

NUMBER: 4.4.19

DATE: 04/03/2013

REVISION:

PAGE: 1 of 4

SECTION: HUMAN RESOURCES

AREA: EMPLOYEE RELATIONS

**SUBJECT: COMMUNICATIONS WITH FEDERAL, STATE, AND LOCAL
GOVERNMENT OFFICIALS**

PURPOSE

Many local, state, and federal government policies have a profound impact on UAMS. The U.S. government, for example, is the largest single source of sponsored research at UAMS, and federal and state student financial aid are significant sources of funding for many of our students. As a campus of the University of Arkansas, educational institution, employer, and provider of research, medical, and other services, UAMS is governed by many government rules and regulations and it is imperative that these rules and regulations be followed.

This policy is intended to:

- Facilitate and coordinate communications between UAMS and government officials and agencies
- Ensure compliance with all relevant disclosure laws and regulations including lobbying disclosure rules
- Encourage faculty and staff to use the Office of Government and University Relations as a resource for interactions with government officials and agencies (e.g., inviting government officials to speak on campus, writing letters, responding to officials' requests, providing expert testimony to governmental entities, attending meetings with government officials as a member of an organization or professional society, or engaging in grass-roots lobbying activities with membership organizations).
- Assist faculty and staff who have contacts with government officials to differentiate between stating personal or professional views and communicating official University positions to government officials and agencies.
- Inform faculty and staff as to how they might request the assistance of UAMS' Office of Government and University Relations with government policies impacting University operations, thus helping the University formulate its positions on governmental policies.

The University of Arkansas for Medical Sciences' Office of Government and University Relations exists to advance the interests of UAMS for the benefit of the people of Arkansas by acting as a liaison between the university and local, state and federal government. By partnering with university leaders and faculty to prioritize goals, the Office develops strategies that generate support for UAMS programs and interests.

SCOPE

This policy covers all UAMS employees, faculty, staff and contract personnel.

POLICY

Policy Statement on Communication with Government Officials:

The Chancellor is responsible for developing all UAMS positions on State and Federal legislation and regulations and for coordinating UAMS relations with the General Assembly, the Governor, Congress, Cabinet Secretaries, Executive Branch officials, State and Federal agencies, Congressional and legislative staff, and any and all communication with government officials concerning official UAMS positions on policy issues.

The UAMS policy on communication with government officials in no way restricts the right of any employee (i.e. faculty, classified and UAMS staff, professional research staff, etc...) from communicating their personal opinions with government officials. However, when communicating such personal opinions it is the affirmative responsibility of all employees not to represent their personal opinions as positions or policies of the University, unless the Chancellor has specifically authorized them to do so.

Employees and students should use neither UAMS letterhead nor electronic mail sent through UAMS mail servers to communicate their personal opinions or positions on political issues. Legislative or Congressional testimony or other communication on behalf of professional societies or other academic organizations should be coordinated with the Office of Government and University Relations. In this case "coordinated" simply means notification in advance.

Faculty and staff should not wear UAMS identification badges, clinical apparel including white coats and scrubs or other UAMS-issued clothing used in the performance of their UAMS duties during news conferences, media interviews, meetings with elected officials or government agencies or other gatherings held in support of personal causes not officially sanctioned by UAMS and the Office of the Chancellor.

State Government:

Official spokespersons shall be designated to communicate UAMS' positions to the General Assembly and to coordinate its legislative proposals through the Governor's Staff. The Chancellor and others specifically designated by the Chancellor are authorized spokespersons. The Assistant Vice Chancellor for Government and University Relations oversees all state legislative relations. This office coordinates all presentations to legislators, legislative committees, and letters and electronic communications to elected officials on behalf of UAMS concerning policy or funding issues. This office coordinates relations with the Governor's Office, General Assembly, State agencies, and legislative staff and works closely with our Vice Chancellors, Deans, Departmental Chairs and faculty members to ensure coordination. In the event that UAMS faculty or staff is contacted by a Member of staff of the General Assembly to testify before a committee or otherwise engage with the General Assembly with regard to their personal and/or professional expertise, such faculty and staff should notify and coordinate with the Office of Government and University Relations. Faculty and staff must note that their testimonies do not represent the official position of UAMS, unless otherwise authorized by the Chancellor.

Federal Government:

The Office of Government and University Relations oversee federal relations. These officials coordinate all presentations to Congressional offices, Congressional committees, and letters and electronic communications to federal elected officials and their staffs on behalf of UAMS concerning policy or funding issues. In the event that UAMS faculty or staff is contacted by a Member of Congress or Congressional staff to testify before a Congressional committee or otherwise engage with the Congress with regard to their personal and/or professional expertise, such faculty and staff should notify and coordinate with the Office of Government and University Relations. Faculty and staff must note that their testimonies do not represent the official position of UAMS, unless otherwise authorized by the Chancellor.

Visits to Campus by Officials:

Visits to campus by elected and appointed officials and their staff members, state and federal, are an important part of government relations efforts and are encouraged. Invitations to certain officials (e.g. Governor, U.S. Senators, members of Congress) in most cases should be extended by the Chancellor. However, all invitations to these officials and visits to campus should be coordinated with the Office of Government and University Relations.

Procedures:

In order to manage and coordinate communications regarding government policies, funding issues, or visits to campus by government officials contact the Office of Government and University Relations by phone (501-603-1406), email or at office number m1-109.

This policy does not restrict contact with government agencies that is within the scope of routine business conducted on behalf of UAMS. These contacts include work with research funding agencies such as NIH and contact with oversight agencies to include FDA, HHS, and CMS.

This policy does not apply to good faith reporting of fraud, waste or abuse as described in *Administrative Guide Policy 15.1.02, UAMS Reporting Policy*.

SANCTIONS

Violation of this Policy will result in disciplinary action, in accordance with *Administrative Guide Policy 4.4.02, Employee Discipline*.

REFERENCES

UA System Board Policy on [Political Activity: 465.1](#)

Signature: Daniel W. Ral

Date: April 3, 2013