

INSURANCE AND ANNUITIES MANAGEMENT:  
DEFERRED COMPENSATION AND ANNUITIES

CRG (R)

ANNUITIES

Annuity company representatives will not be allowed to make presentations to campus personnel on campus. A teacher may invite the representative to deliver documents during the teacher's conference period; however, there should be no presentation to other staff members. Representatives must check in with the principal's office upon arrival when delivering documents on campus to the teacher during a pre-arranged conference.

A Personnel Directory may be provided to annuity company representatives; however, these representatives should be informed that the District will not allow distribution of marketing materials through the District mail system. It will be necessary for the companies to use the U.S. mail system.

ENROLLMENT

Employees may enroll in a tax sheltered annuity program during the first two weeks of their employment or during the designated open enrollment periods. The District open enrollment periods are during the months of February, March, September, and October. Any employee who wishes to participate in a tax sheltered annuity must submit, to the Employee Benefits office, a District "salary amendment agreement" that has been completed and signed by the company representative. Companies are required to submit monthly billing statements to the payroll department.

ISSUE DATE: 7/21/98