

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration that the solicitation policy be approved.

*(Unanimous vote with the exception of Alderman Greazzo who voted in opposition)*

Respectfully submitted,



Clerk of Committee

**At a meeting of the Board of Mayor and Aldermen held October 1, 2013, on a motion of Alderman O'Neil, duly seconded by Alderman Shea, the report of the Committee was accepted and its recommendations adopted.**

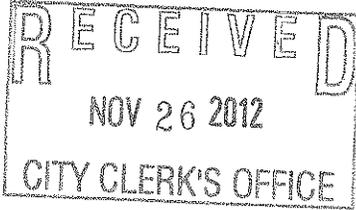


City Clerk

12/4/12 Tabled



Jane Gile  
Human Resources Director



**CITY OF MANCHESTER**  
**Human Resources Department**

November 26, 2012

Human Resources and Insurance Committee  
One City Hall Plaza  
Manchester, NH 03101

RE: Solicitation Policy

Dear Chair Shea:

The city's position on the solicitation of employees by non-employees is not clearly defined. The city lacks an expressed policy that restricts or prohibits the solicitation and/or distribution of literature by non-employees on city property.

In order to allow city of Manchester employees to perform their duties free from intrusion during hours of operation and to advance our desire to provide the best service to our city, the following proposed policy governs the direct solicitation and/or circulation or distribution of written material of any kind on city property.

*"The City of Manchester does not permit non-employees to sell products or commercial services or to solicit employees on city property during normal business hours. The city's email system and payroll system is for the exclusive use of the city and is not intended for commercial purposes. Use of the systems to disseminate advertisements, promotions or to sell products or services is prohibited unless otherwise sponsored by or affiliated with the city of Manchester.*

*Posting notices or other appropriate written material on designated employee bulletin boards or other public access areas requires authorization of the person or office responsible for that space or facility."*

Respectfully submitted,

  
Jane E. Gile  
Human Resources Director