

Fullerton Joint Union High School District Notice of TSA/403(b) Plan Solicitation Rules

The Purpose of This Notice

It is the intention of Fullerton JUHSD (“Employer”) to allow all employees who are interested in learning about potential benefits of participation in their voluntary TSA/403(b) Plan (“Plan”) to have reasonable opportunity to do so without interrupting the normal flow of day-to-day responsibilities. The Providers/Vendors of the products and investment options for the Plan, and their designated representatives are, therefore, required to follow the solicitation rules outlined in this notice, and to distribute a copy of these rules to all representatives and employees of the Provider who will be working with any employee regarding the Plan(s).

Access to Employees

The Employer recognizes and acknowledges that Providers and their representatives will require access to employees in order to provide product and investment information to prospective participants. Therefore, Providers and their representatives may:

1. Schedule appointments with current clients in the workplace, provided that such appointments take place before or after normal working hours of the school day or during the employee’s regularly scheduled lunch break. Permission to be on site anywhere in the workplace must be granted by the school principal, other administrative personnel, or their designees before the scheduled appointment.
2. No employee is to be contacted by the Provider or their representatives during normal working hours, including times when teaching staff is conducting classes, other than an employee who has initiated contact with the Provider or their representative to meet during unscheduled time (such as a planning period).
3. Provider, its sales representatives/agents and/or employees may not use the Employer’s web site, bulletin board or mail boxes for a means to solicit to employees and may not utilize employees’ workplace email address without prior written approval from the Employer.

No other contacts will be permitted at the worksite.

Violation of the Rules

Providers or their representatives who violate the rules will receive a written warning. If violations continue following the written warning, the Provider and their representatives will receive written notification of their loss of their eligibility status to enroll new participants, and for the purposes of continuing to receive the ongoing contributions of current participants.

Salary Reduction Agreements and Elections

The Salary Reduction Agreement (“SRA”) for the TSA/403(b) Plan salary deferrals must be submitted electronically to the Plan’s Administrator, CalSTRS 403bComply, and received by the Administrator no later than the cut-off day established by the Employer. Payroll cutoff dates are listed on the Administrator’s website (www.calstrs403bcomply.com). Employees may complete their SRA and make their investment elections for the Plan by logging into the Administrator’s website at www.calstrs403bcomply.com anytime (24 hours per day). For assistance with logging in or using the website employees may call the Administrator at (888) 892-7494 from 6:30 am to 5:00 pm Monday – Friday (not open on Holidays).

Do not submit Salary Reduction Agreements to the Employer or submit a paper SRA to the Employer or Administrator. All enrollments in the Plan and changes to employee elections must be made on the Administrator’s website (www.calstrs403bcomply.com).