State of Louisiana

DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

POLICY NO. DOA Policy 21

EFFECTIVE DATE: March 12, 2004

SUBJECT: SUPPLEMENTAL BENEFITS SOLICITATION POLICY

AUTHORIZATION: _____
Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY

It is the policy of the Division of Administration to allow supplemental benefits solicitation only by companies (vendors) who have been approved for payroll deduction by the Office of State Uniform Payroll (OSUP), have a current payroll deduction code, and who comply with the requirements in Section VI (Vendor Procedures) below.

II. PURPOSE

The purpose of this policy is to assure consistency and uniformity throughout the Division of Administration regarding supplemental benefits solicitation. Section Heads are responsible and accountable for enforcement of this policy and the procedures set forth herein.

Supplemental benefits solicitation is a privilege, not a requirement. Supplemental vendor solicitation privileges may be rescinded for those who do not comply with the guidelines of this policy.

III. AUTHORITY

In accordance with R.S. 49:950 et seq., and R.S. 42:455 et seq., the Office of the Governor, Division of Administration, Office of State Uniform Payroll adopted a rule amending the regulations governing payroll deductions. The rule defines, clarifies, and establishes parameters for vendor participation.

Louisiana Administrative Code Title 4, Part III, Chapter 1, Section 123 "Solicitation of State Employees", part B states: "Solicitation of employees shall be conducted within the guidelines established by the department/agency."

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IV. APPLICABILITY

This policy shall apply to all offices of the Division of Administration and shall be disseminated to all organizational units.

V. DEFINITIONS

A. Supplemental Benefits: Benefits such as health, life, disability, dental, and legal services offered to employees through payroll deduction that have been approved for offering to state employees and assigned payroll deduction codes by OSUP. Supplemental Benefits do not include any products sponsored by the Office of Group Benefits (OGB). (These products shall be coordinated by OGB).

B. Supplemental Benefits Solicitation: Meeting between vendors and Division of Administration employees whereby vendors are afforded the opportunity to market that vendor's authorized product(s).

C. Employee Administration Benefits Manager (EABM): Individual in the Office of Finance and Support Services, Employee Administration who serves as Division of Administration's point of contact for vendors and notification to DOA employees.

D. Vendor: Any company, corporation or organization who has met the requirements set forth in Louisiana Administrative Code Title 4, Part III, Chapter 1, Section 123 and who participates in payroll deduction.

VI. DUTIES AND RESPONSIBILITIES

A. **Section Heads** are responsible and accountable for enforcement of this policy and the procedures set forth herein.

B. **Employee Administration Benefits Manager** is responsible for:
   1. Serving as the Division of Administration's point of contact for vendors and DOA employees.
   2. Coordinating Supplemental Vendors' requests for permission to solicit approved products.
   3. Providing notification(s) to Division of Administration employees of meetings, etc.
   4. The Employee Administration Benefits Manager shall determine the date, time, and location convenient for presentations to employees. The vendor must remain in the designated area as set forth by the Benefits Manager. The vendor is not allowed to visit in areas where employees work without prior approval.

VII. EMPLOYEES' PROCEDURES

A. The Employee Administration Benefits Manager shall communicate to all employees concerning the date, time, and location of the vendor's visit. Communication may be via e-mail, intranet systems, posters on bulletin boards, etc. The communication must inform employees of the following:

1. Employees may only visit with the vendors during their break period, lunch period, before or after work or during a special time period established and approved by the department.

2. Employees unable to complete their business with the vendor during the allotted times must conclude the business outside of working hours.

3. These offerings are completely voluntary, but employees electing to participate must have their premiums paid through payroll deduction.

4. Although the department allows authorized vendors to present their services and products to employees, ***THE DEPARTMENT MAKES NO ENDORSEMENT OF ANY OFFERING.***

B. The Employee Administration Benefits Manager may post promotional materials provided by the vendor along with the department's announcement. The vendor may also provide materials to employees who elect to meet with the vendor during the department's approved solicitation visit. Vendor promotional materials must not be distributed by any other means within the department without prior department approval by the OFSS Employee Administration.

C. According to Office of State Uniform Payroll policy, payroll deduction authorization forms (SED-4' s) must be signed by a vendor representative AND the employee unless otherwise directed by the OSUP. Any changes or corrections, due to an SED-4 form being completed incorrectly by the vendor representative, to an employee's supplemental policy or premiums must be handled between the vendor and the employee by all reasonable means (letter, phone, agency or home visit). The Division of Administration shall not be responsible for any errors or omissions on the part of the vendor and the vendor's representative, but shall assist, if necessary, in obtaining a signed SED-4 if the vendor has exhausted all other means. OSUP shall also assist in this process if necessary.

D. Cancellations: Employees shall submit requests for cancellations in writing to the Employee Administration Unit. The written request shall specify the specific product cancellation and shall indicate an effective

date. Note: If a product is under the cafeteria plan, cancellation during plan year will terminate coverage but not deductions.

E. Changes and Corrections: All other changes or corrections, other than cancellations, must be initiated through the vendor company's representative. (http://www.state.la.us/osup/state_employees.htm) No changes or corrections shall be entered in the Division of Administration's payroll system without an SED-4 signed by the vendor company representative and the employee.

VIII. EXCEPTIONS

This policy does not apply to any of the products that are coordinated through the Office of Group Benefits. The Appointing Authority of the Division of Administration must approve any other exceptions to this policy.

IX. QUESTIONS

For further information or questions, contact Employee Administration in the Office of Finance and Support Services at (225) 342-0700.