

POLICY NO. 3020.5
Adopted: 12-16-81

SALESPEOPLE/VENDORS

POLICY:

In view of the importance of uninterrupted employee work time and the District's purchasing procedures, it shall be the policy of the Lake Stevens School District to restrict visitation of salespeople and vendors to those conditions outlined in the procedures.

SALESPEOPLE/VENDORS

PROCEDURES:

1. Salespeople and/or vendors' visitations shall be restricted to building principals or district administrators. Appointment will be required for purpose of advertising or promoting products.
 - a. Contact with employees during working hours will be arranged and approved by building principals or district administrators.
2. All salespeople advertising, promoting, distributing materials related to employee benefits (i.e., tax shelters) shall present their information to the union presidents. This presentation will not occur during the employee's work schedule.