

# YOUTH SERVICES POLICY

<b>Title:</b> Solicitation by Vendors Relative to Payroll Deductions	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.39
<b>Page 1 of 6</b>	
<b>References:</b> La. R.S. 49:950 et seq. and La. R.S. 42:455; Division of Administration's Office of Uniform State Payroll (OSUP) Memorandum No. 2003-50; Louisiana Administrative Code Title 4, Part III, Chapter 1, Section 127, parts A and B; and YS Policy A.2.38 "Ethics for Public Employees: Nepotism, Prohibited Relations, Gifts, Ethics Opinions"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 09/26/2017

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To ensure consistency and uniformity throughout YS regarding solicitation by Private-Party Vendors (PPVs) and Supplemental Benefits Solicitation, pursuant to the Office of State Uniform Payroll (OSUP) rule which defines, clarifies and establishes parameters for vendor participation. (Note: Supplemental benefits solicitation is a privilege, not a requirement. This privilege may be rescinded for those who do not comply with this policy.)

**III. APPLICABILITY:**

All employees of YS. Unit Heads are responsible and accountable for the enforcement of this policy, including the procedures set forth herein.

**IV. DEFINITIONS:**

***LaGov Human Capital Management System - (HCM) Paid Agency*** - A state agency which processes payroll through a system that captures transactions involving state funds.

**Office of Group Benefits (OGB)** - The Office of Group Benefits (OGB) is an agency of the State of Louisiana within the Office of the Governor, Division of Administration. OGB is authorized by statute to provide health and accidental benefits and life insurance to State employees, retirees and their dependents.

**Office of Statewide Uniform Payroll (OSUP)** - Implements and maintains requirements for the statewide payroll system.

**Private-Party Vendors (PPVs)** - Any person, company, business or firm conducting business as a sole-proprietorship, corporation or partnership (other than a duly authorized contract vendor or service provider) which sells or trades products, merchandise, wares and/or services.

**Public Safety Services Human Resources (PSS/HR)** – A unit within Public Safety Services that oversees the Human Resources actions of the agency.

**SED-4** - Payroll deduction authorization form.

**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). These products will be coordinated by OGB.

**Unit Head** - Deputy Secretary, Facility Directors and Regional Managers.

**Unit Supplemental Benefits Solicitation Coordinators** - Youth Services' staff in the facilities and field offices responsible for scheduling time, date and meeting places for solicitation visits.

**YS Central Office** - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors, and their support staff.

**YS Supplemental Benefits Solicitation Coordinator** - Youth Services' staff responsible for coordinating the supplemental vendors who request permission to solicit approved products and coordinates solicitation issues for YS.

## V. POLICY:

It is the Deputy Secretary's policy to allow supplemental benefits solicitation only by companies (vendors) who have been approved for payroll deduction by OSUP and have a current payroll deduction code. Private-Party Vendors (PPVs) shall receive such authorization prior to conducting, selling or soliciting business at any office or unit of YS.

EXCEPTION: This policy does not apply to any of the products that are coordinated through the Office of Group Benefits (OGB). Any other exceptions to this policy must be approved by the Deputy Secretary.

**VI. PROCEDURES:**

**A. Private-Party Vendors (PPVs)**

**1. YS Central Office**

- a. The YS Undersecretary shall designate a staff member as the YS Supplemental Benefits Solicitation Coordinator who shall be responsible for coordinating the supplemental vendors who request permission to solicit approved products and coordinate solicitation issues for Central Office (CO).
- b. All PPVs shall be directed to the YS Supplemental Benefits Solicitation Coordinator and shall be required to show proof of business as well as personal identification, which the Coordinator shall verify. The Coordinator and the vendor shall be required to sign the desk log in order for the vendor to obtain admittance to the CO.

**2. YS Units**

- a. Facility Directors and Regional Managers shall designate a staff member as the Unit's Supplemental Benefits Solicitation Coordinator to be responsible for coordinating the supplemental vendors who request permission to solicit approved products and coordinate solicitation issues for their respective locations.
- b. Facility Directors and Regional Managers shall develop procedures regarding solicitation using the above criteria.
- c. A copy of these procedures shall be forwarded to the appropriate Regional Director.

**B. Supplemental Benefits Solicitation**

- 1. The Vendor's Louisiana Sales Coordinator shall determine which representative will visit a proposed site.

2. Supplemental benefits vendors wishing to solicit shall have a payroll deduction code with OSUP. The service or product being offered shall be the specific service or product that received approval for solicitation by OSUP.
3. The YS Supplemental Benefits Solicitation Coordinator shall determine if the vendor is offering an approved product, and shall have the Unit Supplemental Benefits Coordinator contact the vendor representative to schedule the date, time and place for the visit in the appropriate facility/field office.

The vendor shall remain in the designated area as set forth by the Unit Supplemental Benefits Solicitation Coordinator, and is not allowed to visit in areas where employees work without prior approval.

4. Each vendor shall be allowed up to two (2) solicitation visits during the open enrollment period each year to assure all employees have a chance to visit. Solicitation visits are authorized visits of individual vendors.
5. The YS/Unit Supplemental Benefits Solicitation Coordinator shall communicate to all employees in the respective work sites 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 shall inform employees of the following:
  - a. Employees may only visit with the vendors during their break and lunch periods, before or after work, or during a special time period established and approved by the agency.

Employees unable to complete their business with the vendor during the allotted times shall conclude the business outside of working hours. These offerings are completely voluntary, but employees electing to participate shall have their premiums paid through payroll deduction.
  - b. Although YS allows authorized vendors to present their services and products to employees, YS makes no endorsement of any offering.

6. The YS/Unit Supplemental Benefits Solicitation Coordinator shall post the agency's announcement [see Attachment A.2.39 (b)] along with any promotional materials that may be provided by the vendor. The vendor may also provide materials to employees who elect to meet with the vendor during YS' approved solicitation visit. Vendor

promotional materials shall not be distributed by any other means within any location of YS without prior approval by the Deputy Secretary/designee or a Unit Head.

7. Giving away items/gifts of monetary value to state employees are strictly against the "Louisiana Code of Governmental Ethics" (refer to YS Policy No. A.2.38) and is prohibited by the OSUP. The only allowable giveaways are promotional items with no substantial resale value, and food and drink that the employees consume while the vendor or vendor representative is present.
8. Upon request from a vendor for "on-site" solicitation, the YS/Unit Supplemental Benefits Solicitation Coordinator shall provide the Vendor's Louisiana Sales Coordinator with a copy of this policy and obtain a signed acknowledgement [see Attachment A.2.39 (a)] from the vendor representative before allowing access to the site. A facsimile copy is acceptable.

The form must be submitted to the YS Undersecretary's office, and a copy of the form must also be filed with the YS/Unit Supplemental Benefits Solicitation Coordinator.

9. According to OSUP policy, payroll deduction authorization forms (SED-4's) shall be signed by the vendor representative and the employee unless otherwise directed by the OSUP. Any changes or corrections to an employee's supplemental policy or premiums, due to an SED-4 being completed incorrectly by the vendor representative, shall be handled between the vendor and the employee by all reasonable means (letter, phone, agency or home visit).

YS shall 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. OSUP will also assist in this process if necessary.

- a. No entries, changes or corrections shall be entered into the LA GOV HCM 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 shall be entered into the LA GOV HCM payroll system without an SED-4 signed by the representative and the employee unless otherwise directed by OSUP.

- c. No cancellations of all products with a vendor requested by the employee shall be entered into the LA GOV HCM payroll system without a written dated statement from the employee.

The employee shall be instructed to forward a copy of the letter to the vendor. If an employee who has more than one product with a vendor wishes to cancel only one product with that vendor, the employee shall be directed to the vendor directly to cancel per an updated, signed SED-4.

- d. For situations in which a correction to an SED-4 results in no change in total semi-monthly premiums (no increase or decrease), the employee's signature is not required, but a copy of the SED-4 with a letter of explanation shall be sent to the employee and YS/Unit Supplemental Benefits Solicitation Coordinator.

- 10. The vendor shall be responsible for submitting completed payroll deduction authorization forms (SED-4's) to PSS/HR for processing into the YS HCM payroll system.

**Previous Regulation/Policy Number:** A.2.39

**Previous Effective Date:** 09/16/2013

**Attachments/References:** A.2.39(a) Vendor's Receipt of Policy.0913.docx  
A.2.39(b) Notification Supplemental Benefits Solicitation.docx

## YOUTH SERVICES

### Vendor Acknowledgement of Receipt of Benefits Solicitation Policy

**Date:**

**Subject: Supplemental Benefits Solicitation**

**Agreement Between:**

**Youth Services AND** \_\_\_\_\_  
Supplemental Benefits Vendor Name

**Solicitation Date(s)/Time(s)** \_\_\_\_\_

This will acknowledge my receipt and understanding of the Supplemental Benefits Solicitation Policy of Youth Services and other information set forth in this document.

According to OSUP Policy, payroll deduction authorization forms (SED-4) must be returned to Public Safety Services / Human Resources Office and will be processed in the pay period following receipt of the first pay period of the new plan year. Any changes or corrections, due to an SED-4 being completed incorrectly by the vendor representative, to an employee's supplemental policy or premiums shall be handled between the vendor and the employee by all reasonable means (letter, phone, agency or home visit). Youth Services shall 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 shall be entered into the LA GOV HCM payroll system without an SED-4 signed by the representative and the employee unless otherwise directed by OSUP.
2. No cancellation requested by the vendor shall be entered into the LA GOV HCM payroll system without an SED-4 signed by the representative and the employee unless otherwise directed by OSUP.
3. No cancellation of all products with a vendor requested by the employee shall be entered into the LA GOV HCM payroll system without a written dated statement from the employee. Youth Services shall 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, the employee shall be directed to the vendor to cancel per an updated signed SED-4.

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 Youth Services.

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

\_\_\_\_\_  
Signature Vendor's LA Sales Coordinator

\_\_\_\_\_  
Date

I, \_\_\_\_\_ (*Print Vendor Representative's name*), certify that I have received and read YS Policy No. A.2.39 and shall follow the established procedures and dates set forth by Youth Services. I understand that any violation by me may constitute cause for my solicitation privileges to be rescinded.

\_\_\_\_\_  
Signature Vendor Representative

\_\_\_\_\_  
Date

**This form must be returned to the address below or faxed to (225) 287-7992 and a copy of this form must be submitted to the unit that you are requesting to visit for benefit solicitation purposes.**

Youth Services Central Office  
Undersecretary Office  
7919 Independence Blvd.  
P. O. Box 66458  
Baton Rouge, LA 70896



## YOUTH SERVICES

### Notification of Supplemental Benefits Solicitation

(Date)

#### MEMORANDUM

**TO:** Employees

**FROM:** (Youth Services Authorized Person)

**SUBJECT:** (Name of Supplemental Benefits Vendor)  
(Name of Representative Approved by Vendor's Louisiana Sales Coordinator)

The above referenced supplemental benefits vendor will have a representative (name of representative), (where), on (dates and times).

Employees who are interested in obtaining information on (type of benefits) may do so during break periods, lunch periods, before or after scheduled working hours or during a special time period established and approved by YS. Employees who are unable to attend or, due to time constraints, unable to complete an enrollment transaction during the approved times must make arrangements with the benefits representative to conclude the business outside of working hours and location or during a special time period established and approved by YS.

Offerings by this supplemental benefits vendor are completely voluntary; however, employees electing to participate must have their premiums paid through payroll deductions.

Although YS has a policy to allow authorized vendors to present their approved services or products to employees, YS does not endorse any offerings.

Employees have full responsibility for knowledge of the products or services they are purchasing and must obtain a clear understanding of all the terms of their contracts from the vendor's representative. Youth Services' only responsibility is to assure that the payroll deductions are made in accordance with the signed payroll deduction authorization form (SED-4).

Your adherence to the above guidelines regarding supplemental benefits solicitation is required.