I. Institutional Regulations

A. Employer and employee contributions to the Iowa Public Employees’ Retirement System (IPERS) or the Teachers Insurance Annuity Association - College Retirement Equities Fund (TIAA) are mandatory for eligible employees.

B. Regular employees may elect to contribute a portion of their wages to a tax deferred 403(b) and/or 457(b) or 403(b) Roth retirement plan. Adjunct and Temporary employees may elect to participate in a retirement plan with a minimum contribution of $25 per pay.

II. Procedure

A. IPERS/TIAA-CREF

1. An employee eligible to participate in either IPERS or TIAA is:
   a. A Regular employee;
   b. A Temporary employee paid $1,000 or more in two consecutive quarters;
   or
   c. An Adjunct employee hired other than on a term basis, such as Academic Achievement Center, ABE/HiSET, ESL etc.

2. An employee shall have 60 calendar days from his/her eligibility date to make a retirement plan election. If the employee fails to make an election by the required date, IPERS shall be selected as his/her retirement plan. The election of a retirement plan is a one-time irrevocable decision for the length of employment with DMACC.

3. The employer and employee shall contribute an amount equivalent to the percentages determined by IPERS in accordance with Iowa law. Retirement contributions shall not be withheld from:
   1) Lump sum payment of vacation pay for a terminating employee;
   2) Lump sum payment(s) for early retirement.

4. Employee contributions are before federal and state tax.

B. Tax Deferred or 403(b) Roth Retirement Plans

1. An employee may contribute a flat dollar amount or a percentage of his or her annual salary, up to the statutory limit, to a tax deferred 403(b) and/or 457(b), or 403(b) Roth retirement plan.

2. It shall be the employee’s responsibility to arrange for retirement plan deductions with Payroll.

3. To establish, change, or stop a 403(b) or 457(b) retirement plan, an employee shall complete an "Agreement for Salary Reduction Under Section 403(b)" or "Agreement for Salary Reduction Under Section 457(b)" and submit it to Payroll.

   1) An employee may start or change a 403(b) retirement plan at any time. A 457(b) plan may be started only at the beginning of the month.
   2) Tax deferred 403(b) plans and 457(b) plans are accepted only from the companies participating in the State of Iowa Retirement Investment Club (RIC).
4) An employee must consult his/her company representative to determine the amount of deduction allowed by law and provide certification that these limits are not exceeded.

5) Adjunct and Temporary employees may participate in a retirement plan with a minimum contribution of $25 per pay.

APPROVED: ________________________

Executive Director, Human Resources

Date: October 1, 2002
Revised: January 1, 2005
November 1, 2006
November 1, 2007
November 1, 2008
November 1, 2009
November 1, 2010
November 1, 2011
November 1, 2012
October 1, 2014
February 1, 2016
February 21, 2017