



3-15 POLICY ON SOLICITATION, DISTRIBUTION AND USE OF BULLETIN BOARDS

Employees may not solicit any other employee during working time, nor may employees distribute literature on SYCAMORE PARK DISTRICT premises, which includes all areas where employees perform their assigned work tasks during working time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Employees may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy “while on duty” does not include lunches, or other duty-free periods of time.

Bulletin boards maintained by SYCAMORE PARK DISTRICT are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning SYCAMORE PARK DISTRICT business.
- Announcements of a park district business nature, which are equally applicable, and of interest to employees.

All posted material must have authorization from Administration. As a rule-of-thumb, only items sponsored by Sycamore Park District or its written affiliates, and other units of local government may have items posted on park district property. All employees are expected to check the employee portal on the Sycamore Park District website for new and updated information and to follow the rules outlined. Employees are not to remove material from bulleting boards.

Any employee who violates this policy is subject to disciplinary action, up to and including discharge.

Adopted:

Revised on:
November 2021