

TO: Employees Working Less Than Full-Time and Temporary, Seasonal, and Part-Time (less than 20 hours per week)

FROM: Cambridge Public Schools, Office of Human Resources

RE: Mandatory Participation in Deferred Compensation

It is mandatory for all City of Cambridge employees (including the School Department) who are eligible to participate in a City-sponsored Deferred Compensation Plan (DCP), pursuant to Internal Revenue regulations, as an alternative to Social Security.

Employees participating on a mandatory basis must contribute 7.5% of their wages to a DCP. These funds may be invested, on a tax-deferred basis, with one of two carriers:

- VOYA Retirement Insurance and Annuity Company
- **OR**
- Great-West Life and Annuity Insurance Company

Mandatory contributions will be deposited into income accounts that are designed to earn interest with minimal risk. These funds may only be withdrawn when an employee separates from employment with the Cambridge Public Schools or the City of Cambridge.

To enroll, please complete **one enrollment form** from either **VOYA** or **Great West**. **Do not complete more than one application. You must select one provider.**

The completed enrollment form should be returned to the Cambridge Public Schools Office of Human Resources along with any other required onboarding documents, such as the **I-9 Form and W-4 Form**, as soon as possible. Please note that new employees cannot be added to the payroll system until all required forms have been received by the Office of Human Resources. All forms must be signed in ink.

As noted above, you may withdraw your contributions when you separate from employment with the City of Cambridge. However, it is recommended that you do not close your account unless you are certain that you will not return to employment with the Cambridge Public Schools or the City of Cambridge within one year.



VOYA

Investment Type	Fixed Income Account - current interest rate on contributions adjusted and declared on a monthly basis. Once credited, interest is guaranteed and becomes part of your principal.
Fees	No annual maintenance fee under this contract. VOYA will not deduct a withdrawal fee from any amount paid due to: death of a participant, payments for a lifetime payment options under the contract, separation from service, or when the account value is \$1,000.00 or less and no amount has been withdrawn during the prior 12 months. If all or a portion of your account is transferred to another investment provider (while in service), a withdrawal fee will be deducted.

GREAT-WEST

Investment Type	Fixed Income Account - current interest rate on contributions adjusted and declared on a quarterly basis. The quarterly rate remains in effect for those deposits received in that quarter through the balance of the current calendar year and the following calendar year.
Fees	A \$12.00 per year service fee is automatically deducted from the employee's account. There are no withdrawal charges or restrictions.

MORE INFORMATION

For information on current rates of interest and customer service issues, contact:

VOYA Retirement Insurance & Annuity Company: 1-800-262-3862
Great West Retirement Services: 1-888-672-7240