

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

4.115 DISTRIBUTION OF MATERIALS

SECTION 4.115.1 Distribution of Materials

Employee mailboxes shall not be used for the purpose of distributing commercialized materials (flyers, brochures, etc.). The prescribed procedure for processing requests for distribution of such materials is as follows:

- a. The company representative shall contact the appropriate site manager for the purpose of seeking approval of materials for distribution.
- b. The site manager shall assume responsibility for reviewing the materials and making a decision as to whether or not the materials are appropriate for distribution to staff members.
- c. If considered appropriate for distribution, the manager will inform the company representative as to the procedure to be utilized in distribution of the materials. **In no case will employee mailboxes be used for this purpose.**