

Human Resources

*WIU Home (<http://www.wiu.edu/>) > Human Resources
(http://www.wiu.edu/human_resources/) > Civil Service Handbook
(http://www.wiu.edu/human_resources/civil_service_handbook/)*

Appendix J - Policy on Distribution of Printed Materials and Collection of Signatures

To promote the free exchange of ideas, Western Illinois University permits students, faculty, employees, and the general public to distribute printed materials and to solicit signatures on the campus, subject to the time, place, and manner restrictions set forth in this policy. This policy does not cover for profit transactions. The University's policies on commercial and charitable solicitation and the appropriate policies covering University Union and Residence Hall policies should be consulted for regulations governing the conduct of for profit transactions.

Distribution of Printed Materials or Solicitation of Signatures

I. Conduct and Manner Restrictions

- Those who distribute printed materials or solicit signatures on the campus must not:
 1. attempt by repeated demands, threats, or otherwise, to coerce passersby into accepting or paying for materials;
 2. interfere with, impede, or cause blockage of the normal flow of traffic;
 3. commit any act likely to create an eminent safety or health hazard;
 4. accompany the distribution of materials with loud or raucous sounds likely to disturb others solely by reason of their decibel level;
 5. interfere with or disrupt any other lawful activity by anyone else lawfully in the same general location at the same time; or
 6. post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other University equipment.
- Distribution of the following materials is prohibited:
 1. material that is either libelous, or, under current legal standards, obscene; and

2. material that is likely to incite or produce eminent lawless action.
- All printed material in whatever manner distributed must identify the issuing person(s) or organization(s).

II. Enforcement

A. Violations

Alleged violations of this policy should be reported to the Director of the University Union, who after consultation with the Vice President for Administrative Services, will determine whether or not a violation is occurring. The aid of the Office of Public Safety may be requested to assure compliance with this policy. Upon a determination by the Vice President for Administrative Services and the Director of the University Union that a violation is occurring, the Office of Public Safety shall inform the person(s) responsible that the violation and/or activity must cease.

B. Penalties

Violations of this policy may result in withdrawal of permission to distribute printed materials or to solicit signatures. The University reserves the right to confiscate materials whose distribution is prohibited by this policy. Individuals may be prohibited from entering any area of the campus and be excluded from the campus if this policy is violated. Failure to comply with a cease and desist directive may lead to arrest and prosecution and/or result in enforcement of sanctions through the University Student Judicial Process.

C. Appeals

Initial determinations that violations of this policy have occurred may be appealed to a review committee composed of the Vice President for Student Services, the Administrative Assistant to the President/Affirmative Action Officer, and the Vice President of Advancement and Public Services (or their designees).

Appeals should be in writing and should be submitted to the Office of the Vice President for Student Services within five (5) working days after initial determinations. Additional information on the procedures for review may be obtained from any of the above offices.

April 12, 1985

Leslie F. Malpass, President

Civil Service Handbook (http://www.wiu.edu/human_resources/civil_service_handbook/index.php)

- [Handbook Directory](#)
- [Absences](#)
- [Adoption Benefits](#)
- [Affirmative Action Administrative Internship Program](#)
- [Appointment Types](#)
- [Apprentice Appointment](#)
- [Art Exhibits \(see Entertainment\)](#)
- [Athletic Events](#)
- [Audit Appeal Procedure](#)
- [Audit Procedure for Positions](#)
- [Benefits](#)
- [Benefits While on Leave](#)
- [Bereavement Leave](#)
- [Bonds](#)
- [Book Awards for Civil Service Employees](#)
- [Breaks](#)
- [Bureau of Cultural Affairs \(see Entertainment\)](#)
- [Campus Connection](#)
- [Civil Service Award Fund](#)
- [Civil Service Award Selection Committee](#)
- [Civil Service Bulletin Boards](#)
- [Classification](#)
- [Clerical Services Policy](#)
- [Committees](#)

- [Concerts \(see Entertainment\)](#)
- [Copying, Printing, and Copiers](#)
- [Credit Union](#)
- [Cultural Affairs \(see Entertainment\)](#)
- [Death Benefits and Survivor Benefits](#)
- [Disability Leave](#)
- [Discharge](#)
- [Disciplinary Management Program](#)
- [Dismissal](#)
- [Educational Benefits](#)
- [Educational Benefits for Retirees/Employees' Children](#)
- [Educational Leave](#)
- [Employee Assistance Program](#)
- [Employee Newsletter \(see Campus Connection\)](#)
- [Entertainment](#)
- [Equal Opportunity Policy](#)
- [Examination Scheduling Procedures](#)
- [Extra-Help Appointment](#)
- [Family and Medical Leave Act - FMLA](#)
- [Fine Arts \(see Entertainment\)](#)
- [Food Service Operations](#)
- [Funeral Leave \(see Bereavement Leave\)](#)
- [Health Service](#)
- [Hiring Procedures](#)
- [Holidays](#)
- [Identification Cards](#)
- [Insurance](#)

- Intern Appointment
- Interviewing for Positions
- Job Descriptions
- Jury Duty/Court Witness Service
- Layoff Policy
- Learner Appointment
- Leaves of Absence
- Library Privileges
- Lost and Found (see University Union Facilities)
- Lunch Period
- Mail Services
- Make-Up Time
- Medical Leave
- Military Leave
- Night Shift Differential (see Shift Differential Procedures)
- Notary Public Service
- Office Supplies
- Overtime
- Parental Leave
- Parking and Traffic Regulations
- Part-Time Employee Benefits
- Pay Checks
- Payroll/Personnel Procedures
- Performance Evaluation
- Personal Convenience Leave
- Personnel Files
- Physical Plant Services

- Pregnancy Leave
- Probationary Period - Six Months
- Probationary Period - Twelve Months
- Promotions
- Provisional Appointment
- Reassignment
- Recreation for Employees and Families
- Resignation
- Retirement
- Safety
- Salary
- Scholarship Awards to Dependents of Civil Service Employees
- Sexual Misconduct & Gender Non-Discrimination Policy (Title IX)
- Shift Differential Procedures
- Sick Leave
- Sports (see Athletic Events)
- Status Changes
- Status Appointment
- Status Notice
- Tax Deferred Accounts
- Telecommunication/WESTEL Services
- Temporary Appointment
- Termination
- Time Cards
- Transfers
- Transportation Services
- Tuition Waivers

- Unemployment Compensation
- University Union Facilities
- Vacation
- Veterans Preference Points
- Work Schedules
- Workers' Compensation

Appendices

- A - Policy on Acquiring Computing Devices
- B - Clean Air/No Smoking Policy
- C - Clerical Services Policy
- D - Policy on Commercial and Charitable Solicitation
- E - University Compensation Policy
- F - Compensatory Time/Overtime Policy
- G - Constitution & By-Laws of WIU Civil Service Employee's Council
- H - Disciplinary Management Program
- J - Policy on Distribution of Printed Materials and Collection of Signatures
- K - Drug and Alcohol Abuse Policy
- L - Drug-Free Workplace Policy
- M - Policy on Employment of Individuals with Disabilities
- N - Policy Statement on Equal Opportunity & Affirmative Action
- O - Flex-Time Policy
- P - Flex-Year Civil Service Status Appointments
- Q - Civil Service Employee Grievance Policy
- R - Legal Procedures
- S - Policy on Limiting University Operations Because of Emergency Conditions
- V - Security of Information

- [X - Tuition Reduction & Educational Assistance Plan](#)
- [Y - Union Solicitation Guidelines](#)
- [BB - Blood and Organ Donor Leave Policy](#)

Other Links

- [BOT Regulations](#)
- [SUCSS Statutes and Rules](#)