



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 (defined as a request for assistance or a call to action), 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:** Employees may not distribute non-work-related literature, goods or services in work areas, including immediate patient care areas, 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. Non-work areas include staff lounges, cafeterias, lobbies, and parking areas. With the exception of a limited number of NAH approved charitable solicitations, employees may not solicit during the working time of either the solicitor or the solicitee. Non-work time includes designated breaks, meal periods, and before and after work. Employees may not solicit at any time in immediate patient care areas.
3. **NAH BULLETIN BOARDS:** NAH designates certain bulletin boards and, where provided, mail boxes to post or provide NAH policies, meeting notices, safety rules, health items, benefit programs, company business, work-related announcements, and government-required information. Employees may not post or place non-work-related information on NAH bulletin boards or in NAH mail boxes.
4. **EMPLOYEE DESIGNATED BULLETIN BOARDS:** NAH designates certain bulletin boards for employee use. Employees may use those bulletin boards to post announcements, party invitations, personal items for sale, and other similar items. Employees may not post obscene, profane, unlawful, illegal, or objectively offensive materials. NAH management will immediately remove any such materials. Employee postings must not exceed 8½ X 11 inches. Employees may post information for no more than thirty (30) days if the bulletin board is otherwise full and one or more other employees wish to post items. NAH department management shall monitor bulletin board use/compliance in their respective areas.
5. **OFF-DUTY EMPLOYEES:** Employees must leave work areas within thirty (30) minutes after finishing work and may not come into work areas prior to thirty (30) minutes before scheduled starting time, except for employees authorized to receive physical therapy or other NAH rehabilitative services before or after working time. Off-duty employees who visit patients are subject to the rules and regulations applicable to non-employee visitors while in patient care areas. Off duty employees are permitted in non-work and public areas. Off duty employees must sufficiently identify themselves on request and observe security regulations while present.

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

DATE REVISED: 03/26/09

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

References: Fair Labor Standards Act