

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	RETIREMENT BENEFITS POLICY – MOSERS, CURP, SS, ANNUITIES, RETIREES, PHASED RETIREMENT PROGRAM				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

MISSOURI STATE EMPLOYEES' RETIREMENT SYSTEM (MOSERS)

All staff employees in a position authorized to normally work at least 1,000 hours per year are enrolled as members of the Missouri State Employees' Retirement System (MOSERS). Due to legislative changes, MOSERS eligible employees fall into one of two categories: Those first hired before January 1, 2011 and those hired January 1, 2011 and later.

For employees who were hired prior to January 1, 2011 or who were employed in a MOSERS eligible position with another employer before January 2011, MOSERS is a non-contributory, defined benefit retirement program that is funded entirely by University contributions. An employee is vested when he or she has five years of creditable service in the retirement system.

For employees who are hired January 1, 2011 and later, MOSERS is a contributory, defined benefit retirement program that is jointly funded by University and employee contributions. Employees hired after January 2011 are statutorily required to contribute four (4) percent of their salary into the MOSERS retirement system. An employee is vested when he/she has ten years of creditable service in the retirement system. Should an employee leave state employment prior to becoming vested, the employee contributions (with interest) will be refunded by MOSERS. Benefit provisions, including eligibility and length of service requirements for normal retirement and early retirement, are described fully in the *MOSERS Member Handbook*. Benefit information is also available at the following MOSERS web site: www.mosers.org.

MOSERS requires employees to apply for retirement benefits at least 30 days before their retirement date. However, please note that it is also recommended by MOSERS that employees start the retirement application process 45-90 days prior to your retirement date. Employees are required to submit their intention to retire in writing to their supervisor and copy Human Resources. It is suggested that retiring employees submit this letter and contact Human Resources 90 days prior to their anticipated retirement date to ensure that retirement planning and processing can be completed efficiently. *Application for Retirement* forms are available in Human Resources and on-line at the MOSERS website.

CURP (COLLEGE AND UNIVERSITY RETIREMENT PLAN)

The CURP plan is a noncontributory 401(a) defined contribution plan for education employees at regional colleges/universities in Missouri. CURP is administered in accordance with Sections 104.1200 through 104.1215 of the Revised Statutes of Missouri. CURP is designed to provide a retirement benefit that offers “interstate portability” – i.e., gives plan participants the ability to move from one employer to the next without negatively affecting their accrued pension benefits. The Missouri State Employees’ Retirement System (MOSERS) is responsible for implementing and overseeing administration of the plan. TIAA is the third-part administrator for CURP and manages the investment options under the plan. CURP is not available to any university employee hired before July 1, 2002, Employees hired on or after July 1, 2002 who don’t meet the definition of “education employee”; Employees of technical or vocational schools/colleges; and leased employees or independent contractors. Even if the employee doesn’t meet the eligibility requirements listed they may still be eligible to participate in MOSERS as determined by the University. To be eligible for participation in the CURP, an employee must meet the definition of an education employee*, and be employed in a position normally requiring the performance of duties during not less than 1,000 hours per year. Employees must have been hired by one of these institutions for the first time on or after July 1, 2002, and never have service credit under another plan administered by MOSERS.

*Education employees are defined as teaching personnel, instructors, assistant professors, associate professors, professors, and academic administrators holding faculty rank. MSSU will determine your eligibility for the CURP based on the law and MOSERS's board rules.

Once your eligibility for the CURP is determined, you will automatically be enrolled in the plan. Plan contributions on your behalf will be made to the TIAA Lifecycle Fund closest to your expected year of retirement. Please note that you may change your investment allocations and beneficiary designation at any time following your first contribution being remitted to the plan.

Contributions will be made directly to your plan account no later than two weeks after each pay date consistent with any applicable federal law requirements as determined by TIAA. CURP is a non-contributory plan, therefore employer matching does not apply.

Employees are fully and immediately vested in the benefits arising from contributions made under the CURP. Such amounts are non-forfeitable. MSSU offers employees a variety of investment choices from an array of asset classes under the CURP plan. You can see a list of the investment choices under this plan by contacting TIAA directly or accessing online.

Expenses vary from investment to investment. To learn about expenses associated with an investment, visit the TIAA website or contact them directly. Employees have a variety of options when it’s time to take income from the plan. Please contact TIAA for more details or to speak to an advisor.

Because you make contributions with pretax dollars, federal income taxes are deferred until you begin taking withdrawals later on. No taxes are due on contributions and earnings until the money is withdrawn, but because these plans are intended primarily for retirement, you can generally withdraw funds only after termination of employment (subject to plan rules). For additional information and guidance, contact your tax advisor. Please note that the CURP plan does not offer a loan feature.

After participating in CURP for at least six (6) years, you may elect to change from CURP to the MSEP 2000 or MSEP 2011 (if hired on or after 1/1/2011) plan administered by MOSERS.

As plan updates are made to the CURP program, or for more detail, please visit the CURP plan website or contact MOSERS directly or Human Resources.

SOCIAL SECURITY

All employees are required to participate in the Federal Social Security Program. Employee contributions are made by payroll deduction with the University contributing the required amount.

VOLUNTARY TAX-SHELTERED ANNUITY PROGRAMS

The University participates in Voluntary Tax Sheltered Annuity (VTSA) Programs. The VTSA Program enables employees to set aside a portion of their current earnings for retirement and have that amount removed from current reportable income. At retirement, when employees receive the benefits from their VTSA, they must include those payments as reportable income.

Employees interested in participating in a VTSA should contact a company or an agent affiliated with a company that is authorized to offer 403(b) or 457 tax-sheltered annuity products to MSSU employees through payroll deduction. A list of companies presently authorized to offer such annuity programs is available from Human Resources and on the intranet website. The University does not endorse any particular annuity policy, company, or agent on the list. Decisions regarding the company, agent, policy provisions, and amount of wage/salary reduction rest with the employee.

To begin making pre-tax contributions to a VTSA, an employee must complete an authorization form (available from Human Resources) prior to the first of the month for which the pay reduction is to be made.

BENEFITS AVAILABLE TO RETIRED EMPLOYEES

The University extends a number of employee benefits to its retired employees in recognition of their dedicated and loyal service to Missouri Southern. Retirees are eligible to participate in applicable health insurance and life insurance continuation programs (contact Human Resources for available programs and costs).

For staff who retire with 15 or more years of MSSU service, the following benefits may be offered by the President's Council:

A MSSU id card indicating retirement status

Lifetime pass to all athletics, musical, theatrical, and cultural events at the rate current faculty and staff are admitted

A faculty / staff parking permit at the rate current faculty and staff are charged

Access to resources in Spiva Library, including campus use of online databases.

Use of campus recreational facilities at reduced employee rates

Lifetime email account in a new domain to be named '@retired.mssu.edu'

Retention of faculty / staff tuition scholarship for self and dependents

VOLUNTARY PHASED-RETIREMENT INCENTIVE PROGRAM

The Missouri Southern State University Voluntary Phased-Retirement Incentive Program (the "Program") is a voluntary phased-retirement program offering eligible faculty and staff employees an opportunity to reduce their workload in preparation for full retirement from the University while retaining University benefits at the regular full-time rates for a period of 1-3 years. If an employee's application for the Program is accepted by the University as more fully explained in the official program documents, the employee's position and workload with the University will be reduced with a proportionate reduction in his or her full-time salary. The Program is entirely voluntary. No employee is required to apply for participation in the Program or is guaranteed that an application for participation will be accepted. For additional details regarding the program please refer to the HR SharePoint page ("Phased Retirement") or contact Human Resources for more details.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS