



Rules of Engagement for Vendor Visits to MPS Facilities

Requirements for MPS Approved 403(b) Vendors and School Administrators/School Leaders and Business Office Designees

The following is a list of rules of engagement that has been developed to outline the procedures that MPS approved 403(b) vendors are required to follow in accordance with District policies and individual school visitors' policies to access MPS schools and its business offices.

OBJECTIVE:

These rules ensure that vendors do not disrupt educational processes, pupil contact, functions at the school, and operations or work within MPS business offices. In addition, the rules are designed to ensure that all vendors are provided equal access and opportunities to help MPS employees make informed choices regarding their participation in the MPS 403(b) Plan.

- Rule 1 Only MPS **approved** 403(b) vendors (see attached vendor list) are allowed to make contact with MPS employees at the worksite during the school and/or workday for the purpose of communicating investment options and soliciting participation in the program. Such contact should **only** be before or after the school or workday, during breaks, or lunch hours so that educational or business services are not disrupted.
- Rule 2 Approved MPS 403(b) vendors are not permitted to make appointments with individual MPS employees during school/workday without first receiving prior approval from the School Administrator/School Leader to enter the building. Such appointments are only permitted before or after school or during lunch hours or breaks.
- Rule 3 All MPS 403(b) vendors will be given a contact list of MPS School Administrators/Leaders and the appropriate business office designees including the MPS worksite address, hours of operation, and contact number. All School Administrators/Leaders will receive a contact list of the vendor representatives for each approved MPS 403(b) vendor who will be contacting the school/business office including their names, addresses, and phone numbers.
- Rule 4 MPS 403(b) vendors must use the contact list to secure prior approval from School Administrators/School Leaders or appropriate business office designees prior to entering the school/business office.
- Rule 5 Dates and times when the vendors will be at the school/business office for group meetings must be posted in advance for **group** meetings at the location to be visited.



- Rule 6 Vendors **are not permitted** to sell or solicit any products and/or services other than those associated with the MPS 403(b) plan.
- Rule 7 Approved MPS 403(b) vendors **must at all times** comply with and adhere to Board policies and procedures and School regulations and visitor policies. These will be made available by the School Administrator/Leader and appropriate business office designee before the initial visit. Such policies include but are not limited to the following:
- Use designated main entrance of the MPS school/business office.
 - Report to the school office or security desk to obtain a Visitors Pass/Badge.
 - Provide photo ID along with appropriate form of vendor identification before receiving MPS Visitor/Badge Pass.
 - Sign in on the MPS visitor log.
 - Wear and display the MPS Visitor Pass/Badge while in the school building/business office.
 - Wait to be escorted/directed by MPS personnel to the designated location.
 - Sign-out on the MPS visitor log and return the MPS Visitor Pass/Badge.
- Rule 8 Access to classrooms and other areas of pupil instruction is restricted. MPS 403(b) vendors must remain in the area designated by the School Administrator/Leader and/or business office designee.
- Rule 9 Site visits by approved MPS 403(b) vendor representatives are limited to the dates and times established by the School Administrator/Leader and/or business office designee.
- Rule 10 No MPS 403(b) vendor is permitted to interrupt MPS staff members in the performance of their duties whether that interruption is for conversation or observation.
- Rule 11 MPS 403(b) vendors may be denied facility access at certain times at the discretion of the School Administrator/Leader or business office designee, such as, while standardized testing or other student assessments or business activities are being conducted.

If you have any questions regarding these Rules of Engagement for Vendor Visits to MPS Facilities, please call 414-475-8730.