

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

PROCEDURE NUMBER: 8-9-100.1

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TITLE: SOLICITATION AND DISTRIBUTION

POLICY  
REFERENCE NUMBER: 8-9-100

DIVISION OF  
RESPONSIBILITY: Human Resource Services

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DATE OF LAST REVISION: July 13, 2023

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

Recognizing that the State Board for Technical and Comprehensive Education is legally responsible for promoting the efficiency of the public services performed throughout the South Carolina Technical College System, the following rules are promulgated in furtherance of that legal responsibility:

1. Solicitation or distribution by persons, other than employees of the System Office/College who are on official business, in areas of buildings or grounds not deemed public by the institution is prohibited.
2. Solicitation or distribution by System Office/College employees during working time for any purpose other than official business is prohibited. Working time is the time the employee is normally scheduled to be working and engaged in or committed to be engaged in service on behalf of the System Office/College. Work time does not include lunch periods or any other periods in which the employee is not on duty.

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3. Any person desiring to solicit for any purpose or distribute any matter must submit a written request stating the purpose and method of the solicitation or distribution to the local executive office. The local executive office will either deny or approve the request, based on established local guidelines for solicitation and distribution. If approved, the requesting party will be given written directives concerning the areas and manner in which they may conduct the solicitation or distribution. Failure to follow these directives will immediately revoke the prior approval.
4. No written announcement or advertisement may be posted on System Office/College property without approval. The System Office/College President may delegate the responsibility for approving and posting all written announcements or advertisements. Announcements or advertisements posted without approval will be removed and destroyed.
5. Use of Information Technology resources for solicitation or distribution of non-System Office/College related business items is prohibited. Use of telephone, facsimile machine, computers, and other electronic equipment or media for solicitation or distribution of information not related to System Office/College business is prohibited.
6. Notice shall be provided to all requestors of public records that knowingly obtaining or using public information for commercial solicitation is prohibited and could result in a criminal conviction or fine.

*Date of Last Review: July 13, 2023*