

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Kym Renner 7/07 Revised by HR 1/09	Page: 1 of 2	Number: 1.9
	Reviewed by/Reviewed Date: CSA Exec Team 12/03/12	Replaces:	Category: Employee Conduct/Expectations
Title: Selling/Peddling on Premises		Approved: 12/03/12	

Policy
 Procedure
 Guideline

Purpose

In keeping with a professional and customer-focused environment, the Community Services Agency (CSA) hereby adopts the following policy regarding selling and/or peddling in the agency.

Definition

The selling, taking of orders for merchandise, fundraising, delivery of goods, and soliciting for charitable causes, events, or organizations at CSA is limited to:

1. Professional organizations such as N.E.W., N.A.S.W., etc., which relate to agency employees, may hold planned activities in meeting or break rooms when such activity has been pre-approved by a Manager or Assistant Director.
2. A CSA division or non-profit organizations for which CSA may derive a direct benefit from, such as United Way, CanTree, etc., and in which employees may be involved (this includes the Morale Committee and the Winterfest Committee), may hold planned activities in meeting or break rooms when such activity has been pre-approved by a Manager or Assistant Director.
3. Discount coupons or tokens donated to employees may be distributed in break areas only.
4. Supervisors may approve, on a case-by-case basis, “passive” non-profit types of sales at an employee’s workstation. “Passive” sales are those types of sales that are done on an “honor system” basis with no need to communicate with the employee (e.g., put your money in the envelope and take a bottle of water or school candy).
5. Taking orders for non-profit items, such as Girl Scout cookies, See’s candy, or school fundraiser merchandise, etc., may be displayed for sale in break areas or at employee workstations (if approved by the Supervisor). Orders and deliveries must be conducted on the employee’s own time and not in the work area.
6. Food sales conducted by approved CSA committees/organizations (Winterfest, Cultural Heritage, Morale, and N.E.W) must be limited to two (2) times per calendar year in total with these dates approved by the Executive Committee and all of the CSA committees.
7. No selling or distributing of homemade food or baked items in the agency.

Mini Stores

Individual units may maintain a “mini-store” under the following provisions:

1. The employee or unit must obtain written approval by the Manager.
2. Proceeds from the sale of goods must benefit activities of the Unit – not an individual. The County will not have any fiduciary responsibility or liability.
3. The mini-store will not be set-up in an area that will cause interruption to the work force or block entrances/exits.
4. Maintenance of the mini-store will be done before or after work hours, or on employee’s break or lunch time.
5. If, at any time, the mini-store becomes an interference in the work place, or is being misused, the Manager has the right to withdraw this approval.

Advertising of Goods or Services

Employees are to use designated bulletin boards to advertise items or services for sale. Bulletin boards intended for posting departmental information are not to be used for any other reason. Employees shall not advertise any goods or services for sale anywhere other than that designated bulletin boards. The advertising for sale or trade of any goods or services that are not appropriate to be displayed in the work place are strictly prohibited.

Advertisements posted on the designated bulletin boards must meet the following criteria:

1. Be reasonably expected to be of general interest to employees.
2. Be no larger than 8 ½ “x 11”.
3. Contain the HOME phone number of the contact person or the person posting the notice. Work telephone numbers are not to be listed.
4. Contain the date the notice was posted.
5. The notice will be removed after a period of four (4) weeks.

Raffles and Drawings

A raffle is defined by CSA as any activity in which an employee is solicited or has the opportunity to purchase a ticket with the “chance” of winning a prize. Any activity that solicits staff or anyone for money with the “chance” of winning a prize is considered gambling and is illegal activity in the workplace. All gambling activities such as football pools, poker and online gambling websites, or any sports betting activities are illegal and prohibited in the workplace.

A drawing is defined by CSA as any activity in which an employee is given an opportunity to win a prize, but does not have to purchase a ticket. Drawings are appropriate.