

11—71.3(8A) Basic premises.

71.3(1) *Solicitation period.* The solicitation period shall fall within the period of September 1 through September 30, although that period may be extended with the approval of the director.

71.3(2) *Workplace solicitation.* Individual charitable agencies or federations of agencies may not ever solicit state employees at their workplace. Workplace solicitation of employees will occur only during the solicitation period, only in accordance with the procedures contained in this chapter, and only with the approval of the campaign administrator.

71.3(3) *Employee solicitations.* Employee solicitation is to be conducted using only methods that encourage voluntary giving. Actions that do not allow for and encourage free choice or that even create the appearance that employees may not have a totally free choice to give or not give are absolutely prohibited. This should in no way be interpreted as restricting the need for an effective, well-organized education program for employees. All employees will be given the necessary information to make an informed, free-will decision. Group meetings for this purpose are permitted. Employees may choose to attend or not attend such meetings.

Employees shall be free to publicize their gifts or keep them confidential. Individual employee contribution records are confidential records in the meaning of Iowa Code section 22.7(11).

71.3(4) *Pledge authorization forms.* The campaign administrator shall approve the pledge authorization form. Pledge authorization forms shall conform to the provisions of rule 11—43.13(70A).

71.3(5) *Terminations.* Employees wishing to terminate their deductions shall be required to give 30 days' advance notice in writing to the appointing authority of the department in which they work, as required by rule 11—43.12(70A).