



Northern Arizona Healthcare

**HUMAN RESOURCES
POLICIES & PROCEDURES**

NUMBER: HR 10-1
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EFFECTIVE DATE: 4/1/83

SUBJECT:

SOLICITATION, DISTRIBUTION, AND BULLETIN BOARDS

POLICY

Northern Arizona Healthcare (NAH) recognizes the need to prevent disruption in the operation of services, interference with patient care, and inconveniences to our patients and their visitors. Therefore, the following rules will apply to solicitation, the distribution of literature on NAH property, the posting of notices on bulletin boards, and off-duty access to NAH.

GUIDELINES

1. **NON-EMPLOYEES:** Non-employees may not solicit, post, or distribute literature, goods, or services on NAH property for any purpose at any time, except for authorized activities related to NAH's mission.
2. **EMPLOYEES:** Every employee's work deserves his/her full attention during scheduled working time. Therefore, employees may not distribute literature, goods or services in work areas during scheduled work time. Employees may not distribute literature, goods, or services in immediate patient care areas of the hospital at any time. Immediate patient care areas include but are not limited to patient's rooms, operating rooms, and patient treatment areas, such as x-ray and therapy areas. An employee on his/her free time or break time may not solicit or distribute literature to employees who are working. Work areas include those areas where the regular flow of work distribution is performed. Non-work areas include, but are not limited to staff lounges, cafeterias, lobbies, hallways, and parking areas. Department sponsored solicitations that benefit that department should be confined to non-work areas of that specific department.
3. **NAH BULLETIN BOARDS:** Bulletin boards and, where provided, mail boxes in NAH facilities will be used for communication of NAH policies, meeting notices, safety rules, health items, benefit programs, company business, announcements, and government-required information.
4. **EMPLOYEE DESIGNATED BULLETIN BOARDS:** Designated bulletin boards located in areas used primarily by employees such as staff lounge may be used, in part, for posting personal notices by employees. Announcements, party invitations, personal items for sale and other bulletins may be posted on the designated boards. Obscene, profane, unlawful, illegal, offensive or that which otherwise is in violation of NAH policy is not permitted. Notices posted will not exceed 8 ½ by 11 inches. A notice can be posted for thirty (30) days. The hospital management will monitor the use of designated bulletin board/s in their respective areas.
5. **OFF-DUTY EMPLOYEES:** Employees must leave the work area promptly after their scheduled work period ends. Off-duty employees may not remain in the work area for more than thirty (30) minutes after finishing work and may not come into the work area prior to thirty (30) minutes before the scheduled starting time. Off-duty employees who visit patients are subject to the rules and regulations applicable to non-employee visitors. An exception is made for employees who are participating in training or the authorized use of physical therapy or other NAH rehabilitative facilities. Off duty employees are permitted in non-work, non-patient care areas, and public areas. Off duty employees must sufficiently identify themselves upon entry and observe security regulations while present.

APPROVED: Bruce Blankenship
NAH, Vice President of Human Resources
(Signature on original filed in Administration)

DATE REVISED: 05/09/07

6. ENFORCEMENT: Violation of these rules will be cause for appropriate discipline.

References: HR Policies Procedures; Fair Labor Standards Act