



Category:  
HR / Labor Relations

Responsible Office:  
[Human Resources](#)

**Procedure Title:**  
Optional Retirement Plan Funding Vehicles

Document Number:  
8201

Effective Date:  
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This procedure item applies to:  
State-Operated Campuses

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## Summary

The following guidelines apply to each of the carriers designated as Optional Retirement Plan (ORP) funding vehicles (ING, Metropolitan, TIAA-CREF and VALIC).

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## Process

The following guidelines apply to each of the carriers designated as Optional Retirement Plan (ORP) funding vehicles (ING, Metropolitan, TIAA-CREF and VALIC).

1. Only authorized representatives designated by the State University of New York (University) system administration are allowed on each campus. System administration will provide training on ORP eligibility rules as well as the rules for accessing funds (ex: cash withdrawal). It is the responsibility of each carrier to notify campuses and System Administration when representatives change. Each carrier will be allowed no more than three approved representatives for each campus, unless a larger number is approved by the Human Resources Department.
2. All campus visits (other than at the request of an existing or prospective client for a one-on-one meeting) must be cleared with each campus Human Resources Department. Any room reservations, equipment set-ups, and the like, must also be coordinated through each campus Human Resources Department. Each campus Human Resources Department has the discretion to establish their own guidelines regarding the frequency of such meetings, how the meetings are communicated, and the like.
3. There will not be any unsolicited contact with non-client employees by phone, e-mail, written correspondence, door-to-door, etc. without the consent of the applicable campus Human Resources Department. The content of any information the carriers wish to disseminate to non-client employees must be forwarded to the Human Resources Department first for review. Each campus Human Resources Department will decide if they want to handle the mailing directly or delegate this responsibility to the carrier.
4. Any information that a carrier wishes to print in any campus publication must be approved in advance by the applicable campus Human Resources Department.

5. Other financial products will not be cross-marketed to non-client employees by any means without the prior consent of the applicable campus Human Resources Department.
6. Carriers should provide up-to-date printed materials to campuses. All promotional materials must be cleared with System Administration before distribution to the campuses.
7. Any requests for lists of non-client employees must be submitted in writing to the applicable campus Human Resources Department specifying why the list is needed. Campus Human Resources Departments are under no obligation to provide lists.
8. These guidelines apply equally to all carriers and all are due equal access.
9. Failure to comply with these guidelines may cause a representative's name to be removed from the authorized list. In extreme cases failure to comply could result in decertification of a carrier. Such action would be taken as a last resort only after attempts to work with the carrier have failed.

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## Forms

There are no forms relevant to this procedure.

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## Related Procedures

There are no related procedures relevant to this procedure.

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## Other Related Information

[Optional Retirement Program \(ORP\) Eligibility Guidelines](#)

[Optional Retirement Program Cash Withdrawal Policy](#)

[Optional Retirement Program Loans](#)

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## Authority

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[Article 8-B of New York State Education Law § 391](#)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#)

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## History

There is no history relevant to this procedure.

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## Appendices

There are no appendices relevant to this procedure.