

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 2.20

New Policy Title:

Old Policy Title: Policy on Soliciting Personnel During Working Hours

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: _____ confirmed that soliciting is allowed under a collective bargaining agreement _____

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

VII - 2.20 – POLICY ON SOLICITING PERSONNEL DURING WORKING HOURS

(Approved by the Board of Regents, February 28, 1992; Amended , 2015)

All eEmployees of the University System of Maryland (USM) System shall have an undisturbed opportunity to perform assigned duties and responsibilities. Solicitation of any USM UMS employee for any purpose is prohibited, except where such solicitation:

- A. is a part of the assigned duties and responsibilities, or
- B. has been approved by the Chancellor or designee for systemwide purposes or the President Chief Executive Officer or designee for institution purposes, or
- C. or is authorized by a collective bargaining agreement.
is prohibited.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.

~~Each Chief Executive Officer shall develop procedures as necessary and submit a copy to the Chancellor.~~

Replacement for: _____

~~_____ BOR VI – 26.00, Policy on Contacting Personnel During Working Hours.~~

~~_____ UM Personnel Policies and Rules for Classified Employees –
Section VIII Conduct and Discipline, Page VIII-4.~~

~~_____ UM Personnel Policies and Rules for Associate Staff –
Section E.3 Professional Ethics, Page 9.~~