


Effective Date		Date of Revision		Policies, Rules And Regulations
11-18-70		12-6-89		
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TAX DEFERRED ANNUITY/SUPPLEMENTAL RETIREMENT ANNUITY PROGRAMS				

UNIVERSITY POLICY STATEMENT:

Eastern Michigan University shall provide an optional Tax Deferred Annuity (TDA) program whereby employees may make tax deferred contributions to a supplemental retirement annuity plan.

All employees of EMU are eligible to participate in the University's TDA program, subject to the following exclusions:

1. Students for whom EMU is not required to withhold FICA and FUTA;
2. Part-time employees regularly scheduled to work less than 20 hours per week;
3. Non-resident aliens who receive no U.S.-source earned income from EMU;
4. Temporary workers employed for purposes of relieving unemployment who have not become a part of the employer's regular work force; and,
5. Employees whose contributions to the plan under its maximum deferral percentage would be \$200.00 or less.

UNIVERSITY PRACTICE :

University practices for implementing this policy include:

1. The optional TDA program is maintained in accordance with applicable Internal Revenue Code regulations.
2. Participating employees have the option to elect to have their gross salary reduced by a fixed percentage or amount, not to exceed the amount permitted by the individual maximum exclusion allowance in accordance with Internal Revenue Code sections.
3. So as to provide a choice to participants, at least two carriers will be made available under the program.
4. Employees who wish to participate may enroll at any time during the year through the Human Resources Benefits Office. Agreements signed by the 15th of the month will take effect the first pay of the following month.
5. Participating employees must contribute a minimum of \$200.00 per year.

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- The law permits one (1) increase or one (1) decrease in contribution during the calendar year. The participating employee is responsible for initiating any Plan changes by serving the Benefits Office thirty (30) days advance written notice of his/her desire to increase, decrease, or stop deductions.

RESPONSIBILITY FOR IMPLEMENTATION :

The Executive Director of Human Resources is responsible for the overall implementation, administration and interpretation of TDA policies.

The Benefits Office is charged with daily administration of the program and coordination with the carriers and Payroll Office.

SCOPE OF POLICY COVERAGE:

This policy has university-wide application for all employees.

Authority for Creation or Revision
Minutes of the Board of Regents, November 18, 1970; para. .947M. Minutes of the Board of Regents, October 22, 1975; para. .1576M. Minutes of the Board of Regents, January 19, 1983; para. .2665M. Minutes of the Board of Regents, December 6, 1989; para. .4119M.