

Section: Voluntary Retirement Savings

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Sponsoring Unit/Department: Employee Service Center

Voluntary Retirement Savings

The College offers employees the opportunity to voluntarily save for retirement with pretax dollars. The employee completes a Salary Reduction Agreement, to deduct a contribution each pay period. The deduction is sent to an authorized vendor for 403(b) and/or 457 services. The provider applies the contribution to the investment option(s) selected by the employee which enables an employee to save funds for use upon retirement.

All employees qualify for voluntary retirement savings. All other employees should determine their eligibility by contacting the Employee Service Center.

Voluntary Retirement Savings Procedures/Vendor List

- The list of approved vendors is available through the Employee Service Center.
- Contributions to a 403(b) and/or 457(b) account are deducted from the employee's pay prior to the calculation of federal and state income taxes. The employee's principal and earnings are tax deferred until retirement or distribution.
- Certain criteria must be met in order to withdraw contributions prior to retirement. Contact the provider for assistance.
- Special rules apply to "catch-up" election contributions. Each employee should contact their choice of provider for assistance when calculating the maximum allowable contribution.
- Neither the College District nor its representatives recommends or assumes responsibility for the performance of any company offering 403(b) and/or 457 programs at the College.