Procedure IV.4000.R.a, Voluntary Retirement Plans

Associated Policy
Policy IV.4000.R.a, Voluntary Retirement Plans

Procedures
The College offers voluntary retirement plan options to full-time and eligible part-time employees. These plans are established and administered in compliance with Texas Government Code, Chapter 609, and the Internal Revenue Code § 403(b).

Employees may elect to contribute to a 403(b) Tax Sheltered Annuity and/or 457(b) Deferred Compensation plan on a pre-tax and/or post-tax (Roth) basis. Contributions are deducted from the employee's pay each pay period, in accordance with applicable IRS annual limits.

Enrollment
Employees who elect to participate in a voluntary retirement plan must first establish an account with an authorized provider, complete the required salary reduction agreement form, and submit the form to Human Resources, Benefits to initiate contributions. Employees may change their contribution amounts by submitting an updated agreement form, which must be received prior to the opening of each pay period for the change to take effect in that pay cycle.

Authorized Providers
The College maintains a list of authorized providers approved to offer voluntary retirement plan products to employees. Employees are responsible for selecting a provider and for establishing and maintaining their accounts directly with that provider. The current list of authorized providers is available through Human Resources, Benefits.

Date of SLT Approval	June 26, 2026
Effective Date	September 15, 2026
Associated Policy	Policy IV.4000.R, Voluntary Retirement Plans
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources