

## SUL ROSS STATE UNIVERSITY

### Solicitation Practices for Optional Retirement and Tax Sheltered Annuity Programs

(1) Representatives from approved companies shall be permitted to make sales presentations to eligible employees on the premises of the institutions of higher education but only at the employee's request, as guests of the employee and administration and shall abide by each institution's applicable rules and regulations.

(a) Representatives from companies with which an employee is currently participating shall contact the employee in advance to schedule an appointment prior to a visit.

(b) Representatives from companies with which an employee is not currently participating shall contact the employee in writing to request an appointment prior to a visit.

(c) Representatives may meet with employees in the employee's office on campus at the invitation and convenience of the employee as long as it does not interfere with the educational process or activities.

(2) Providing of gifts and monetary rewards directly or indirectly by representatives of approved companies for information on newly hired employees shall be prohibited.

(a) Representatives may obtain names of new ORP eligible employees upon request from the Human Resources Office for mailings to the employee's home address. Employees may request that their name not be released.

(b) New employees are given a list by the Human Resources Office of approved ORP carriers from which to make their selection within their first ninety days of employment.

(3) Representatives of approved companies shall be responsible for providing appropriate sales literature and service at locations as designated by each institution's administration. Campus bulk mailings or telephone campaigning shall be prohibited in institutions of higher education.

(a) The Human Resources Office is designated as the location for providing appropriate sales literature. Programs for representatives to present information on their products may be periodically scheduled at other locations on campus.

(b) Representatives may obtain a directory of all employees from the Human Resources Office for mailings to the employee's home address. Employees may request that their name not be released.

(4) Institutions of higher education shall reserve the right to restrict solicitation privileges of representatives from approved companies based on violations of solicitation regulations of this section and each institution's applicable rules and regulations.