

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.6
Title: Solicitation and Distribution
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-08-1993
Last Cabinet Review: 01-06-2016
Last Revision: 01-06-2016

Chairperson

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Recognizing that Horry-Georgetown Technical College (HGTC) is legally responsible for promoting the efficiency of the public services performed throughout the College, the following rules are promulgated in furtherance of that legal responsibility:

- A. Solicitation or distribution of persons, other than employees of the College/System Office who are on official College business, in areas of buildings or grounds not deemed public by the institution is prohibited.
- B. Solicitation or distribution by College/System Office employees during working time for any purpose other than official College business is prohibited. Working time is the time the employee is normally scheduled to be working.
- C. Any person desiring to solicit for any purpose or distribute any matter must submit a written request stating the purpose and method of the solicitation or distribution to the local executive office. The President will either deny or approve the request, based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given in writing directives concerning the areas and manner in which they may conduct the solicitation or distribution. Failure to follow these directives will immediately revoke the prior approval.
- D. No written announcement or advertisement may be posted on College/System Office property without approval. The College President will delegate the responsibility of

approving and posting all written announcements or advertisements to the Associate Vice President for Student Affairs if related to HGTC Students; to the Associate Vice President for Human Resources if related to HGTC Employees. Announcements or advertisements posted without approval will be removed and destroyed.

- E. Notice shall be provided to all requestors of Public Records that knowingly obtaining or using public information for commercial solicitation is prohibited, and could result in a criminal conviction or fine.