

1011.0.0 SOLICITATION OF STATE EMPLOYEES POLICY

This establishes the Department of Human Services (DHS) policy for solicitation of State employees and is applicable to all DHS employees and to all land, buildings and equipment which are owned, leased or operated by DHS.

1011.1.0 DHS Director Approval is Required

1011.1.1 DHS owned, leased or operated land and buildings may be used for solicitation of an employee to purchase goods or services for his or her personal use only at times outside that employee's scheduled working hours and only with the approval of the DHS Director. Solicitation in local county offices will be coordinated with the county administrator.

1011.1.2 Division/office directors will forward all justified requests (must be in compliance with this policy and GPD-4) regarding solicitation of employees to the DHS Director for approval.

1011.2.0 Exceptions

1011.2.1 Under certain conditions, the DHS Director may authorize informational sessions or sign-up opportunities during working hours. These include cafeteria benefit plans and officially sanctioned deferred compensation plans and group insurance products approved by the Arkansas State and Public School Employees Insurance Board.

1011.2.2 The DHS Director may allow the offering of INSURANCE to DHS employees upon notification of product approval by the Executive Director of the Employee Benefits Division of the Department of Finance and Administration.

1011.3.0 Procedures Must Comply with GPD-4

Division/office directors and their designated staff will ensure that appropriate operating procedures are implemented throughout DHS divisions/offices to comply with Governor's Policy Directive (GPD-4).

1011.4.0 Initiating Section/Department Contact

Office of Finance and Administration
Policy and Administrative Program Management
103 E. 7th Street
Donaghey Plaza West
P.O. Box 1437/ Slot WG3
Little Rock, Arkansas 72203-1437
Telephone: (501) 682-6297

Replacement Notation: This policy replaces DHS Policy 1011 dated July 28, 1982.