

**DIRECTIVE NUMBER 300-17-12**

**DATE:** February 15, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Solicitation of Employees

**1.0 Purpose**

1.1 To advise employees of agency policy concerning solicitation activities by non-employees.

**2.0 Reference**

2.1 Directive 300-10-12.

**3.0 Policy**

3.1 It is the policy of the Kansas Department of Labor not to allow non-employees to solicit agency employees at the workplace for the purpose of selling goods and/or services.

**4.0 Procedure**

4.1 Business representatives or vendors shall not be allowed access to KDOL facilities for the purpose of soliciting business in the form of goods and/or services.

4.2 Employees shall not solicit co-workers on behalf of any business enterprise during working hours.

4.3 Employment outside the Kansas Department of Labor must not interfere in any way with the employee's work within the Department.

4.4 This policy is not meant to preclude fund raising activities for schools, youth groups or other non-profit organizations as long as employees do not feel pressured to contribute. Employees are reminded that such activities must take place only before or after work hours, or during regularly scheduled work breaks or lunch periods.

**5.0 Action Required**

5.1 Advise all staff of the contents of this Directive.

**6.0 Inquiries**

6.1 Contact HR by email at [human.resources@dol.ks.gov](mailto:human.resources@dol.ks.gov) or at 785-296-5000 ext. 2565

## 7.0 Revision History

7.1 April 2016

*Signature on file*

Lana Gordon, Secretary of Labor

Rescissions: 300-05-06
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Expiration Date: Continuous
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