

## Information Distribution for Solicitation of County Employees

Policy Number: 2021-0001  
 Issue Date: 01-12-2021  
 Replaces: INF 13-1 (AEP)

### POLICY

This policy establishes a uniform procedure for the distribution of information to county employees and applies to all Executive departments, offices and agencies.

County resources shall not be used to advertise, promote or solicit business for any financial enterprise or profit-making (commercial) or non-profit entity, except as provided for in the "Procedures" Section of this policy or by county ordinance. For the purposes of this policy, "County Resources" shall include but not be limited to the county's payroll system.

All requests for the distribution of information to county employees through the county payroll system shall be subject to the written approval of the Division Director, Central Employee Services Division, Department of Human Resources, or their designee.

Solicitation of county employees through the payroll system shall be approved if it meets one or more of the following criteria:

- Communications to county employees bearing the signature of the King County Executive;
- Employee information directly related to county programs (e.g. recycling program, charitable giving programs, and King County Credit Union information);
- Information related to county employee benefit programs (e.g. retirement systems, medical and dental benefits, employee training); or
- Communications to county employees regarding policies and procedures or regulations affecting county employment.

Solicitation of county employees shall not be allowed in the office or work area during normal business hours unless specifically related to county business. Solicitation by employees in office areas during breaks and lunch periods may be approved by the respective division manager or department director at their discretion.

Union organizing activities shall be governed by the provisions of state and federal laws. Posting of information in public areas shall be approved by the Facilities Management Division. Posting of information in non-public areas shall be at the discretion of the department director/division manager.

### DEFINITIONS

"Solicit" and "solicitation" mean the request directly or indirectly of money, credit, property, financial assistance or other thing of value including:

- (a) Any oral or written request,
- (b) The distribution, circulation, mailing, posting or publishing of any handbill, written advertisement or publication,
- (c) The making of any announcement at an assemblage, athletic or sports event, bazaar, benefit, campaign, circus, contest, dance, drive, entertainment, exhibition, exposition, party, performance, picnic, sale, social gathering, theater or variety show.
- (d) The sale of, offer or attempt to sell any advertisement, advertising, space, book, card, chance, coupon, device, magazine, membership, subscription, ticket, admission, article

or other thing. A "solicitation" shall be deemed made, whether the person making the same received any contribution or makes any sale.

## PROCEDURES

### Distribution of Information Through the Payroll System

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Initiator: Submits written request to the Manager, Finance & Business Operations Division, Department of Executive Services, accompanied by the original copy of the information to be distributed two (2) weeks prior to the payroll distribution date.

Manager, Finance & Business Operations Division, Department of Executive Services, or Designee: Reviews, approves or denies request based on the criteria established in "Policy" Section above. Forwards written approval or denial of request to initiator within four (4) working days from the date of the receipt of the request; if approved, attaches information on the appropriate number of copies and bundling/sorting requirements for distribution to each agency. Forwards a copy of the response to the Payroll Supervisor, Central Payroll Unit, Payroll and Benefits Operations Section.

Initiator: Forwards to the Central Payroll Office, Payroll and Benefits Operations Section, the bundled and sorted information in sufficient numbers for distribution per county agency. Delivers to the Central Payroll Office, Payroll and Benefits Operations Section, two (2) days prior to the payroll distribution date.

### Information Printed on Payroll Statements

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**Action By:** Initiator

**Action:** Submits a written request to the Division Director, Central Employee Services Division, or their designee, which includes the language of the message to be printed on the payroll statements two (2) weeks prior to the payroll distribution date.

**Action By:** Division Director, Central Employee Services Division, or designee

**Action:** Reviews, approves or denies request based on the criteria established in the "Policy" section above. Forwards written approval or denial of request to the initiator within four (4) working days from the date of receipt of request. Forwards a copy of the response to the Payroll Supervisor, Central Payroll Unit, Benefits, Payroll and Retirement Operations Section.

**Action By:** Payroll Supervisor

**Action:** Ensures and arranges to have approved messages printed on payroll statements.

## RESPONSIBILITIES

The initiator (solicitor) shall submit a written request to the Division Director, Central Employee Services Division, or designee.

The Division Director, Central Employee Services Division, or designee, shall:

- Review and approve or deny requests for distribution of information to county employees through the payroll system and for messages to be printed on the payroll statements and provide written response to the initiator within four (4) working days from the date of receipt of request; and
- Provide to the Payroll Supervisor a copy of their response to request for the distribution of information to county employees through the payroll system and for messages to be printed on the payroll statements.

The Payroll Supervisor shall verify the approval of a request for distribution of information to county employees prior to distribution and ensure that approved messages are printed on payroll statements.

The Facilities Management Division shall be responsible for the posting of employee information in public areas.

## **QUESTIONS**

Refer questions or comments to your agency's [Human Resources Manager](#) or the Department of Human Resources.