

Subject; Solicitation and Distribution
Number: 215
Issued by: Vice Chancellor for Finance and Operations
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This policy is in accordance to USC Human Resource Policy 1.48 which is excerpted below:

This document sets forth the policy on solicitation and distribution of materials at USC Beaufort and is intended to ensure 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. Working time is the time an employee is expected to be engaged in the official duties of the position.

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, fund drive may be conducted under University supervision.

Distribution of Lists

- 1.The University may disseminate published lists of faculty, staff and students such as the University of South Carolina Beaufort Telephone Directory; however, the University is not required to produce lists that are not already compiled.
- 2.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. 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.

The full text of HR 1.48 may be found at: <http://www.sc.edu/policies/hr148.html>