

Outside - Vendor Policy

- 1.0 POLICY STATEMENT:** The City encourages all employees to consider providing their future security through independent purchases of individual insurance packages, savings programs, and other investments. To support this philosophy, the city makes available space for payroll deductions in the payroll system. The city does not, however, sponsor nor endorse these programs. Employees merely are given an opportunity to participate in these outside programs which are available. The City reserves the right to withdraw access to payroll at anytime.
- 2.0 PROCEDURES:** Outside vendors must comply with the following guidelines and coordinate final approval through the Director of Human Resources:
- 2.1 All vendors to be considered for a payroll deduction slot must provide their product(s) for review and approval by the senior staff.
 - 2.2 Vendors must supply a description of the product(s) as well as a sample policy and all necessary claims forms.
 - 2.3 Number of vendors to be restricted to the slots available on the computer.
 - 2.4 Vendors to be restricted to use of the Commission Chambers for all employees' meetings.
 - 2.5 All scheduling of employees' meetings to be done through the Department of Human Resources.
 - 2.6 Vendors to supply the Department of Human Resources with a packet of procedures and forms for product(s).
 - 2.7 Premium listings to be provided by vendor to payroll with accompanying signed deduction cards containing employee's name, social security number, and amount of premium being deducted.
 - 2.8 Vendor will supply in writing verification of all policies issued and delivered.
 - 2.9 An annual review of vendors will be conducted to evaluate the most efficient use of payroll deduction program.
 - 2.10 Vendors must have at least 12 signed employee deduction cards to have approval for a payroll deduction slot.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager

Original:
Revisions: 05/14/2003