

TAX SHELTERED ANNUITIES

I. Policy Section

11.0 Business Functions

II. Policy Subsection

11.16 Tax Sheltered Annuities

III. Policy Statement

Grand Rapids Community College maintains a Tax-Sheltered Annuity Plan under Section 403(b) and 403(b)(7) and a Deferred Compensation Plan under Section 457(b) for the benefit of its employees.

IV. Reason for the Policy

IRS Requirement that all eligible employees of the College may make salary reduction contributions under the Plan. The College has adopted a Plan Document for the purpose of setting forth the terms and conditions of the Tax-Sheltered Annuity Plan and the Deferred Compensation Plan made available to its employees. Amendments may be necessary to maintain the status of the Plans as qualified under the Internal Revenue Code.

V. Entities Affected by this Policy

Investment providers as governed by the Plan Documents and the third party service providers.

VI. Who Should Read this Policy

All eligible College employees

VII. Related Documents

- A. Michigan Retirement Investment Consortium Plan Document – 403(b)
- B. Deferred Compensation Plan Document – 457(b)

VIII. Contacts

Policy Owner: Director of Payroll
Senior Benefits Coordinator

IX. Definitions

Eligible College Employee – all active employees, excluding student workers

X. Procedures

- A. A reasonable choice of investment providers will be made available to employees as governed by the Plan Document and /or a third party service provider.
- B. There shall be no solicitation of College employees during their scheduled work day.
- C. The investment provider shall not use the College's mail service. All postal mailings shall be at the expense of the investment provider. An electronic mailing list containing employee name and home address may be obtained through the Payroll/Benefits Office. Approval from the Vice President for Finance and Administration must be obtained prior to the release of the mailing list.
- D. The Vice President for Finance and Administration, or designee, will monitor the rules to assure compliance. **The decision of the Vice President for Finance and Administration, to terminate a provider's right of solicitation, is final and binding on the provider.**
- E. Grand Rapids Community College shall not assume any responsibility or liability for any investment chosen by an employee. Approval of an investment provider shall in no way constitute an endorsement by the College of the investment provider or products by the investment provider.

XI. Forms

Provided by investment providers

XII. Effective Date

Adopted July 20, 1993

XIII. Policy History

Revised January 1, 2009

Revised November 1, 2013

IX. Next Review/Revision Date

November, 2017