I. **PURPOSE & INTENT**

The University of South Florida System's (USF System) Office of Government Relations is responsible for interaction with federal, state or local elected and appointed officials, their staffs, and government agencies on behalf of the USF System.

The Office of Government Relations will provide effective coordination of communications between the USF System (and its employees) and federal, state or local elected and appointed officials, staffs, and agencies regarding legislative and governmental relations issues and decisions involving the USF System. With respect to these types of issues, the following procedures apply to all contacts and communications with elected or appointed officials and members of their staff by USF System employees working in the scope of their USF System employment. An employee works "in the scope of (his or her) USF System employment" if the employee is working in a USF System representative capacity or on USF System time or using USF System resources.

It is not the intent of this policy to prevent communications that are not represented to be the position of the USF System and which take place on an employee’s personal time and do not involve the use of USF System time or resources. This Policy, additionally, does not prevent USF System internal groups, such as the Faculty Senate or the Student Government Association from issuing statements of their collective opinion or resolutions passed.
II. STATEMENT OF POLICY

A. Contact with Elected or Appointed Officials or their Staff

For the purpose of this Policy, contacts with elected or appointed officials or a member of their staff are:

- Requests initiated by a USF System employee to an elected or appointed official or a member of his or her staff;

- Requests for information or assistance made to a USF System employee by an elected or appointed official or a member of his or her staff; and

- Requests for a USF system employee to appear before an elected or appointed official or any legislative body.

1. All official USF System requests to an elected or appointed official for legislative action will be made by the Office of Government Relations or the USF System President. USF System employees (other than in their individual capacity) will not make any request of, or provide any information to, an elected or appointed official or a member of his or her staff for the purpose of effecting a decision by said official or staff without first obtaining the approval of the Office of Government Relations.

2. An employee should always consult the Office of Government Relations prior to making any requests to an elected or appointed official or a member of his or her staff for purposes other than to effect a legislative decision, including invitations to attend USF System functions or events. The Office of Government Relations may authorize specific employees whose work on behalf of the USF System requires routine or incidental contact with elected or appointed officials or their staffs to make certain requests of such officials or staff without prior approval from the Office.
of Government Relations.

3. An employee should immediately notify the Office of Government Relations upon receiving a request for information or assistance from an elected or appointed official or a member of his or her staff. The responses to such requests should be reviewed and approved by the Office of Government Relations prior to response whenever possible. In all cases, the Office of Government Relations should be copied on correspondence arising from a request for information or assistance by an elected or appointed official or a member of his or her staff and/or immediately notified of any oral communication.

4. The Office of Government Relations must be notified immediately upon receiving a request from any party for a USF System employee to appear before any elected or appointed official or a legislative body where such employee will be directly or indirectly representing the USF System.

B. Lobbyist Registration

No USF System employee shall register as a lobbyist representing the USF System or any USF System component unit without the prior approval of the Office of Government Relations and the President.

C. Contact Outside the Scope of Employment

Any USF System employee who is involved in lobbying activity on behalf of other organizations in connection with his or her approved outside employment or his or her other personal pursuits, using personal time and personal funds, should not represent that he or she is acting as a representative of the USF System or the State University System.

*Current Responsible Office: USF System Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.