

Effective Date: **June 1, 2015**

POLICY

EMPLOYMENT

Employee Handbook – Section 404 Solicitations and Distribution

RESPONSIBLE OFFICE

Human Resources

404 Solicitations and Distribution

404.1 University Employees

Employees may not distribute written materials to other employees on University premises unless such distribution is made in non-working areas during the non-working time of the employees involved.

Employees may not engage in solicitation on University premises during working time. Working time does not include breaks or meal periods.

The above policy provisions do not apply to employees who are assigned by Boston University to distribute literature or solicit, as in United Way campaigns.

404.2 Non-University Employees

Persons not employed by Boston University may not solicit employees or distribute literature on the premises of Boston University at any time.

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Code of Ethical Conduct](#)
- [Conflict of Interest Policy](#)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)
 - [Manager Resources](#) - HR Website