2.7.1 LSUHSC-S EMPLOYEE BENEFIT VENDOR POLICY

A. POLICY

The policy of this procedure is to treat vendors of approved employee benefit programs fairly and to minimize disruption of the treatment, education, research and administrative-institutional support functions of the LSUHSC-S.

1. All employee benefit programs at LSUHSC-S are managed through the Department of Human Resource Management.

2. Any employee benefit program vendor may offer only the programs approved by the applicable state authority or the LSU System Office on this campus.

3. Benefit program vendors may participate in open enrollment/benefits fairs when they are scheduled during the year. Usually, there is one in the fall and in the spring, but the Director of Human Resource Management reserves the right to change that schedule to meet overall institutional needs.

4. Vendors are not allowed free access for employee or departmental solicitation for their products. Vendors are allowed on the campus at the request of a specific employee to deal with that particular employee's question.

5. At all times vendors must abide by all applicable LSUHSC-S and state requirements, including prior approval of all mail outs or other materials and payment for cost of mailing labels and/or cost of internal distribution. Failure to be familiar with state ethics laws or to abide by institutional requirements may result in a vendor being asked not to return to the LSUHSC-S campus.

Any questions regarding this policy should be directed to the Director of Human Resource Management at 675-5611.