

Notice of Solicitation Rules Bend-La Pine Schools

The Purpose of This Notice:

It is the intention of Bend-La Pine Schools to allow all employees who are interested in learning about the potential benefits of participation in our voluntary pre-tax retirement investment program (the 403(b) Program) to have reasonable opportunity to do so without interrupting the normal flow of day to day responsibilities. The vendors of our 403(b) products and investment options, along with their agents, are therefore required to follow the solicitation rules outlined in this notice. The notice is also being made available to all employees.

Access to Employees:

Vendors and their agents who are providing educational information, making appointments, or otherwise contacting employees in the work place are restricted to the following:

1. Appointments must take place before or after normal working hours, or during regularly scheduled lunch breaks. These appointments may take place in a District facility, but are subject to building use fees as established by the District.
2. No employee is to be contacted to solicit participation in a 403(b) product or option during their normal working hours, except that an employee who has unscheduled time (such as planning periods) may initiate contact with a Vendor during that unscheduled time. To protect the privacy rights of our employees, the District does not provide mailing lists or personal contact information on its employees.
3. Generally, District policy prohibits advertising, sale of merchandise, and commercial enterprises in District facilities. However, advertisements for meetings such as flyers may be placed on staff bulletin boards or in the staff room, not in employee mailboxes.
4. Whenever the District sponsors Benefit Fairs for its employees, all authorized vendors will be notified and invited to participate.

No other contacts are permitted on site during normal business hours.

Vendors and their agents who violate the rules that permit employees to receive information in the workplace will receive a written warning. If violations continue, the Vendor will lose the right to enroll new participants altogether.

Timing of Changes:

The Payroll Department will accept salary reduction agreements to start contributions, to change vendors, or to increase or decrease contributions as follows:

By the deadline set by the Payroll Office for a given month in order for the salary reduction agreement to be applicable to that month.

In particular, contributions to a 403(b) account can be stopped at any time provided the form is submitted in advance of the payroll cutoff date for the affected paycheck.

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Salary Reduction Agreements:

Only the Salary Reduction Agreements designed and approved by Bend-La Pine Schools will be permitted. Agreement forms are available on the web at www.ncompliance.com/client/bend-lapine/ee-info/403-sra.pdf.

The Salary Reduction Agreement requires an original signature by the employee, therefore no faxes will be accepted. If the salary reduction agreement is initializing a new 403(b) account, then a copy of documentation that a vendor account has been established is required.

Maximum Annual Contribution Calculations:

Employees and/or agents representing employees may request determinations of maximum annual contribution limits by contacting the District's consultant (email is preferred):

Carruth Compliance Consulting, Inc.
10555 SW Lady Marion Drive
Tigard, OR 97224
503-968-8961
cccinfo@ncompliance.com

Minimum Number of Participants Requirement:

A Vendor must enroll a minimum of fifty (50) participants to become eligible for authorized vendor status. In addition, the Provider must submit a completed Certification and Agreement Form along with copies of the participant application forms. The District will not provide employee lists or mailing labels for vendor use. Even after a Vendor is designated as an authorized vendor, Vendor must maintain at least five (5) participants or it will lose its authorized vendor status.

In Summary:

A vendor is required to maintain a minimum of twenty-five (25) participants to be eligible to receive monthly contributions. Access to Bend-La Pine Schools employees is limited to before and after normal working hours, and locations outside of the workplace. Employees, however, may initiate contact with a vendor during unscheduled time in their day. Vendors and their agents are reminded that violation of the solicitation rules will first result in a written warning from Bend-La Pine Schools; and if continued, could result in loss of the right to enroll new participants in the 403(b) program.