

WVU-HR-7 Concessions and Solicitations Policy

PURPOSE

To outline the manner in which West Virginia University will regulate solicitation in University owned facilities or at University sponsored events in accordance with Board of Trustees Series 55, U.S. Postal Service Regulations, the West Virginia Board of Trustees Handbook, and WV Code 61-3-30 and 61-3-31.

SCOPE

All faculty, faculty equivalent/academic professional (FE/AP), classified and non-classified employees, in addition to all groups or organizations internal and external to West Virginia University are covered under this policy, including those on the regional campuses.

POLICY

Solicitation and the selling of products or articles on University property, owned or leased, is prohibited; except, by organizations and groups directly affiliated with and recognized by West Virginia University, and authorized by written approval of the institution's president/designee.

The campus mail system is a service provided to faculty, staff, and students for official university business only; it is not to be used for personal gain, political, religious or special interest purposes.

Except to solicit participation in official University programs and activities, no employee or other person shall solicit employee organizational membership during scheduled work time, in work areas of the University, when work tasks are to be performed. Employees who engage in the solicitation of membership to employee organizations will do so on non-work time.

PROCEDURE

Additional information regarding this policy can be obtained in the [Concessions and Solicitations](#).

RESPONSIBILITY FOR IMPLEMENTATION

The immediate supervisor or area /building manager is responsible for ensuring compliance with this policy. The Employee Relations Unit in the Department of Human Resources, at 293-5700, P.O. Box 6640, is available to answer questions or provide additional information regarding this policy.

RESPONSIBILITY FOR INTERPRETATION

The responsibility for interpretation of this policy rests with the Director of Human Resources, West Virginia University.

EFFECTIVE DATE: September 10, 1998

APPROVED BY: Scott Kelley, Vice President