

Metro | *Policies and procedures*

Subject Charitable Solicitation
Section Human Resources
Approved by Martha Bennett, Chief Operating Officer; MERC Commission

POLICY

Financial contributions may not be solicited from Metro employees on the job during working hours except through the Metro Charitable Giving Campaign or in accordance with a special exception approved in accordance with this policy.

Applicable to

All employees.

Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will prevail.

Definitions

Metro Charitable Giving Campaign: Metro's official annual campaign to raise funds for charitable organizations.

Charitable solicitation: A request for a financial contribution to benefit any charitable, personal or other cause.

Financial contribution: The donation of money or other financial sponsorship (such as a purchase).

Guidelines

1. The Metro Charitable Giving Campaign is the only fundraising campaign that may solicit financial contributions from Metro employees on the job during working hours, including through Metro's email system, unless a unique need of special interest to Metro warrants an exception as described below under Procedures.
2. This policy is not intended to restrict an employee from:
 - a. Attending or participating in fundraising activities as part of the employee's job duties;
 - b. Attending, participating in, or contributing to fundraising activities on a voluntary basis on the employee's personal time.

Procedures

1. In the event of a unique need of special interest to Metro, exceptions to the prohibition on charitable solicitation during working hours may be granted by the Chief Operating Officer on a case-by-case basis.
2. Department Directors have discretion to announce fundraising solicitations and events for causes that benefit or are closely related to the business of their department. Such announcements may be made by the Director or designee during working hours without requesting an exception from the COO as long as the following conditions are met:
 - a. The announcement is not directed to employees outside of that director's department;
 - b. The announcement clearly indicates that participation is voluntary and not work-related;
 - c. The announcement does not violate state law restricting on-the-job political activity and political solicitation of public employees.
3. **Passive fundraising by employees:** Department Directors have discretion to approve a location and timeframe for employees of that department to leave solicitation materials, such as for school fundraisers, for review by other department employees *outside* of work time. Employees may also leave these materials in designated employee break rooms or post information on Metro's intramet bulletin board.
4. Employees may contact the Human Resources Department to discuss any concerns about charitable solicitation at Metro.

Responsibilities

Employees:

- Refrain from conduct prohibited by this policy.
- Inform your supervisor if a unique need of special interest to Metro may warrant an exception to this policy.

Supervisors, Managers and Department Directors:

- Refer any employee requests that may warrant an exception to this policy to the attention of the Chief Operating Officer.
- Department Directors: Determine whether, where and when employees may post solicitation materials in your department for passive fundraising outside of working hours.
- Ensure that any fundraising announcements are consistent with this policy and applicable law.
- If you permit employees to post solicitation materials, do not prohibit solicitation or make other distinctions based on the nature of the cause for which funds are solicited. Refer any questions to the Office of Metro Attorney.
- Ensure that any Metro committees authorized to solicit funds from employees comply with the fundraising and cash-handling procedures found in the Metro Committees policy.

Chief Operating Officer:

- Approve or deny requests for special exceptions to permit charitable solicitation of employees on the job during working hours.

References

Metro Code § 2.02.250

Metro Committees policy

ORS 260.432