell items on work time (when either the employee or the person being solicited is on work time). Electronic advertising using WNMU systems and email is not allowed. Employees may not distribute any literature or other non-work-related materials either on work time or in work areas, except as otherwise approved as a WNMU activity.

Employees or students cannot conduct a business, sales, or solicitation in any WNMU premises and activities. No person may enter WNMU premises and activities to distribute or collect questionnaires and surveys and/or to collect any other information in person from employees or students.

The placement of advertisements is allowed on designated bulletin boards only and approved by the Building Supervisor. Advertising placed on any building or unauthorized location will be removed.

EXCEPTIONS

1. Solicitation activities by WNMU or WNMU students for curriculum or athletics activities (e.g. pantry, clothing...)
2. United Way Campaign, Food drives, Toys for Tots, and other related drives approved in advanced by WNMU initiatives.
3. Employee-to-employee solicitation may occur on the employee's own time (for example, during meal periods, scheduled breaks, and before and after work hours).

4. WNMU-related work duties that include solicitation or selling.

DEFINITIONS

WNMU PREMISES

WNMU Premises include but are not limited to its campuses, grounds, facilities, workplaces, and/or vehicles. Premises further include any activity held on WNMU campuses, grounds, and/or facilities. Premises do not include property owned by WNMU and leased to others, unless specifically indicated in the lease agreements.

WNMU ACTIVITIES

WNMU Activities include sponsored or approved activities, events, or functions, on or off WNMU premises, where employees, student workers, contractors/subcontractors, and university affiliates are under the jurisdiction of WNMU, or during any period of time WNMU employees are supervising students on behalf of WNMU or are otherwise engaged in WNMU business.

WORK TIME

Work time means the time when an employee is scheduled and expected to be properly engaged in performing work tasks and duties.