CITY OF SAN ANTONIO

Administrative Directive	**AD 4.45 Worksite Access for Non-City Sponsored Business**
Procedural Guidelines	Guidelines to ensure consistent policies and procedures for conducting non-City sponsored business with a City employee while on City time and property.
Department/Division	Human Resources, Employee Relations Division
Effective Date	May 3, 2004
Revised	May 18, 2014
Last Reviewed	N/A
Project Manager	Human Resources, Employee Relations Division

Purpose

This administrative directive (AD) outlines procedures to be followed by employees and ***relevant parties*** regarding non-City sponsored business, which includes events, activities and/or meetings, except as provided for in Collective Bargaining Agreements.

Policy

The City of San Antonio (City) relies on its employees to provide excellent customer service to the public, so it is important that they and other ***relevant parties*** understand that employees must dedicate themselves to City business during paid work hours. Therefore, to minimize distraction and interruptions in the work environment, there shall be no solicitation of City employees in person, by email, fax, telephone, or any other media conveyance, and no conduct of non-City sponsored business during working hours, except as designated by this AD.

Policy Applies To

☐ External & Internal Applicants	☒ Temporary Employees
☒ Full-Time Employees	☒ Volunteers
☒ Part-Time Employees	☒ Grant-Funded Employees
☒ Paid and Unpaid Interns	☒ Police and Fire Academy Trainees
☒ Uniformed Employees Under Collective Bargaining Agreements	

Definitions

City-Owned Property	Any property under the control of the City, including leased premises, parking facilities, and common areas not generally available to the public.
Relevant Parties	Employees, individuals, employee associations, employee organizations, other organizations, and businesses and their members or representatives.
Site Coordinator	The individual designated by the department Director who is responsible for monitoring and coordinating non-City sponsored events, activities, and meetings on ***City-owned property***.

Non-City Sponsored Business	An organization, event, activity, or meeting that is not sponsored by the City. Examples of non-City sponsored businesses/organizations include, but are not limited to: employees; individuals; employee associations/organizations; organizations that sell cosmetics, clothing, personal items, kitchenware, food items; clubs that solicit memberships; solicitation for sales of any goods or services; or other types of fundraisers to benefit individual churches, schools, and clubs. An authorized payroll deduction for a business or organization is not an indication of City sponsorship.
Non-Work Hours	Work hours are defined as that time which the City is paying an individual employee to perform work for the City, and include paid rest or breaks. ***Non-work hours*** include unpaid lunch or meal breaks, and the time period prior to and immediately following an employee's designated work hours. Department policies related to employee shifts and clocking out must be followed.
Break Area	Any area within ***City-owned property*** that is specifically designated as an area where employees may take paid rest, breaks, or lunch. Conference rooms, lobby areas, or any other areas where work is performed by City employees are not considered ***break areas***.
Policy Guidelines	
Policy Guidelines	1. Employees and ***relevant parties*** can solicit, contact, or conduct ***non-City sponsored business*** with a City employee only during the employee's **non-work** hours. 2. Each worksite will retain a "Community Bulletin Board" or kiosk for the posting of written items related to ***non-City sponsored business***. The bulletin board or kiosk must be located in a location that is readily accessible to all employees. 3. All items for posting must be submitted to a designated ***Site Coordinator***, who will post said items within 48 hours, provided the items do not violate the provisions described herein. "Community Bulletin Boards" and/or kiosks will be used solely for the notices pertaining to the following: a. Recreation, Social, or Community Affairs b. Employee Organization or Association Meetings and Activities c. Employee Organization or Association Elections d. Listings of current Employee Organizations/Association Officials e. Advertisements or announcements from employees and ***relevant parties*** regarding non-City sponsored events, activities, products and/or meetings 4. Notices or announcements shall not contain anything of a political nature, and shall not disparage the City or any of its employees or ***relevant parties***. Disparaging comments include, but are not limited to, statements that ridicule, belittle, or malign any party, including the City or any of its employees. Any item containing disparaging comments will not be posted.

Policy Guidelines, cont.	5. Other items deemed questionable by a ***Site Coordinator*** will be forwarded to the Human Resources Department for review. Should the Human Resources Department determine that the item(s) violates this AD, it will notify all ***Site Coordinators*** that the item is not suitable for posting and instruct them to remove any of the items that may have already been posted. Final determination for posting an item is at the discretion of the Human Resources Department. 6. All items regarding ***Non-City Sponsored Business*** should be prepared during ***non-work hours***, utilizing non-City equipment and/or materials. Items will remain posted for a period not to exceed 30 calendar days, or the day following the event described in the posting, if applicable. 7. ***City-owned property*** can be used for ***non-City sponsored business***, including events, activities and/or meetings, as authorized by this AD or when authorized in writing by the City Manager, the department Director, or designee. To expedite the process, requests should be made to the ***Site Coordinator*** in writing via e-mail, fax or correspondence at least 48 hours in advance of the event. 8. Nothing in this AD will preclude employees and ***relevant parties*** from meeting in outside areas during non-working hours, as long as the meeting is not done at an entrance or exit to a building. This is also subject to safety and security concerns. 9. An employee may meet one-on-one with ***relevant parties*** during his/her scheduled, unpaid lunch or meal period in a designated ***break area***. The meeting may not disturb other employees in the ***break area***. Conflicts regarding use of these areas should be reported to the ***Site Coordinator*** for immediate resolution. As mentioned before, to expedite the process, requests should be made to the ***Site Coordinator*** in writing via e-mail, fax, or correspondence at least 48 hours in advance of the event. Verbal requests will be considered by the ***Site Coordinator*** on an ad-hoc basis, and accommodated contingent on facility limitations, availability, and/or customer demands. 10. A list of ***Site Coordinators***, including name and contact information for each City worksite will be provided to the HR Department. This information will be made available for reference by the HR Department.
Disciplinary Action	1. Employees who violate this AD may be subject to disciplinary action in accordance with the City's Municipal Service Rule XVII, Disciplinary Suspensions, Removal, or Demotions. 2. As the access granted in this AD is deemed a privilege, any ***relevant party*** found to be in violation of this AD may be restricted for a period of time, or, depending on severity or frequency of the violation, permanently prohibited from access to City facilities for posting accessibility. Such a determination may be made by the department Director in consultation with the department HR Representative.

Roles & Responsibilities	
Employees	Employees shall be responsible for complying with the provisions of this AD.
Human Resources	1. In cases where a ***Site Coordinator*** requests review of a questionable item, Human Resources will be responsible for reviewing and approving/disapproving questionable items proposed for posting on the bulletin boards and kiosks. This should be done in a timely manner, not to exceed two (2) business days. 2. A list of ***Site Coordinators***, including name and contact information, for each City worksite will be made available by Human Resources.
Department Directors	1. Department Directors shall comply with the provisions of this AD. 2. Department Directors shall assign a ***Site Coordinator*** for each work area within the department, and notify their Human Resources Representative of any changes in ***site coordinators***.
Site Coordinators	***Site coordinators*** will maintain the bulletin board as described herein, and immediately notify their Human Resources Representative when violations of this AD occur.
Relevant Parties	Non-City employees shall check in with the ***Site Coordinator*** prior to entering City buildings. While utilizing ***break areas*** or other meeting rooms within ***City-owned property***, non-City employees shall wear visible identification indicating they are site visitors.

This AD supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Human Resources Department.

CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM
FOR

ADMINISTRATIVE DIRECTIVE 4.45
Worksite Access for Non-City Sponsored Business

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.45, Worksite Access for Non-City Sponsored Business, and was given the opportunity to ask questions or contact my Human Resources Representative.

_____	_____
Employee Name (Print)	Department
_____	_____
Employee Signature	Employee SAP ID Number

Attachment A
Personnel File (original)