



SOLICITATIONS

PM-62-20

Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

I. PURPOSE & SCOPE

The intent of this policy is to minimize disruption of City employees' assigned work task and/or prevent unfair trade practices in conjunction with the sale of commercial goods and services on City property, and to provide an approval process for all solicitations. This policy applies to all City of Memphis work sites.

II. POLICY

- A. All requests to sell and/or distribute commercial goods and services must be approved in advance by the Chief Administrative Officer. If approved, commercial solicitation will be limited to before or after working hours on a schedule established by the Division Director or designee where the solicitation is to occur.
- B. Request to sell goods, services, or solicit employee volunteers in support of charitable organization and/or causes must be submitted in writing to Employee Special Services, Room 406 City Hall. If approved, Employee Special Services will coordinate all activities associated with the event.

III. RESPONSIBILITY

- A. Each Division Director of City Memphis Government shall make their employees aware of the City's SOLICITATIONS policy, and post this policy on all employee bulletin boards located within their Division.
- B. Division Directors shall oversee the scheduling of solicitations consistent with the intent and guidelines of this policy.

Note: Failure of any City employee to comply with this policy will lead to disciplinary action up to and including termination.