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**STOREY COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER: 214**  
**EFFECTIVE DATE: 06/17/08**  
**REVISED: 12/05/17**  
**AUTHORITY: BOC**  
**COUNTY MANAGER: PAW**

**SUBJECT: SOLICITATION**

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**I. Policy:**

**1. Employee Activities**

Distribution of literature by employees in work areas or solicitation by employees during work time on behalf of any club, society, labor union, religious organization, political party, philanthropic or similar organization, or for any purpose whatsoever is strictly prohibited. Distribution of information and correspondence related to the administration of a collective bargaining agreement by officers, consultants, and business representatives of a recognized employee organization may be allowed pursuant to NRS 288 and the terms of a collective bargaining agreement.

**2. Non-Employee Activities**

Non-employees will not be allowed on the premises for the purpose of distribution of literature to employees or solicitation of employees at any time whatsoever, except as specifically provided below.

- a. Consultants and business representatives of recognized employee organizations are allowed access to employees as allowed by the specific terms of NRS 288 and a current collective bargaining agreement.
- b. Representatives of employee benefit programs (e.g., supplemental insurance or deferred compensation) specifically approved by the employer for payment through payroll deduction may meet with employees during designated work time at designated places or on employer property as may be approved by the appropriate employer representative.

**II. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.**