

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
STATE HOUSE STATION #78
AUGUSTA, ME 04333
207/624-7800

MEMORANDUM

TO: All State Department personnel Officers
FROM: Monica Godfrey, senior Administrative Secretary
SUBJECT: Meeting Requests from Deferred Compensation Company Reps.
(Aetna, VALIC and Hartford)
DATE: September 27, 1993

In order to have continuity amongst all Personnel Offices throughout the State, I am directing this memorandum to each of you for clarification on the solicitation policy currently in force under the Deferred Compensation Plan for the State of Maine. This policy is mainly for the representatives of each of the companies listed above.

The Solicitation Policy (attached) covered by the plan is very clear, **"NO BUSINESS IS TO BE CONDUCTED ON STATE TIME OR AT THE EMPLOYEE'S WORK SITE!"** The only time representatives are allowed to conduct a meeting is, before work, during lunch, or after work, **AND** when they (the representatives) write or call Commissioner Millett to get prior approval. This is to ensure that the other companies will be notified and have an opportunity to attend the same meeting or schedule a meeting at another time if they wish.

If a representative from one of the above-mentioned companies contacts you and indicates that they have in fact contacted the Commissioner and received prior approval, please call the Commissioner's Office to double check.

Also, it is **not** up to the Personnel Office to distribute any material given to them by representatives for distribution to employees. That can/will be done at previously-approved meeting dates.

As always, thank you for your help and if you have any questions, please call me at 624-7800.

Attachment

STATE OF MAINE
DEPARTMENT OF FINANCE
DEFERRED COMPENSATION PLAN

SOLICITATION POLICY

I. Employees Are Made Aware of the Program Thought:

1. New Employee Orientation Program, Bureau of Human Resources
2. Departmental Payroll informational material - Booklet
3. Annual reminder insert with W-2 Forms
4. By word-of-mouth

II. Request for Information:

When the Commissioner's Office receives an inquiry about the Deferred Compensation Plan either by telephone or card from the booklet.

1. The caller is informed about the employee booklet and a copy is sent one to their home address. If after reviewing the booklet the employee is still interested, the employee sends in the card from the inside back cover of the booklet.
2. The interest card from the booklet is received in the Commissioner's Office, photo copied and sent to all three carriers.
 - a) The carrier representatives are to contact the employee at their home telephone number to set up an appointment to explain the plan. **NO BUSINESS IS TO BE CONDUCTED ON STATE TIME OR AT THE EMPLOYEE'S WORK SITE!**
 - b) After listening to all three carrier representatives, the employee chooses the carrier with whom the employee wishes to enroll.