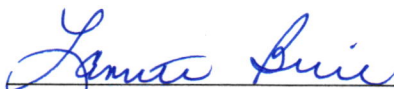


**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 0002-18
CATEGORY: Miscellaneous
CONTENT: Legislative Session Attendance
EFFECTIVE DATE: October 25, 1995
Revised: January 15, 2002
Reviewed: August 7, 2008
Reviewed: July 8, 2009
Reviewed: October 13, 2010
Reviewed: December 6, 2011
Revised: February 28, 2014
Reviewed: August 21, 2015
Reviewed: January 18, 2017
Reviewed: December 18, 2018

INQUIRIES TO: Lanette Buie, Deputy CEO
LSU Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821-1308
Telephone: 225-354-7008 Facsimile: 225-354-4953



Deputy Chief Executive Officer
LSU Health Care Services Division

12/19/18

Date



Chief Executive Officer
LSU Health Care Services Division

12/19/18

Date

Issued: October 25, 1995
Revised: January 15, 2002
Reviewed: August 7, 2008
Reviewed: July 8, 2009
Reviewed: October 13, 2010
Reviewed: December 6, 2011
Revised: February 28, 2014
Reviewed: August 21, 2015
Reviewed: January 18, 2017
Reviewed: December 18, 2018

Policy 0002-18
Page 0002-18.1

LEGISLATIVE SESSION ATTENDANCE LSU HEALTH CARE SERVICES DIVISION

I. STATEMENT OF POLICY

It is the policy of the Health Care Services Division (HCSD) to assure availability and/or attendance of those persons responsible for HCSD legislation and/or HCSD budget during Legislative Sessions.

II. APPLICABILITY

This policy applies to all employees of the Health Care Services Division responsible for legislation and/or budget; or staff with a particular area of expertise deemed necessary by the Chief Executive Officer or Deputy Chief Executive Officer.

III. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval of and date of signature of the CEO of LSU HCSD.

IV. GENERAL PROVISIONS

HCSD staff responsible for legislation and/or the HCSD budget or staff with a particular area of expertise deemed necessary by the CEO or Deputy CEO shall plan any leave reasonably and in advance, if possible, during Legislative sessions.

No HCSD employee shall attend a committee hearing without prior approval from the CEO or Deputy CEO. If a HCSD employee is requested to attend a committee hearing by the CEO or Deputy CEO and/or provide information to the committee, the committee Testimony Card shall be marked "For Informational Purposes" only. If a HCSD employee is requested to attend a committee meeting and not testify or answer questions, a Testimony Card is not completed.

If attendance at the committee is of a personal matter, prior approval for annual leave shall be obtained from the employee's supervisor.

It is against Civil Service policy for any state employee to lobby for or against a legislative bill; or to tell a legislator how to vote.

V. EXCEPTION

Any exception to this policy will require the approval of the LSU HCSD CEO or Deputy CEO.

Issued: October 25, 1995
Revised: January 15, 2002
Reviewed: August 7, 2008
Reviewed: July 8, 2009
Reviewed: October 13, 2010
Reviewed: December 6, 2011
Revised: February 28, 2014
Reviewed: August 21, 2015
Reviewed: January 18, 2017
Reviewed: December 18, 2018

Policy 0002-18
Page 0002-18.2