



Desert Sands Unified School District

Business Services

Protocol for Outside Vendors – Investment Companies

Frequently, vendors selling or promoting financial products or services approach the District or the school site to request permission to hold individual or group meetings on campus.

The District has approved **Fringe Benefits Consortium** (FBC) as our third-party administrator for 403(b) and 457(b) plans. These plans are also known as Tax Sheltered Annuities. IRS regulations require that employees be provided opportunities for in-service on the benefits of tax sheltered plans on a regular basis and an FBC representative is authorized to visit your site and disseminate this information.

Retirement Specialists from the FBC are the only agents that are authorized by the District Office to hold **group meetings** at the sites/departments to discuss the benefits of retirement investments.

As our third-party administrator, FBC has authorized investment companies to receive employee contributions. A list of the approved companies is available at www.fbcretire.com/approvedvendors.htm. The District does not endorse ANY of the companies listed. These are simply vendors who have met the IRS regulations and are therefore eligible to receive employee contributions.

Although there are many investment companies, there are hundreds of investment agents. Agents for these investment companies may request permission to use the staff lounge or another available space to meet with their current clients.

Limited access may be granted to investment companies requesting access with the following guidelines:

- 1) Allow investment companies the ability to leave business cards or brochures with the front office staff and or;
- 2) Allow investment companies to meet before or after work hours and during lunch with current scheduled clients.

Note: Investment companies do not have the authority to place flyers in employee mailboxes advertising their services or solicit staff on site.

Protocol for Outside Vendors – Other Companies

During **Open Enrollment** employees will have the ability to purchase additional insurances that have previously been approved by the District. Authorized vendor information will be shared by Risk Management during this time. A representative for these additional insurance options may visit your site in preparation of Open Enrollment if authorized by Risk Management and the site Supervisor.

CTA Sponsored Vendors

- California Casualty (A+ Auto Insurance)
- 1st Financial Credit Union
- Provident Central Credit Union
- Bank of America
- The Standard
- TSA Special Member & Insurance Services, Inc. (not to be confused with “Tax Sheltered Annuities”)

Additionally, the following vendor is authorized by the District Office to be available to employees on school site property **if approved by the site Supervisor**.

- Schools First Credit Union

Site access for the outside vendors identified above should be limited to before or after the work day and during lunch times.