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| ADMINISTRATIVE DIVISION HR Division of Human Resources | | POLICY NUMBER HR 1.48 | |
| POLICY TITLE Solicitation and Distribution | | | |
| SCOPE OF POLICY USC System | | DATE OF REVISION June 15, 2021 | |
| RESPONSIBLE OFFICER Vice President for Human Resources | | ADMINISTRATIVE OFFICE Division of Human Resources | |

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PURPOSE

This document sets forth the university policy on solicitation and distribution with regard to employee and employment-related matters, pursuant to regulations of the South Carolina Division of State Human Resources.

DEFINITIONS

Working Time - the time an employee is expected to be engaged in the official duties of the position.

POLICY STATEMENT

This policy is promulgated in furtherance of the university's responsibility for promoting the efficiency of its educational and public services.

Solicitation or distribution by persons other than employees or students of the university on official university business is prohibited in those areas of the university which are not open to the public. Solicitation and/or distribution by persons other than employees or students of the university in public areas is prohibited if the solicitation and/or distribution results in unreasonable disruption of or material interference with the university's educational or administrative activities.

Solicitation by university employees for non-university sponsored activities on university property during working time is prohibited regardless of whether the solicitation occurs in the work area or not.

Distribution of non-university sponsored literature by university employees on university property in non-working areas during working time is prohibited.

It is the responsibility of management within administrative and academic areas to apply the solicitation and distribution policy consistently to all types of solicitation and distribution.

Upon official request by a charitable organization certified by the Secretary of State to conduct fund drives within State agencies, a fund drive will be conducted under university supervision.

Distribution of Lists:

- A. The University may disseminate published lists of faculty, staff and students such as the University of South Carolina Online Directory; however, the university is not required to produce lists that are not already compiled.
- B. The unauthorized distribution, release or sale of business records, lists or personally identifiable information, or other university records maintained in the course of business is prohibited except as noted in item 1 above. Authorization for release is the responsibility of the custodian of the records. University employees who violate this policy will be subject to disciplinary action including dismissal.

PROCEDURES

Procedures, forms, and general guidance related to this policy can be found on the Division of Human Resources website at <http://hr.sc.edu/>.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[State Human Resources Regulations 19-701.08](#)

HISTORY OF REVISIONS

| DATE OF REVISION | REASON FOR REVISION |
|-------------------------|--|
| June 15, 2021 | Updated to new format. Reviewed for content. No substantive changes. |