

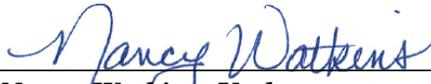
**PPM #36**

**Policy Name:** *Supplemental Benefits Solicitation*

**Effective Date:** *April 1, 2004*

**Revision Date:** *December 1, 2011, August 31, 2017, February 11, 2020*

**Authorization:**

  
\_\_\_\_\_  
*Nancy Watkins, Undersecretary*

**PHILOSOPHY**

It is the philosophy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to comply with all directives of the Division of Administration (DOA) and to establish efficient and economical practices whenever possible. Specifically, OLG/DCRT will provide for the availability of supplemental benefits vendors to solicit their products that have been approved by DOA to employees of the agency.

**APPLICABILITY**

This policy shall apply to all offices of the OLG/DCRT and to the vendors who wish to solicit their products.

**POLICY**

Companies (vendors) that have been approved for payroll deduction by the Office of State Uniform Payroll (OSUP) and have a current payroll deduction code may solicit their products to employees only with prior authorization. Guidelines are listed below.

A copy of this policy shall be posted at each site location and given to each vendor prior to a site visit. A vendor shall not be allowed to solicit employees until an agreement letter has been executed between the agency and the vendor's Louisiana Sales Coordinator (Attachment A). A listing of all vendors and Sales Coordinators are available on the web site of the Division of Administration, Office of State Uniform Payroll.

**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."

## DEFINITIONS

1. **Supplemental Benefits Solicitation:** Benefits such as health, life, disability, dental, and legal services offered to employees through payroll deduction that have been approved and assigned codes by OSUP. This does not include any products offered by the Office of Group Benefits (OGB) which will be coordinated by OGB.
2. **Human Resources** - will be responsible for coordinating site visits by supplemental vendors who request permission to solicit approved products.

## GUIDELINES

To avoid disrupting the workplace, it is suggested that offices choose a “health fair” concept, once or twice a year. This would allow employees the opportunity to visit with many vendors at allotted times throughout the day. Human Resources shall be responsible for scheduling these events. The month of October would be the appropriate time of the year for employees to have the opportunity to consider purchasing supplemental benefits products.

No vendor can visit a site unless a Solicitation Agreement has been executed between the agency and the vendor’s Louisiana Sales Coordinator (Attachment A) along with a copy of the department’s policy.

Employees shall be notified of the vendor’s visit by memo or e-mail

Promotional materials provided by the vendor may be posted 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.

## DEPARTMENT DISCLAIMER

Although the department allows authorized vendors to present their services and products to employees, the department makes no endorsement of any offering.

## ENROLLMENTS AND CANCELLATIONS

According to OSUP policy, payroll deduction authorization forms (SED-4’s) must be signed by a vendor representative AND the employee, unless otherwise directed by the Office of State Uniform Payroll (OSUP). Any changes or corrections, due to SED-4 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 department will not be responsible for any errors or omissions on the part of the vendor and the vendor’s representative, but will assist, if necessary, in obtaining a signed SED-4 if the vendor has exhausted all other means. OSUP will also assist in this process if necessary.

- (a) All entries, changes or corrections must be forwarded by the vendor's representative to the department's Human Resources Division in Baton Rouge. No entries, changes or corrections will be entered into the department's payroll system without an SED-4 signed by the representative and the employee, unless otherwise directed by OSUP.
- (b) No cancellations requested by the vendor will be entered into the department's payroll system without an SED-4 signed by the representative and the employee, unless otherwise directed by OSUP.
- (c) No cancellations requested by the employee will be entered into the department's payroll system without a written dated statement from the employee. The Human Resources Division must instruct the employee to forward a copy of that letter to the vendor. If an employee that has more than one product with a vendor wishes to cancel only one product with that vendor, they must be directed to the vendor to cancel per an updated signed SED-4. **NOTE: Refer to additional documentation for processing the cancellation of a deduction in the Flexible Benefits Plan (FBP).**
- (d) For situations in which a correction to an SED-4 results in no change in **total** semi-monthly premium (no increase or decrease), the employee's signature is not required, but a copy of the SED-4 with a letter of explanation must be sent to the employee and the department.

## CONSEQUENCES

Appointing authorities 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 vendors who do not comply with the guidelines of this policy.

*Summary of Changes: Revised policy number, added OLG as being included in policy (December 1, 2011). Update of health fair schedule and Appointing Authority (February 11, 2020).*

**SOLICITATION AGREEMENT AND ACKNOWLEDGMENT**

**DATE:** \_\_\_\_\_

**SUBJECT:** **SUPPLEMENTAL BENEFITS SOLICITATION POLICY**

**BETWEEN:** Office of the Lieutenant Governor/Dept of Culture, Recreation & Tourism  
Office of \_\_\_\_\_  
Address \_\_\_\_\_

*And*

Vendor \_\_\_\_\_

Representative \_\_\_\_\_

**DATE/TIME OF SOLICITATION VISIT** \_\_\_\_\_

This will acknowledge my receipt and understanding of the Supplemental Benefits Solicitation Policy of the Office of the Lieutenant Governor/Department of Culture, Recreation and Tourism and other information set forth in this document.

According to OSUP Policy, payroll deduction authorization forms (SED-4) must be returned to the Human Resources Division, P. O. Box 94361, Baton Rouge, LA 70804-9361, and will be processed in the pay period following receipt or the first pay period of the new plan year. Any changes or corrections, due to SED-4 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 Office of the Lieutenant Governor/Department of Culture, Recreation and Tourism will not be responsible for any errors or omissions on the part of the vendor or the vendor's representative, but will assist, if necessary, in obtaining a signed SED-4 if the vendor has exhausted all other means.

1. No entries, changes or corrections will be entered into the department's payroll system without an SED-4 signed by the representative and the employee unless otherwise directed by OSUP.
2. No cancellations requested by the vendor will be entered into the department's payroll system without an SED-4 signed by the representative and the employee, unless otherwise directed by OSUP.

Solicitation Agreement & Acknowledgment

3. No cancellations of all products with a vendor requested by the employee will be entered into the department's payroll system without a written dated statement from the employee in which the agency must instruct the employee to forward a copy of that letter to the vendor. Employees with more than one product with a particular vendor who wish to cancel only one of those products must contact the vendor to cancel per an updated, signed SED-4 form. **NOTE: Refer to additional documentation for processing the cancellation of a deduction in the Flexible Benefits Plan (FBP).**
4. For situations in which a correction to an SED-4 results in no change in **total** semi-monthly premium (no increase or decrease), the employee's signature is not required, but a copy of the SED-4 with a letter of explanation must be sent to the employee and the department.

**Vendor's Louisiana Sales Coordinator signature certifies the distribution of this policy to the Vendor Representative listed below.**

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**Signature**

**Date**

**Vendor's Louisiana Sales Coordinator**

**Vendor Representative Acknowledgment:**

I, \_\_\_\_\_ (Print name of vendor representative), certify that I have received and read the policy listed above and will follow the established procedures and dates set forth by the Department of Culture, Recreation and Tourism. I understand that any violations by me may constitute cause for my solicitation privileges to be rescinded.

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**Signature**

**Date**