



**Human Resource Services POLICY RESOURCES**

207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755, Phone 304.696.6455  
FAX 304.696.6844, E-mail [human-resources@marshall.edu](mailto:human-resources@marshall.edu), Web <http://www.marshall.edu/human-resources/>

Applies to:	<b>Marshall University</b>
Title:	<b>Benefit Vendor Solicitation Policy</b>
Number:	<b>MU-HR-17</b>
Effective Date:	03/26/04
Last Revision Date:	05/01/06

This policy and procedure covers advertising, promotion, solicitation and sale of benefit products and services such as insurance, savings and investment programs, tax-deferred savings programs, wellness/fitness programs, legal services, and other similar products to Marshall University (hereinafter the University) employees.

The University prohibits unauthorized solicitation for sale or distribution of material related to benefit products and/or services during an employee's work time. Work time is defined as any time when the employee being solicited is supposed to be at work. Employees normally receive two fifteen-minute breaks per day on clock and a one-hour lunch break. Lunch time is not considered work time for purposes of this policy. Employees are not to be interrupted at the worksite in person or by telephone during their work-time.

Neither the University or Human Resource Services (see policy and procedure on Human Resources Support) endorses or recommends any benefit product or service for purchase or use by University employees. All such purchase and use is solely at the employee's discretion. Human Resource Services is, however, permitted to support in various ways and facilitate representations to University employees from the vendors of its primary benefit components such as the authorized primary retirement programs (TIAA-CREF and Great West), the health care insurance provider (PEIA) and any authorized health maintenance organizations (HMOs), the disability insurance provider (The Standard Insurance), and the flexible benefits provider (Mountaineer Flexible Benefits). Such support and facilitation, however, does not represent endorsement or recommendation with regard to any particular product or service provided by a primary benefit vendor.

The following procedures must be followed by all solicitors for products and services not identified in the preceding paragraph:

Any product which requires payroll deduction must have State of West Virginia approval. Contact the Office of the Attorney General or the Office of the State Auditor to obtain information or to request proper authorization.

Authorized solicitation or sales are allowed in the Memorial Student Center. Contact the Student Center's Facilities Scheduling Office at 304.696.3125 to arrange space.

Employees may be informed of a benefit vendor's presence on campus or the availability of their products or services in the following ways:

U.S. Mail.

Advertisement(s) placed in The Parthenon, the student newspaper, or in local newspapers. Contact The Parthenon at 304.696.2273 for publication schedule and costs.

Notice in the Marshall University newsletter. Contact Pat Dickson at 304.746.1971 or [pdickson@marshall.edu](mailto:pdickson@marshall.edu).

Brochures left in Human Resource Services, 207 Old Main, on the Marshall University main campus in Huntington, for passive distribution to visitors.

Additional Rules:

Companies selling insurance or other benefit products or services are not permitted to direct employee inquiries to the benefits representative in Human Resource Services. Such companies are not allowed to make representations to employees that infer that their products and services have been approved by or recommended by the University or by Human Resource Services. The value of any product or service will not be evaluated or discussed by Human Resource Services, and no recommendation to purchase or not to purchase will be made.

The University cannot provide to any benefit vendor information on names, addresses, telephone numbers, or e-mail addresses of employees. The University cannot bar the receipt or fail to deliver valid U.S. mail, telephone calls, or e-mail messages utilizing name and address information obtained from sources outside the University. The handling of any such communications is at the sole discretion of the employee.

Human Resource Services will not consult with benefit vendors about strategies to utilize in soliciting University employees. Human Resource Services will make no evaluation or recommendation with regard to the effectiveness of any solicitation strategy except to note potential violations of this policy. The sole responsibility of Human Resource Services in this matter is to make this policy available to vendors and to answer questions about it.

All policies or follow-up information must be sent to the employee's home address. Human Resource Services will not be responsible for the distribution of items and campus mail may not be used.

No placards or free-standing signs may be hung on University property (except in connection with the rental of a room or table at the Memorial Student Center).

Violators of this policy will be reported to Marshall University Public Safety who may escort such persons off campus.

Questions regarding this policy should be directed to the Director, Human Resource Services, 304.696.6455 or [human-resources@marshall.edu](mailto:human-resources@marshall.edu).

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