

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 22 (R)

April 22, 1987

TO: All Departments, Boards, Agencies and Commissions

FROM: Kurt D. Steiner, Chief Administrative Officer

SUBJECT: SOLICITATIONS IN PUBLIC BUILDINGS

1. PURPOSE.

The purpose of this memorandum is to reaffirm a policy relative to solicitations in public buildings by vendors and representatives of charitable organizations, social clubs, and etc., including City employees who solicit on behalf of such institutions.

2. POLICY TO BE FOLLOWED.

- A. Agency heads may not grant permission to solicitors of any kind for any purpose to canvass City employees during working hours. Working hours are defined as the regular work day for employees. Permission shall not be granted to solicitors to canvass employees during break periods or lunch periods.
- B. If an organization desires to have payroll deductions made from an employee's check, the representative of the organization must be referred to the Director of Finance to arrange for payroll deductions.
- C. Specific examples of solicitations that will not be permitted in City buildings during regular work hours are given below. These examples are cited for illustration; prohibitions are not limited to these organizations.
 - 1. Insurance Companies (life, hospitalization, accident, automobile, cancer and dreaded disease);
 - 2. Charitable organizations such as the March of Dimes, the Heart Fund, and Cancer Fund;
 - 3. Eleemosynary institutions;
 - 4. Private salesman such as brush salesman, jewelry salesmen, and sales by handicapped people;
 - 5. Social organizations;
 - 6. Religious organizations.

3. AUTHORIZED SOLICITORS.

There will be rare instances where solicitations are authorized by the Administration; however, the person making the solicitation will be furnished with a special permit by the Director of Finance after meeting all requirements for licensing and permits.

4. DISTRIBUTION OF MATERIALS WITH EMPLOYEE'S SALARY CHECKS.

Pamphlets, advertisements, fly sheets, or literature of any nature from commercial sources shall not be distributed with employee's salary checks.

5. INQUIRIES.

Any questions concerning this memorandum should be directed to the Chief Administrative Office.

Kurt D. Steiner
Chief Administrative Officer

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