

CLASSIFICATION: All Personnel

ADOPTED: 5/10/95

REVISED:

SUBJECT: Soliciting and Selling

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Employees of the County Superintendent of Schools shall not solicit other staff members, students or their families with the intent to sell general merchandise, books, equipment, or services on facilities of the County Superintendent of Schools during *duty hours.

Staff members shall not use their status as employees of the County Superintendent of Schools to secure information such as names, addresses and telephone numbers of coworkers for use in profit-making ventures.

Staff participation in requests for donations to coworkers' sunshine funds (e.g, flowers, retirements, showers, etc.) or for charitable contributions (e.g., Girl Scout cookies, Little League candy, etc.) shall be a matter of individual discretion.

*Duty hours means the span of paid time between the time the employee reports for his/her work shift through the time the employee ends duty for the same shift. Lunch periods and nonwork periods away from the workplace are excluded.