

## External Contacts

As employees for a public institution, we often interact with individuals and entities external to our university. It is important for USF employees to know what policies govern those interactions and how to appropriately respond.

This compliance-in-a-nutshell document will answer several of your questions, and will provide you with guidance that will help you do the right thing; however, this guidance is not intended to substitute for an employee's consultation of official USF policies.

### WHAT IF THE MEDIA CONTACTS ME?

When employees are asked to comment as a representative of USF on an official USF policy or position on an issue, prior approval should be received from the USF Vice President for University Communications & Marketing or designee(s) or the appropriate cabinet-level vice president. Consult [USF Policy 0-207](#) for more details. When in doubt, employees should politely refer such requests to [University Communications & Marketing](#).

### WHAT IF I AM SERVED WITH LEGAL PROCESS?

All USF employees (except University Police Officers subpoenaed for testimony pertaining to law enforcement activity) are required to seek the advice of the [Office of the General Counsel](#) regarding compliance with and response to all legal process in relation to his/her USF employment, including a subpoena, court order, summons, letter from a lawyer or court official, or other form of legal process served on an employee. Consult [USF Policy 0-103](#) for more details.

### WHAT IF I WANT TO SELL SOMETHING WHILE ON CAMPUS?

USF employees are prohibited from serving as an agent or sales representative for an external organization on USF campuses. Such activities may be permissible if part of the USF Bull's Market or if the employee has approval from the appropriate vice president. Other exceptions may also apply. Consult [USF Policy 6-028](#) for more details.

### WHAT IF I WANT TO CONTACT AN ELECTED OR APPOINTED OFFICIAL ABOUT A LEGISLATIVE ACTION?

USF employees wanting to send a request to an elected or appointed official or a member of his/her staff for legislative action must do so in their individual capacity (and not as a USF representative) using their own personal time and not using USF time or resources. All official USF requests to an elected or appointed official for legislative action are made by the [Office of Government Relations](#) or the USF President. Consult [USF Policy 0-011](#) for more details.