

**Tumwater School District  
Board Policy**

**VOLUNTARY TAX DEFERRED RETIREMENT PLANS**

The Board of Directors approves offering voluntary tax deferred retirement plans to school district employees. These plans permit a staff member to defer a portion of his/her compensation, at the staff member's direction, to provide and pay for a tax deferred retirement account.

Approved tax deferred retirement plans include 403(b) retirement accounts available through approved vendors and 457 retirement accounts (also known as deferred compensation accounts) available through the State Department of Retirement Systems.

**403(b) Retirement Accounts**

The district will offer voluntary tax deferred retirement accounts under the provisions of 26 U.S.C., section 403(b) as now or hereafter amended. The district shall retain a third party administrator to assist in administration of 403(b) accounts and ensure compliance with Internal Revenue Service requirements. The district will offer 403(b) tax deferred retirement accounts with approved vendors when five or more staff members request the school district to enter into a contract with a vendor of the staff members' choice. An approved vendor is one authorized to do business in the state of Washington through a Washington-licensed company that has entered into an information sharing agreement with the district through the district's third party administrator.

**457 Retirement Accounts (Deferred Compensation)**

The district will offer Deferred Compensation through the Washington State Department of Retirement Systems as permitted by RCW 28A.400.240 as now or hereafter amended.

**Procedures**

The Superintendent is directed to adopt procedures for the administration of voluntary tax deferred retirement accounts including:

1. Staff responsibilities for carrying out the program;
2. How and when staff members can be contacted by representatives of companies licensed to do business in the State of Washington, provided that no staff member shall be personally contacted during the normal work day;
3. Procedures to ensure district compliance with state and federal laws relating to tax deferred retirement accounts.

With the support of the district's third party administrator, the Superintendent shall develop and adopt a 403(b) plan agreement meeting state and federal requirements.

Legal Reference: RCW 28A. 400.250  
RCW 28A.400.240

Tax deferred annuities  
Deferred Compensation

**ADOPTED: February 27, 1992**

**REVISED: October 30, 2008**