

**POLICY - TAX-DEFERRED ANNUITIES AND DEFERRED  
COMPENSATION**

**5314**

1. The District shall arrange for the purchase of tax deferred annuities and deferred compensation contracts which are intended to meet the requirements of Section 403(b) and 457 of the Internal Revenue Code, as amended on behalf of any employee of the District who elects to participate in such program if the following conditions are satisfied:
  - a. at least five employees of the District have requested the purchase of such contract from the company to whom the application is directed; and
  - b. such company is authorized to do business in the State of Washington through a Washington-licensed insurance broker or agent through whom the contract is purchased; and
  - c. such company agrees to abide by District policies and federal regulations associated with Section 403(b) and 457 plans.
2. An employee may elect to participate in any available tax deferred annuity program by completing an appropriate application for participation with the vendor, which application shall designate the beneficiary or beneficiaries under the annuity contract and shall set forth such other information as may be required.
3. Premiums under such contracts shall be paid on behalf of the employee through the District's payroll authorization plan. Completed applications to participate in a tax-deferred annuity program received prior to the 10th of the month will be reflected in that month's payroll. Requests received after the 10th of the month will be held and reflected beginning with the following month's payroll.
4. Building administrators upon request from a certified agent, shall schedule a time for the agent to meet with those staff members desiring to attend. Such time shall be outside of normal school hours. The administrator may assist in announcing the meeting through the distribution of informational booklets or flyers if provided by the agent. No broker, agent or other representative of an insurance company may enter District premises during normal school hours for the purpose of soliciting any employee regarding the purchase by the employee of any tax deferred annuity, insurance policy or other investment. At District facilities where no instruction takes place, "normal school hours" shall mean the normal working hours established for employees assigned to any such facility.

5. The District's payroll office shall maintain a list of currently available 403 (b) and 457 vendors. Employees shall have access to this information upon request.
6. The District does not scrutinize or recommend any 403 (b) or 457 vendor and is required by law to approve the participation of any insurance company if the requirements of paragraphs 1 and 6 of these procedures are met. Therefore, the District assumes no responsibility for any aspect of any annuity program which is available.

Legal References: SB 4500, Ch.. 288

Laws of 1984

Adopted: March 17, 1986

North Thurston School District  
Board of Directors

Amended: August 24, 2010

North Thurston Public Schools  
Board of Directors