

Category: 100
Number: 136

Subject: **POLICY FOR EMPLOYEE SOLICITATION BY PRIVATE BUSINESSES**

1. **PURPOSE:** The County of Saginaw desires to permit County employees to take advantage of discount programs, without creating perceptions of impropriety and in a manner which would not interfere with County business and which would treat all such requests for solicitation equally. The purpose of this Saginaw County Policy For Employee Solicitation By Private Businesses is to establish administrative regulations which standardize procedures which private businesses must follow in order to offer discounts to County employees and to identify how the discounts will be made known to County employees.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy applies to all Departments, Department Heads, Elected Officials, Employees and Agencies of Saginaw County.
4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation of this policy. Department Heads and Elected Officials shall be responsible for the administration and overseeing of this policy.
5. **DEFINITION(S):** NONE
6. **POLICY:**
 - 6.1 The County of Saginaw will allow private businesses to offer Saginaw County Employees discounts on goods and services when those businesses propose to offer such discounts in a blanket manner e.g., all County employees would be eligible for the same discount rate. The Controller's Office will administer this Policy using the following procedures:
 - 6.1.1 A list will be developed by the Purchasing Division of the Controller's Office of all companies offering County employees discounts on goods and services.
 - 6.1.2 All businesses that offer a blanket discount shall be placed on the list, upon their request.
 - 6.1.3 One copy of the list of companies offering discounts shall be posted in the administrative center of each major County facility, including the County Courthouse, Law Enforcement Center, Mental Health, Public Health and Juvenile Court.

6.1.4 All other types of employee solicitation by private companies marketing goods or services are prohibited. No posters, paycheck notices, signs, flyers, personal visits, telephone contact or any other contact shall be allowed in any form.

6.1.5 Employees are prohibited from conducting personal business while at the workplace. Employees shall not arrange to purchase "door to door" goods or services on County property, nor shall they take delivery of such products nor participate in the marketing of such products.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

APPROVED AS TO SUBSTANCE:
Saginaw County Controller/CAO

APPROVED AS TO LEGAL CONTENT:
Saginaw County Civil Counsel

APPROVED: November 23, 1999