

Registering as a Legislative Liaison

An individual should register with the state Ethics Board as a legislative liaison if:

1. Their job description provides that they shall work with the state Legislature; and/or
2. An individual's regular duties involve working with the Legislature. One guideline suggests that an individual should register upon having more than five legislative contact days within a six-month reporting timeframe, as defined by the Ethics Board. An individual should register on the sixth day. For example:
 - An employee would not have to register to testify at a single committee hearing on behalf of a UW campus.
 - An employee would have to register if he or she had more than five legislative contact days within the six-month timeframe.
 - If an individual's job description is vague about legislative duties, an individual would register upon the sixth contact day within the six-month timeframe.

Lobbying/Grassroots Activities

UW employees are free to participate in a wide range of grassroots activities.

A UW employee is free to contact legislators to encourage support for a particular program within the department for which they work.

Departmental letterhead stationery should not be used when a state employee is contacting a legislator about a personal issue, such as a pay increase. If the employee's legislative contacts are a part of a regular job description, the guidelines for registering as a legislative liaison would apply.

For more information, visit the Ethics Board website: <http://ethics.state.wi.us/>