



CHAPTER: 2
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Subject: Chapter 2 BUSINESS--VP FOR BUSINESS
Section 4.14 RETIREMENT PLANS

I. PURPOSE

To define the retirement plans available to Salt Lake Community College (SLCC) employees and to provide guidelines for enrollment into the plans.

II. REFERENCES

- A. 49-3-207, Utah Code Annotated 1953 "Higher Education"
- B. Utah State Board of Regents' Policy No. R851
- C. Personnel Policy No. C2S04.01, "Employee Benefits Eligibility"

III. DEFINITIONS

- A. Utah State Retirement System (USRS). A defined benefit plan governed by the Utah State Retirement Board which, in accordance with State law, controls the contribution rate and investment options available in the system.
- B. Defined Benefit Plan. A plan which specifies benefits to be received upon retirement, based on a formula.
- C. Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF). A defined contribution plan. TIAA is a guaranteed income program and CREF is a stock fund. Both offer fund investment options.
- D. Defined Contribution Plan. A plan which specifies the rate of contribution into the plan.

IV. POLICY

College retirement plans are subject to State law and Regents' Policy. Utah Code and State Board of Regents' Policy mandate that SLCC enroll all full-time, regular salaried employees, as defined in Personnel Policy 4.01 "Benefits Eligibility," into the Utah State Retirement System (USRS) or Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF). Classified College employees are enrolled in USRS. Administrative and faculty employees are enrolled in TIAA/CREF. All eligible employees must be enrolled in one retirement plan or the other.

Authorization by the College for employees to direct retirement contributions to investment plan options within the retirement plans does not imply endorsement by the College of those plans or options. The College is not responsible for the performance of those plans and investment options.

V. PROCEDURES

- A. Each participant is responsible for his/her own participation in any authorized investment option within USRS or TIAA/CREF.
- B. Before choosing options, employees should read and understand the information which the College provides on the plans and investment options (Board of Regents' Policy R851).
- C. Employees are encouraged to consult with private qualified financial advisors before selecting any of the investment options.
- D. College officials must refrain from giving individualized advice to employees on any of the investment options.

VI. ENROLLMENT GUIDELINES

- A. Enrollment eligibility is defined in Personnel Policy 4.01, "Benefits Eligibility". The supervisor is to arrange an appointment between the eligible employee and Personnel Services within three days of being hired to be enrolled in a retirement plan.
- B. Upon employment or re-employment to a full-time, regular faculty or administrative position, a person already enrolled in USRS may elect to remain enrolled in USRS (49-3-207 Utah Code annotated).

- C. Upon employment or re-employment to a classified position, a person already enrolled in TIAA/CREF may elect to remain enrolled in TIAA/CREF (49-3-207 Utah Code annotated).
- D. When an employee holds two or more positions concurrently, which require enrollment in different retirement programs, the College shall determine the majority appointment of the employee and enroll him/her in the corresponding retirement program (Board of Regents' Policy R851).
- E. Temporary changes in work assignments, not to exceed five years in duration, do not require employees to change enrollment from one plan to another (Board of Regents' Policy R851).