

# SOLICITATION POLICY STATE OF MINNESOTA



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Periodically, the Department of Employee Relations (DOER) receives questions from agencies about whether private vendors may make solicitations to state employees during working hours and on state-owned or leased property. A private vendor may be any organization which wishes to sell their individual product to state employees. This issue is governed by Minnesota Statute 43A.38, subd. 4. It states:

(a) An employee shall not use or allow the use of state time, supplies or state-owned or leased property and equipment for the *employee's private interests or any other use not in the interest of the state*, except as provided by law.

1. Private vendors (any organization that wishes to sell its individual product to state employees) should not be permitted to conduct individual solicitations of employees while they are at work. Specifically, private vendors may not go desk to desk, call employees at work, or use employee work time to meet with state employees. Private vendors may not call employees during non-work hours or meet in public facilities such as a cafeteria during scheduled breaks, lunch, etc.
2. Private vendors do not have the approval of DOER to distribute literature to employees at their desks, nor should agencies assist in the distribution of literature on behalf of private vendors. Private vendors should not be permitted to distribute literature to employees during meetings in public areas of state-owned or leased buildings, such as a cafeteria.
3. The College will not allow any solicitation that could potentially infringe on the privacy of its students or disturb or interrupt the conduct of classes. Solicitation means the sale or offer for sale of any property or service and/or receipt or request for any gift or contribution. Solicitation also includes the posting of posters and distribution of literature that advertises an off-campus event, product, and/or service, which would benefit the sponsor.