OhioDAS

CHARITABLE and FUND RAISING ACTIVITIES

POLICY NUMBER: 100-05	EFFECTIVE DATE: 1/04/2013	APPOINTING AUTHORITY APPROVAL:
REPLACES POLICY DATED: 01/25/2008	AUTHORITY:	

I. PURPOSE

Department of Administrative Services employees are expected to work on their assigned job duties while on state time. This policy provides the guidelines for charitable and fund raising activities for all DAS employees during work hours and on state property.

II. POLICY

A. CHARITABLE ACTIVITY on STATE TIME

1. Limited Activity Permissible on State Time

   a. During work hours, employees should, with very limited exception, be engaged in their assigned job duties.

   b. The director of DAS may authorize *de minimis* expenditures of state time in support of charitable activities.

   c. Employees desiring to provide substantial, ongoing, regular volunteer services to charitable entities will need to do so before or after work, during authorized meal breaks, or other authorized break periods, on weekends or during other non-state time.

   d. Vacation, personal or comp time may be used for volunteer activities during normal work hours.

      - Such leave usage cannot interfere with agency operations.
      - Leave must be approved by the employee's supervisor.

2. DAS Director Discretion

   a. The director may permit limited, non-recurring, episodic expenditures of state time in support of charitable activity.

   b. This policy does not limit activity on behalf of the combined charitable campaign authorized by ORC 124.135 and OAC 123: 1-28-01.

3. Employee Use of Flexible Schedule Opportunities

a. Employees are permitted to use authorized flex time or other flexible scheduling arrangements to accommodate volunteer activity.

b. DAS policies, procedures or contractual arrangements will not be modified to accommodate employee volunteer activity.

c. Professional employees, such as attorneys, are encouraged to engage in *pro bono* activity during their non-work hours or may use authorized leave and flexible scheduling options to serve others and enhance their own skills.

B. FUNDRAISING on STATE PROPERTY

1. Within the context of the parameters stated in section II-A of this policy, employees may engage in fundraising activity on state property.

   a. This activity may include fund raising activities such as bake sales, dress-down days and contests.

   b. Activities must comply with all state laws and regulations (e.g. health safety regulations related to the serving of food).

2. Impermissible Fundraising Activity

   a. Fundraising activities on state property may not involve:

      - The sale or service of alcoholic beverages
      - The raising of funds through gambling activity. Gambling includes raffles, door prizes or any other method of obtaining a monetary award or prize by luck or chance for the price of a donation.
      - Any solicitation of food, cash or other items from a vendor, retail store, restaurant or other private person or entity with whom DAS or its divisions/offices does business or regulates.

3. Permissible Fundraising Activity

   a. Fundraising may take place in the following circumstances:

      - Modest Non-Profit Fundraising

        - With director's permission, employees may engage in limited fundraising activities for non-profit organizations on state property.
        - Such activity should be non-disruptive of workplace activities.
        - Such activity should never involve a supervisor soliciting an employee who reports directly or indirectly.
        - Any solicitations made should either be entirely passive or entirely non-coercive.

- No employee should feel pressured to make any sort of donation to a charitable organization.
- Examples of appropriate types of fundraising are sales of candy or gift wrap for a child's school, seeking sponsors for walk-a-thons or other similar events, or circulation of a Girl Scout cookie sale sheet.

- Fundraising for the Benefit of State Colleagues

  - With director's permission, fundraising may occur to benefit fellow state employees.
  - Examples are collection of funds for retirement gifts, funeral flowers or donations to assist with medical or other family hardship.
  - Such activity should be non-disruptive of workplace activities and conform to the restrictions stated in this policy.

III. REVISION HISTORY

Date	Description of Change
01/25/2008	Original Policy Release
1/04/2013	New appointing authority