

LEANDER INDEPENDENT SCHOOL DISTRICT

P.O. Box 218

Leander, TX 78646-0218

Telephone: (512) 434-5077

Fax: (512) 434-5237

Darla Humes, Risk Manager
Donna Moore and Lisa Shelton
Employee Benefits Department

Rules for Agent Solicitation

1. Agents/Solicitors must sign Solicitor's Agreement with First Financial, Third Party Administrator (TPA) for LISD.
2. Agents/Solicitors must comply with all TPA's regulations
3. Agents/Solicitors are not allowed on campus, unless the employee request's an appointment with the agent.
4. Employee requests and receives approval from building principal or department administrator to meet with agent at District site prior to scheduled appointment and appointment must be made on the employee's own personal time and at a location determined by the employee.
5. Agent must report his or her presence on the campus or site to the building principal or department administrator prior to the scheduled appointment.
6. Agent may not solicit business from other employees while on site. An appointment must be arranged for other employees and above procedures followed.
7. Agents/Solicitors may purchase an employee directory from Administrative Services, which contains non-restricted information on employees.
8. Literature will not be placed in employee's mailboxes or dropped off at any campus for distribution or forwarded through interoffice mail or company email.
9. Agents/solicitors may not send sales materials or any type of literature to employees through interoffice mail or company email.
10. Solicitation by use of the district phone or company email is not permitted.
11. Paperwork for new applications or changes must be submitted to First Financial Administrators, Inc.; by the following dates: 12 Pay employees - 1st of each month; 24 Pay employees – 10th of each month (payroll reductions will begin the following month)
12. **Any agent/solicitor who violates any of the district's policies will lose any and all privileges for soliciting Leander ISD employees.**