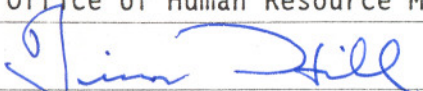




King County
Administrative Policies and Procedures

SUPERSEDED BY: Executive Orders,
Policies & Procedures

Title		Document Code No
Information Distribution for Solicitation of County Employees		INF 13-1 (AEP)
Department/Issuing Agency		Effective Date
Office of Human Resource Management		November 2, 1991
Approved		
	10/23/91	

1.0 SUBJECT TITLE: Information Distribution for Solicitation of County Employees.

1.1 EFFECTIVE DATE: 10 Days after approval.

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: (1) Solicit, Solicitation (2) Financial Enterprise
(3) Commercial Entity (4) Employee Information
(5) Employee Communication (6) Payroll System
(7) County Resources

2.0 PURPOSE:

2.1 To establish a uniform policy and procedure for the distribution of information to County employees.

3.0 ORGANIZATIONS AFFECTED:

3.1 All Executive departments, offices and agencies.

4.0 REFERENCES:

4.1 K.C.C. 6.76 (Ordinance #1603, 2053) Charitable Solicitations

4.2 K.C.C. 3.04, Ordinance #9704, Employee Code of Ethics

4.3 K.C.C. 3.36, Ordinance #8575 and 9465, Charitable Contributions from King County Employees.

5.0 DEFINITIONS:

5.1 "Solicit" and "solicitation" mean the request directly or indirectly of money, credit, property, financial assistance or other thing of value.

a. Any oral or written request,

b. The distribution, circulation, mailing, posting or publishing of any handbill, written advertisement or publication,

5.0 DEFINITIONS: Continued

- c. The making of any announcement at an assemblage, athletic or sports event, bazaar, benefit, campaign, circus, contest, dance, drive, entertainment, exhibition, exposition, party, performance, picnic, sale, social gathering, theater or variety show.
- d. The sale of, offer or attempt to sell any advertisement, advertising, space, book, card, chance, coupon, device, magazine, membership, subscription, ticket, admission, article or other thing. A "solicitation" shall be deemed made, whether or not the person making the same received any contribution or makes any sale.

6.0 POLICIES:

- 6.1 County resources shall not be used to advertise, promote or solicit business for any financial enterprise or profit-making (commercial) or non-profit entity, except as provided for in Section 7.0 of this policy or by County ordinance. For the purposes of this policy, "County resources" shall include but not be limited to the County's payroll system.
- 6.2 All requests for the distribution of information to County employees through the County payroll system shall be subject to the written approval of the Director of the Office of Human Resource Management (OHRM) or his or her designee.
 - 6.2.1 Solicitation of county employees through the payroll system shall be approved if it meets one or more of the following criteria:
 - a) Communications to County employees bearing the signature of the King County Executive.
 - b) Employee information directly related to County programs (i.e. recycling program, charitable giving programs, and King County Credit Union information).
 - c) Information related to County employee benefit programs (i.e. retirement systems, medical and dental benefits, employee training).
 - d) Communications to County employees regarding policies and procedures or regulations affecting County employment.

5.0 DEFINITIONS: Continued

- c. The making of any announcement at an assemblage, athletic or sports event, bazaar, benefit, campaign, circus, contest, dance, drive, entertainment, exhibition, exposition, party, performance, picnic, sale, social gathering, theater or variety show.
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 - d) Communications to County employees regarding policies and procedures or regulations affecting County employment.

6.0 POLICIES: Continued

6.3 Solicitation of County employees shall not be allowed in the office or work area during normal business hours unless specifically related to County business.

6.3.1 Solicitation by employees in office areas during rest/coffee breaks and lunch periods may be approved by the respective division manager or department director at his or her discretion.

6.4 Union organizing activities shall be governed by the provisions of state and federal laws.

6.5 Posting of information in public areas shall be approved by Facilities Management.

6.6 Posting of information in non-public areas shall be at the discretion of the department director/division manager.

7.0 PROCEDURES:
Responsibilities:

Action:

7.1 Distribution of Information through the Payroll System

Initiator

7.1.1 Submits written request to the Director, OHRM, accompanied by the original copy of the information to be distributed two (2) weeks prior to the payroll distribution date.

OHRM Director
or Designee

7.1.2 Reviews, approves or denies request based on the criteria established in Section 6.2.

OHRM Director
or Designee

7.1.3 Forwards written approval or denial of request to initiator within four (4) working days from the date of the receipt of request; if approved, attaches County agency distribution which indicate the appropriate number of copies to be distributed to each agency. Forwards a copy of the response to the Disbursements Supervisor, Accounting Services Division.

7.0 PROCEDURES: Continued

<u>Responsibilities:</u>	<u>Action:</u>
Initiator	7.1.4 Forwards to the Payroll Section, Accounting Services Division, a sufficient number of copies of the information for distribution per County agency, separated and appropriately labeled.
Initiator	7.1.5 Delivers to the Payroll Section, Accounting Services Division, two (2) days prior to the payroll distribution date.
7.2 Messages on Payroll Checks	
Initiator	7.2.1 Submits written request to the Director, OHRM, which includes the language of the message to be printed on the payroll checks two weeks prior to the payroll distribution date.
OHRM Director or Designee	7.2.2 Reviews, approves or denies request based on the criteria established in Section 6.2.
OHRM Director or Designee	7.2.3 Forwards written approval or denial of request to the initiator within four (4) working days from the date of receipt of request. Forwards a copy of the response to the Disbursements Supervisor, Accounting Services Division.
Disbursements Supervisor	7.2.4 Ensures and arranges to have approved messages printed on payroll checks.

7.0 PROCEDURES: Continued

<u>Responsibilities:</u>	<u>Action:</u>
Initiator	7.1.4 Forwards to the Payroll Section, Accounting Services Division, a sufficient number of copies of the information for distribution per County agency, separated and appropriately labeled.
Initiator	7.1.5 Delivers to the Payroll Section, Accounting Services Division, two (2) days prior to the payroll distribution date.
	7.2 Messages on Payroll Checks
Initiator	7.2.1 Submits written request to the Director, OHRM, which includes the language of the message to be printed on the payroll checks two weeks prior to the payroll distribution date.
OHRM Director or Designee	7.2.2 Reviews, approves or denies request based on the criteria established in Section 6.2.
OHRM Director or Designee	7.2.3 Forwards written approval or denial of request to the initiator within four (4) working days from the date of receipt of request. Forwards a copy of the response to the Disbursements Supervisor, Accounting Services Division.
Disbursements Supervisor	7.2.4 Ensures and arranges to have approved messages printed on payroll checks.

8.0 RESPONSIBILITIES:

8.1 The initiator (solicitor) shall be responsible for:

- a) submitting written request as provided for in Section 7.0, 7.1.1 or 7.1.2,
- b) transmitting to the Payroll Section, Accounting Services Division sufficient number of copies of the information to be distributed, separated by County agencies reflected on distributed labels provided by the OHRM.

8.2 The OHRM Director or his or her designee shall be responsible for:

- a) reviewing and approving or denying requests for distribution of information to County employees through the payroll system and for messages to be printed on the payroll checks,
- b) providing written response to the initiator within four (4) working days from the date of receipt of request,
- c) providing to the Disbursements Supervisor, Accounting Services Division, a copy of OHRM's response to request for the distribution of information to County employees through the payroll system and for messages to be printed on the payroll checks.
- d) providing distribution labels as appropriate.

8.3 The Disbursements Supervisor, Accounting Services Division is responsible for:

- a) verifying the approval of a request for distribution of information to County employees prior to distribution,
- b) effecting distribution or
- c) ensuring that approved messages are printed on the payroll checks.

8.4 The Facilities Management Division is responsible for:

- a) posting of information in public areas.



**King County
Records and Elections Division**
Records Management Section

Department of
Executive Administration

553 King County Administration Bldg.
500 Fourth Avenue
Seattle, WA 98104

(206) 296-1572

November 14, 1991

TO: Department Policy/.Procedure Manual Stations

FM: King County Records Management Section

RE: Distribution of Executive Policy INF 13-1 (AEP)

This memo transmits Executive Policy INF 13-1 (AEP), Information Distribution for Solicitation of County Employees. Please place this document in the Executive Policy (AEP) binder of your Policy/Procedure Manual Station behind the INF index tab.

Please call Linda Grob at 296-1572 if you have questions.