

**CENTRAL STATE HOSPITAL  
POLICY**

SUBJECT: COLLECTIONS AND SOLICITATIONS

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ANNUAL REVIEW MONTH: November

RESPONSIBLE FOR REVIEW: Administrative Operations Director, CSH

LAST REVISION DATE: November 2008

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I. GENERAL

Commercial solicitations and collections, including insurance salespersons and farm produce vendors, are prohibited in any area under the jurisdiction of Central State Hospital (CSH) except personal dwellings.

Except for those authorized in the Office of Resource Services, no employee may use the facility's name in making a request for contributions, funds, services, materials, or goods of any nature without prior approval. Any request to conduct fund-raising activities on behalf of CSH should be submitted to the Resource Services Office. The Director of the Resource Services Office will forward the request, along with a recommendation, to the Chief Executive Officer for approval/disapproval. Collections and solicitations on hospital telephones are prohibited, and solicitations for membership by any agency, including employee's associations, are prohibited on the grounds of the hospital. This policy does not apply to representatives of the insurance companies who have been authorized by the Department of Human Resources (DHR) to sell insurance to employees and to collect premiums through payroll deduction. The hospital will permit these representatives to talk with interested employees during the employees non-work time, (i.e., authorized breaks and meal periods) in non-work areas. The time and place for such meetings will be determined by the appropriate service chief, department head or office director and participation by employees is strictly voluntary. In no case will representatives be allowed into clients' living areas. This policy also does not apply to pharmaceutical salespersons contacting physicians and pharmacists at the hospital.

II. VOLUNTARY CONTRIBUTIONS

Employees, on a purely voluntary basis, may give their support to charitable or other non-profit purposes. In no case, however, will any form of coercion be applied nor will the employee's status, in regard to his/her employment, be affected either favorably or adversely by his/her decision to contribute or not to contribute to such purposes.

**III. ADMINISTRATION OF VOLUNTARY SALARY DEDUCTION UNDER O.C.G.A. 45-7-3**

In 1994, GA Law O.C.G.A. 45-7-3 was enacted which permits state employees to authorize payroll deductions for certain organizations. Organizations desirous of receiving voluntary salary deductions must file an application with and be approved by the Merit System Commissioner. Such applications must contain sufficient enrollment authorizations from employees. Employees may discuss with and distribute said authorization forms to other employees, but only on non-work time and in non-work areas. Non-employees may not come onto hospital grounds for such purpose unless specifically authorized by the Chief Executive Officer.

**IV. POLITICAL CONTRIBUTIONS**

Fund raising for political purposes on the part of any employee under the State Merit System is prohibited by the Rules and Regulations of the State Personnel Board and no such employee may solicit, pay or promise to pay any political contribution.

**V. RESPONSIBILITIES OF SERVICE CHIEFS, DEPARTMENT HEADS AND OFFICE DIRECTORS**

Service chiefs, department heads and office directors are responsible for enforcing this policy. At the request of appropriate Hospital staff the police chief will remove from the hospital grounds any unauthorized solicitor or collector who refuses to leave.

**Approved:**

**This policy has been approved by the CEO and CMO on 06/09.**