
Leadership – Governance Issues

LD-GI-04.15

SUBJECT/TITLE: STAFF SOLICITATION AND THE DISTRIBUTION OF SOLICITATION MATERIALS WITHIN THE UIHC

PURPOSE: To minimize disruptions to the UIHC's basic purpose of providing quality patient care by defining the appropriate methods by which literature or printed materials may be distributed and/or displayed within the UIHC and to assure that all who are associated with the UIHC, staff members, as well as patients and their visitors, may avoid having to consider and accept or reject inappropriate solicitations.

DEFINITION: None

POLICY:

Except to solicit participation in official UI/UIHC staff programs, no staff member shall solicit any other staff member of the UIHC for any purpose during the work times of either the staff member solicited or the staff member engaged in the solicitation. Breaks and lunch times are not considered work time for this purpose. Solicitation literature and printed materials may only be distributed and/or displayed in designated areas at designated times. These policies will help ensure that there is no disruption in the delivery of quality patient care due to solicitation practices, the appearance of the UIHC is not adversely impacted, care givers are not distracted from patient care activities, and fire/safety standards are observed. This policy is intended to be consistent with employee rights pursuant to Iowa Code Chapter 20.

GUIDELINES:

- A. Solicitation to participate in any activity not considered to be an official UI/UIHC staff program is limited to non-work times of both the staff member being solicited and the staff member engaged in the solicitation.
- B. Solicitation during non-work time is limited to areas of the hospital(s) to which patients and visitors do not have access.
- C. Solicitation literature and printed materials may only be distributed during non-work time in areas to which patients and visitors do not have access.

- D. Solicitation or distribution of any materials may not occur in the corridors, stairwells, elevators, lobbies, public waiting rooms or lounges, or patient and visitor dining areas.
- E. Solicitation and distribution of material are permitted in the Staff Dining Room in the area reserved for “Staff Only”.
- F. At no time may any staff member solicit any patient or visitor for any purpose nor distribute any solicitation materials to any patient or visitor.
- G. The only exception to the above policy statement and guidelines will be for employees and employee organizations as defined by Iowa Code, Chapter 20, who are engaged in collective bargaining or other union related activities.

H. Distribution of materials

Staff is permitted to distribute materials in the following parts of the UIHC:

Staff Dining Areas

- Compass Café located on the ground level of General Hospital,
- Staff Dining Room located on the ground level of General Hospital,
- Pappajohn Food Service located on the lower level of Pappajohn Pavilion

Staff Lounges

- Lower Level Boyd Tower located at Room 0011A,
- Lower Level Colloton Pavilion located at Room 0575 JCP

Staff Entrances

During normal weather conditions, staff are to position themselves in the canopied areas outside staff entrances such as the main lobby, Radiation Oncology, Boyd Tower, and South Pappajohn. During inclement weather conditions which would include rain storms, snow storms, or freezing temperatures, staff may position themselves well inside the entrances where they will be visible to all who are entering or exiting, but in a way to assure there is not interference with ingress and egress from these locations. Staff should limit their distribution to other staff or those who express an interest in receiving the material. In particular patients and their families or visitors should not be the objects of the solicitation or distribution process. Distribution inside the Hospital as permitted by this paragraph should be limited to those hours when bargaining unit employees are most likely to be coming or going from the Hospital. Employee organizations will take reasonable steps to ensure that written materials being distributed do not create waste paper and other housekeeping problems within the hospital.

I. Bulletin Boards

Solicitations by employee organizations may be posted on bulletin boards designated for Union use.

J. Staff Conversations

Employees may engage in incidental personal conversations, including discussions regarding union membership, consistent with the guidelines above, the collective bargaining agreement and Iowa Code, Chapter 20. An employee's right not to engage in such discussions shall also be respected. Employee union activities shall not interfere with the mission of the hospital, and therefore, employee union activities must not conflict with employee work responsibilities, nor occur in the immediate vicinity of patients and/or visitors.

PROCEDURE:

- A. Each department head has the responsibility to distribute this policy to all staff within their department.
- B. No UIHC staff member will be precluded from staff solicitation if the above guidelines are observed.
- C. Deviations from the policy are to be immediately reported to Safety and Security officers or the appropriate department head for review. The department head will consult with the Director of Staff Relations and Development to determine the best course of review, resolution and follow-up action, which may include disciplinary action against staff who violate this policy.

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