



EMPLOYEE RELATIONS BULLETIN

October 19, 1993

To: Department Management Representatives

Subject: SOLICITING ON CITY PROPERTY

Solicitations on City property by individuals, representatives of employee organizations and/or private entities are regulated by Section 42.14.1 of the Los Angeles Municipal Code.

The Code Section provides in substance that no person shall be allowed access to any City building or facility for the purpose of business, patronage, sales or donations without the written permission of the department head controlling that facility.

Access granted by a department head should normally be limited to before and after normal work hours or during scheduled meal periods. In certain instances the Mayor and Council have authorized City-wide Charitable Campaigns which may allow brief presentations on City time. In any case, attendance by City employees should only be on a voluntary basis with minimal interruption in normal operations.

Most recognized employee organizations have Work Access and Use of City Facilities articles in their Memoranda of Understanding. Those agreements are controlling where the proposed access and use is consistent with MOU language.

Any questions on this matter should be directed to Paul K. Cauley at 485-2886.

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