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OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-022

April 1, 2004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Matthew A. Jones
Undersecretary

SUBJECT: New Supplemental Benefits Solicitation Policy

The Louisiana Administrative Code provides for the solicitation of State employees by approved vendors. The Code states "Solicitation of employees shall be conducted within the guidelines established by the department/agency." The Division of Administration further established a rule defining, clarifying and establishing the parameters for vendor participation. The enclosed policy is in compliance with those directives.

In accordance with the policy, each office shall assign an On-Site Coordinator who will be responsible for making arrangements for vendors to visit the site. The Human Resources Office will make arrangements for visits in the Capitol Annex Building.

Before a supplemental benefits vendor is allowed to present his company's products to employees, an agreement must be executed between the vendor and the agency or office (Attachment A of the policy) and the vendor must be given a copy of the policy. Once the agreement has been executed, employees must be notified of the visit. Attachment B of the policy is a sample Employee Notification.

If you have any questions or need assistance, please call Kathleen Miller in the Human Resources Office at (225) 342-0880 or 219-9453.

Attachment

NOTE: Supplemental Benefits Vendors (also known as Miscellaneous Insurance Vendors) are listed on the web site of the Office of State Uniform Payroll at <http://www.state.la.us/osup/osup.htm>.

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