

CITY PERSONNEL POLICY

EMPLOYEE SOLICITATIONS FOR CHARITY

Policy # 12-00

Approved by Personnel Board: 8/26/99

Michele Frost, Personnel Director

Approved by City Council: 4/4/00

Council President Paul Koneck

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

It is the policy of the City of Omaha to encourage all citizens, including employees of the City, to support charitable activities that benefit the community. However, state law prohibits public employees and officials from using public resources under that person's official care and control other than in accordance with prescribed procedures.

City of Omaha employees and officials may not use City personnel, property, work time, or resources to support private charitable organizations other than as expressly authorized by ordinance, resolution, or this policy. City employees and officials may use City personnel, property, work time, or other resources to support charitable organizations only in accordance with the following procedures:

1. Solicitation of contributions or other direct support for an organization may be made only as part of a community-wide fundraising campaign with specific commencement and termination dates. At other times, information about an organization may even be distributed if the distribution does not include any solicitation of contributions.
2. Solicitations of contributions or other direct support may be made only for charitable organizations that:
 - a) provide community-wide service;
 - b) have an established place of business within the city;
 - c) have an established history of service to the community.

Information about organizations not meeting these criteria may be distributed if no solicitation of support is made.

3. Prior to distribution, the solicitation or other distribution shall be reviewed by the Personnel Director for compliance with this policy and Section 23.127 of the Omaha Municipal Code, which reads in part:

“In the personnel director’s review of requests to conduct fund-raising activities, the following criteria shall be considered:

(1) That the type, purpose and activity of the organization for which funds are to be raised do not conflict with the interest of the City; and

(2) That the employee’s position with the City would not influence donors or place the City in any unfavorable light.

The stated goal of the organization and their tax status as a recognized not-for-profit organization shall additionally be considered in approving any solicitation drives.”

Furthermore, this policy does not prohibit de minimus charitable solicitations during an employee’s work time if it is non-disruptive to the workplace and approved by the employee’s supervisor (e.g., Girl Scout cookies, walk/run sponsorship, school fundraisers).

4. A written solicitation or distribution of information may be made only in an employee newsletter or a communication distributed to all City employees through the Personnel Department. During work time, an employee may attend or conduct meetings for the purpose of furthering a community-wide fundraising campaign upon the approval of the employee’s supervisor.
5. The solicitation or information must include the name of a current City employee or official responsible for the distribution.

This policy does not, in any manner, limit any employee’s or official’s activities conducted outside of established work hours, away from a City workplace, and without the use of City resources or personnel.