

Notice of Solicitation Rules

The Purpose of This Notice:

It is the intention of Portland Public 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 providers 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:

Providers 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 must take place outside of the workplace.
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 provider 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. District regulation 3.30.011-AD, Section X(5)(c) states: "Advertising, sale of merchandise, and commercial enterprises are not allowed in District facilities." Therefore, distribution of materials by vendors in District facilities is prohibited.
4. At this time, the District does not participate in an organized event such as a benefit fair. If, in the future, the District does make this avenue available to its employees, all authorized vendors will be notified.

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

Providers 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 provider 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 providers, or to increase or decrease contributions as follows:

Before the first of a given month in order for the salary reduction agreement to be applicable to that month.

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

Salary Reduction Agreements:

Only the Salary Reduction Agreements designed and approved by Portland Public Schools will be permitted. Supplies of those agreements can be obtained from the Payroll Department or on the web at inside.pps.k12.or.us/forms/hr.

The Salary Reduction Agreement requires an original signature by the employee, therefore no faxes will be accepted. Also required is a copy of the vendor application if the salary reduction agreement is initializing a new 403(b) account.

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):

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

Minimum Number of Participants Requirement:

A Provider must enroll a minimum of fifteen (15) 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 Provider is designated as an authorized vendor, Provider must maintain at least fifteen (15) participants or it will lose its authorized vendor status.

In Summary:

A vendor is required to maintain a minimum of fifteen participants to be eligible for authorized vendor status. Access to Portland Public School 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. Providers and their agents are reminded that violation of the solicitation rules will first result in a written warning from Portland Public Schools; and if continued, could result in loss of the right to enroll new participants in the 403(b) program.