

EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(11a) – February 22, 2017

ITEM:

Consideration of approving revisions to Policy POL-2014-024-HRO-3, Internal Communications and Solicitation Policy.

EXPLANATION:

The purpose of the Internal Communications and Solicitation Policy is to outline the Canaveral Port Authority's processes and limitations surrounding communications sent to all employees via email or by posting on bulletin boards.

The Policy also prohibits solicitation, distribution and posting of materials on or at the Canaveral Port Authority property by employees or non-employees, with minor exceptions that are pre-approved by CPA.

The policy has been reviewed and approved by the Port's Attorney and General Counsel.

The financial impact to the FY 2017 operating budget is negligible.

Staff Recommends Approval
Prepared by Amanda Brailsford-Urbina
ABU

<p>POLICY Number: POL-2014-024-HRO-3</p>	 <p>PORT CANAVERAL</p>	<p>Effective: October 1, 2014 Revision: February 223, <u>2017</u></p>
<p>Section: How We Work</p>	<p>Internal Communications and Solicitation Policy</p>	<p>Revision <u>10</u>, supersedes all previous documents</p>

I. PURPOSE

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To describe the ~~CPA's Canaveral Port Authority's~~ internal communications and solicitation policy.

II. POLICY

~~A. Canaveral Port Authority is an established and highly respected organization. Our internal communications need to be approved, timely, accurate and relevant to all aspects of the company.~~

B.A. _____ Emails created for distribution to all Canaveral Port Authority employees are to be coordinated and routed through Communications and/or Human Resources ~~Human Resources~~ to make the appropriate decisions about communicating the messages and the timing. Some pre-approved exceptions may be allowed. Special attention will be placed on adhering to all other policies and procedures such as solicitation.

C.B. _____ Canaveral Port Authority maintains bulletin boards as an important source of information. There are two types of bulletin boards: compliance and regulatory and departmental.

1. The compliance and regulatory bulletin boards are to be used solely for posting information approved by Canaveral Port Authority. All documents posted on these boards must be approved by Human Resources prior to posting.
2. Department bulletin boards may be used for employee recognition and other department related activities and will be monitored by the supervisor. Posting items on bulletin boards by the collective bargaining unit should follow the guidelines of the Collective Bargaining Agreement. Materials must not violate the solicitation policy. Supervisors who have questions regarding bulletin board material shall consult Human Resources.
3. Employees are responsible to monitor the bulletin boards for any information and notices that are posted.
4. Items may not be posted on walls.

D.C. _____ Solicitation

1. The Canaveral Port Authority prohibits the solicitation, distribution and posting of materials on or at Canaveral Port Authority property by any employee or nonemployee. The sole exceptions are detailed below.
 - a. Employees may engage in solicitation on Canaveral Port Authority property only during non-working time and the nonworking time of the employee being solicited. "Non-working" time means time during meals or breaks, and before and after work.
 - b. Employees may distribute non-~~CPA Canaveral Port Authority~~ material to other employees only during non-working time and only in non-work areas. An employee who is uncertain whether an area is a "non-work" area should consult his/her immediate supervisor or a member of the Human Resources department.
 - c. Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited at any time on ~~CPA Canaveral Port Authority~~ property.
 - d. The only exception to the above are charitable and community activities supported by ~~CPA Canaveral Port Authority~~ and ~~CPA Canaveral Port Authority~~ sponsored programs related to Canaveral Port Authority's products and services.

III. **APPLICABILITY:** This policy applies to all Canaveral Port Authority employees, except as ~~maybe~~ otherwise specifically established by a written agreement signed by the ~~CPA Canaveral Port Authority~~ Port Director and Chief Executive Officer applicable to the employee.

IV. **REFERENCES**

A. Canaveral Port Authority Ethics and Code of Conduct

V. **EXCEPTIONS:** Exceptions to this policy require the prior approval of the Human Resources Deputy Executive Director, Human Resources and the Port Director and Chief Executive Officer or his/her designee.

VI. **RESPONSIBILITY:** Human Resources has the responsibility for maintaining and updating this policy.

***Approval Page**

Name	Title	Signature	Date
Amanda Brailsford-Urbina	^A ^B Vice President, Human Resources (Human Resources Representative)		
Craig Langley	General Counsel (Legal Representative)		
George P. Kistner III, CPE	Records Manager (Document Control & Compliance Representative)		
Captain John W. Murray	Canaveral Port Authority Port Director/CEO		
Thomas W. Weinberg	Canaveral Port Authority Commission Chairman		

*If Document Creator and/or Functional Area Director are also a part of the normal review process, a second signature is not required

^A The Union Collective Bargaining Agreement takes precedence over personnel rules and regulations to an extent a conflict may appear.

Changes in present rules affecting wage, hours or working conditions shall not become effective until they have been posted seven calendar days and a copy sent directly to TWU office by mail, email or fax. The Union may promptly demand an opportunity to bargain regarding any proposed changes.

With this in mind, all policies that directly affect the welfare of represented employees, members of the TWC, should be submitted to the Union Steward for review at least seven days prior to being placed on agenda for formal approval. This can be done through the human resources representative.

(If this is the case, the Human Resources functional area head must sign off on policy.)

^b In cases where policy will have employee implications, the Human Resources functional area head must sign-off on policy.

^c In cases where policy will have Commissioner implications, Port Attorney must sign-off on policy.

Revision History Page

Revision	Effective Date	Changes Made (initial release, *minor amendment, revision, policy review w/revision, **policy review w/o revision)	Briefly explain the purpose/reason for revision
0	October 1, 2014	Initial Release	Policy Creation
1	February 23 2 , 2017	<u>Revision to Section II.A. Minor Revisions</u>	Removed for document clarification. Changes made for consistency with current CPA practice.
		<u>Revision to Section II.B</u>	Changed Human Resources to "Communications and/or Human Resources."
			Added to Section II.B "Some pre-approved exceptions may be allowed."
		<u>Exceptions — minor amendment</u>	Title corrections

		Exceptions – minor amendment	Replaced Canaveral Port Authority with CPA.
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*If change is minor amendment, then only the Records Manager is required to review and sign.

Minor Amendment: Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.

**If no change to policy, Records Manager is required to verify and sign.

Records Manager	Date

<p align="center">POLICY Number: POL-2014-024-HRO-3</p>	 <p align="center">PORT CANAVERAL</p>	<p align="center">Effective: February 22, 2017</p>
<p align="center">Section: How We Work</p>	<p align="center">Internal Communications and Solicitation Policy</p>	<p align="center">Revision 1, supersedes all previous documents</p>

I. PURPOSE

To describe the CPA's internal communications and solicitation policy.

II. POLICY

- A. Emails created for distribution to all Canaveral Port Authority employees are to be coordinated and routed through Communications and/or Human Resources to make the appropriate decisions about communicating the messages and the timing. Some pre-approved exceptions may be allowed. Special attention will be placed on adhering to all other policies and procedures such as solicitation.

- B. Canaveral Port Authority maintains bulletin boards as an important source of information. There are two types of bulletin boards: compliance and regulatory and departmental.
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- c. Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited at any time on CPA property.
- d. The only exception to the above are charitable and community activities supported by CPA and CPA-sponsored programs related to Canaveral Port Authority's products and services.

III. **APPLICABILITY:** This policy applies to all Canaveral Port Authority employees, except as otherwise specifically established by a written agreement signed by the CPA Port Director and Chief Executive Officer applicable to the employee.

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