

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

**POLICY NUMBER:** 4527-21  
**CATEGORY:** Human Resources  
**CONTENT:** General Solicitation Policy  
**APPLICABILITY:** This policy applies to the LSU Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC)

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**Note: Approval signatures/titles are on the last page**

## 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.

**Note:** Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

### II. **IMPLEMENTATION**

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCSD Chief Operations Officer (COO).

### III. **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.

### IV. **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 and/or email notices 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 or other designated location. 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.

**V. 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.

## **VI. 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.

LKMC 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.

LKMC 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.

LKMC 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. If there is no existing contract, solicitation of new members is at the discretion of Hospital Administration.

- 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.

LKMC will establish internal procedures to govern this type of activity.

## **VII. EXCEPTION**

Any exception to this policy must be approved by the HCSD Chief Operations Officer (COO). Requests for exception shall be submitted to HCSD Human Resources Administration for review and forwarding to the HCSD COO.

**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**

**S A M P L E F O R M**

**Acknowledgment of Receipt of Procedures Form**

(DATE)

AGREEMENT BETWEEN: (HCSDA or LKMA 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 #4527.

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

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