

ARTICLE II. BOARD ADMINISTRATIVE POLICIES

Section 4.0 BENEFITS ADMINISTRATION

4.2 MEMBER SOLICITATION AND DISTRIBUTION POLICY (MSDP)

Approved by the Board July 23, 2019, Item VII-B

Purpose and Application

LACERS' primary duty of loyalty is to LACERS Members and their beneficiaries. As a department of the City of Los Angeles, and to improve the services provided to LACERS' Members, LACERS also may facilitate the exchange of information with other City departments and with the City's stakeholders, including representatives of labor and nonprofit organizations.

This policy furthers LACERS' fiduciary responsibilities of loyalty and impartiality and its obligation to efficiently and securely administer benefits for LACERS Members and beneficiaries. This policy also supports LACERS' goal of remaining neutral in regards to providing outside agencies with direct access to LACERS Members.

This policy governs solicitation, distribution of written material, and entry into LACERS premises and work areas, for all organizations outside of LACERS. This policy applies to all LACERS events and counseling sessions, and it applies to all vendors and/or outside organizations and individuals who seek access to LACERS Members and beneficiaries at these events.

Exclusions: This policy does not apply to normal business contacts by contractors with whom LACERS has entered into a formal contract; contacts and communications with LACERS contractors and potential bidders are governed by other LACERS policies and procedures. This policy does not apply to permitted activities and contacts authorized by other laws, including but not limited to provisions of the City Charter and Administrative Code, the California Labor Code, and the Meyers-Milias-Brown Act.

Policy

- Solicitation and sales are prohibited in any LACERS work area, and during any LACERS event, except as authorized under this policy.
- No organization, business or individual may be allowed to set-up, solicit, post, or distribute materials, or use LACERS resources or systems at any time at any LACERS events, counseling sessions, or work areas without the written approval of LACERS Management.
- In considering a request for approval by an organization, LACERS Management shall consider, but shall not be limited to considering: the organization's status as a non-

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profit and whether the organization has been approved to receive deductions from monthly payments administered by the City or LACERS.

- LACERS' resources or systems may not be used for the purposes of sales or solicitations without the express written permission of LACERS Management.
- City of Los Angeles employees are prohibited from engaging in solicitation during work time and from distributing or posting any promotional materials in any work area of LACERS at any time, including non-work time, except that postings that comply with other applicable policies on designated employee bulletin boards will be permitted.
- LACERS may provide information on behalf of outside organizations at LACERS events, subject to the approval of LACERS Management, within the parameters designated below.
- LACERS is not responsible for maintaining changes to this information. It is up to the organization to contact LACERS to request any updates to previously-provided information.

The following information may be provided, subject to the approval of LACERS Management:

- Name of Organization
- Organization e-mail
- Organization phone number and/or fax
- A brief paragraph describing the organization and benefits of membership, if any, not to exceed four printed lines of text.

Definitions

For the purpose of this policy

Solicitation refers to canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing any materials (as defined below) on LACERS premises or using LACERS resources (including but not limited to bulletin boards, postings, postcards, chalking, leaflets, computers, mail, e-mail and telecommunications systems, photocopiers, fax, telephone lists and network systems, and databases, supplies or other workplace equipment).

Sales means selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other

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conduct relating to any outside commercial interest or personal or professional economic benefit.

Materials means handbills, flyers, posters, pamphlets, petitions, promotional items, and the like of any kind.

Work time means the period of time during working hours when an employee is engaged in or is expected to be engaged in service on behalf of LACERS. Work time does not include the employee's lunch period or work breaks or other periods where the employee is not on duty.

Work area means those areas of LACERS' premises in which regular LACERS activity takes place including but not limited to offices, rented facilities, and event venues.

LACERS Management means the LACERS Board of Administration, General Manager, or the General Manager or Board's authorized designee.