

LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA

POLICY NUMBER: 4527-18

CATEGORY: Human Resources

CONTENT: General Solicitation Policy

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INQUIRIES TO: Human Resources Administration
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Deputy Chief Executive Officer
LSU Health Care Services Division



Date



Director of Human Resources
LSU Health Care Services Division



Date

GENERAL SOLICITATION POLICY

I. STATEMENT OF POLICY

It is the policy of the LSU Health Care Services Division (HCSD) to regulate general solicitation throughout the agency. Companies/Organizations wishing to offer services or products must adhere to established policy and procedures. General solicitation is a privilege, not a requirement. If companies/organizations do not comply with guidelines, this privilege can be discontinued.

II. APPLICABILITY

This policy applies to Lallie Kemp Medical Center and the headquarters office of the HCSD.

III. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCSD Deputy Chief Executive Officer.

IV. RESPONSIBILITIES

Each Appointing Authority is responsible and accountable for enforcement and compliance of this policy and procedures.

The Human Resources Administration will amend or revise policy as necessary.

V. INSURANCE/BENEFITS SOLICITATION

NOTE: THIS POLICY DOES NOT APPLY TO BENEFITS PRESENTATIONS DURING DESIGNATED "OPEN ENROLLMENT" PERIODS OR OTHER AUTHORIZED SPECIAL ENROLLMENT PERIODS AS A RESULT OF NEW BENEFITS, CHANGES IN CURRENT BENEFITS, ETC.

A. Companies/organizations wanting to solicit employees for general insurance such as health, life, annuity, and/or deferred income **MUST** have an approved PeopleSoft payroll deduction code and approved as an authorized benefit plan through the LSU Benefits Council. If there is any doubt in this area, verification of authorization should be made with the HCSD Human Resources Administration.

B. The Appointing Authority or designee will determine the date(s), time, and location convenient for presentations to employees. The insurance or benefit solicitor/provider must remain in the designated area. The representative is not allowed to visit the employee's work area.

- C. Each company will be allowed up to two (2) solicitation visits per calendar year. The Appointing Authority or designee will determine number of maximum days per visit as well as the time frame between the two (2) allowed solicitation visits in the calendar year.
- D. A memorandum shall be posted on the bulletin boards/web site announcing the date, time, and location the representative will be available to employees who are interested. (See Attachment A for sample memorandum.)
- E. Promotional material provided by the representative may be posted with the announcement memorandum. Promotional material will not be distributed to individual employees by any other means.
- F. Appointing Authority or designee will not allow a representative in-house phone usage to contact employees during duty hours.
- G. Upon request for "on site" solicitation, the Appointing Authority or designee will provide the company/organization's representative a copy of this policy and have him/her acknowledge receipt before allowing access. (See Attachment B for sample form.)
- H. Companies/Organizations who do not have an approved PeopleSoft payroll deduction code and approved as an authorized benefit plan through the LSU Benefits Council, will not be allowed to offer their services/products.

VI. SOLICITING OR ACCEPTING GIFTS

In accordance with the LA Ethics Code:

- A. No public servant shall solicit or accept, directly or indirectly, any thing of economic value as a gift or gratuity from any persons or from any officer, director, agent, or employee of such person, if such public servant knows or reasonably should know that such person:
 1. Has or is seeking to obtain contractual or other business or financial relationships with the public servant's agency, or
 2. Is seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.
- B. No public employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public employee

knows or reasonably should know that such person:

1. Conducts operations or activities which are regulated by the public employee's agency, or
2. Has a substantial economic interest which may be substantially affected by the performance or nonperformance of the public employee's official duty.

VII. OTHER SOLICITATION

- A. Solicitation by vendors for the sale of merchandise, commodity, product, or service to patients, visitors, or employees will only be allowed on hospital premises with authorization from the Hospital Administrator or designee.

Each Hospital will establish internal procedures which best fit the needs of their Hospital.

- B. Solicitation by employees for the sale of merchandise, commodity, product, or service to patients, visitors, or employees which results in profits for a religious, educational, charitable, civic, or non profit organization will only be allowed on hospital premises with authorization from the Hospital Administrator or designee.

Each Hospital will establish internal procedures to govern this type of activity.

- C. Solicitation by employees for the sale of merchandise, commodity, product, or service for sole purpose of the private gain of the employee will only be allowed on HCSD premises with authorization from Hospital Administrator or designee.

Each Hospital will establish internal procedures which best fit the needs of their Hospital.

- D. Labor organizations with current contracts may not solicit new membership except as provided for and agreed upon in accordance with the options clause of the existing contract.

- E. Any other organization and/or company not specifically named above may not solicit membership for any purpose and will not be allowed on the Hospitals premises without prior approval of the Hospital Administrator or designee.

Each Hospital will establish internal procedures to govern this type of activity.

VIII. EXCEPTION

Any exception to this policy must be approved by the Deputy CEO of the HCSD. Requests for exception shall be submitted to HCSD Human Resources Administration for review and forwarding to the Deputy CEO.

ATTACHMENT A

SAMPLE FORM

Notification of Insurance Solicitation Form

(Date)

MEMORANDUM

TO: Employees

FROM: (Appointing Authority/Designee)

RE: (Company Name)

The above referenced company will have a representative (where) on (dates).

An employee interested in hearing a presentation on (Company) services or products may do so during his/her break period, lunch period and/or before or after scheduled duty hours. If employees are unable to complete the presentation or subsequent enrollment during break or lunch period, he/she may make arrangements with the company representative to conclude the offer at a mutually agreeable site outside of working hours.

Offerings by this Company are completely voluntary; however, employees electing to participate may have their premiums paid through payroll deductions.

Although HCSD has a policy to allow authorized companies and organizations to present their approved services/products to employees, the HCSD does not make any claims as to the worthiness of any offering.

Your adherence to the above guidelines regarding insurance solicitation will be appreciated.

ATTACHMENT B

SAMPLE FORM

Acknowledgment of Receipt of Procedures Form

(DATE)

AGREEMENT BETWEEN: (Medical Center Name and Address)

AND: (Company Name)

ON-PREMISES SOLICITATION DATE(S):

This will acknowledge the provision and receipt of solicitation procedures and agreement to proceed with solicitation of employees in accordance with the HCSD General Solicitation Policy, HCSD Policy #_____.

Payroll deduction authorization cards, if applicable, must be returned to _____ no later than _____. Those employees whose cards are submitted after the ending date will not be eligible for payroll deduction privileges for 60 days.

I signify that I have received and read the policy listed above and will follow the established procedures and dates.

Signature of Company Representative

Date

Signature of Appointing Authority or Designee

Date