

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 4240-01</b>
<b>SUBJECT:</b>	<b>DATE OF ISSUE: 6/18/80</b>
<b>GOVERNMENT RETIREMENT SAVINGS PLANS</b>	<b>REVISIONS: 09/07/07; 12/19/08; 03/01/12; 6/26/16; 07/21/22</b>
	<b>PREPARING OFFICE: BUSINESS SERVICES</b>

- I. PURPOSE: To establish procedures for the purchase of Government Retirement Savings Plans (GRSP) by employees.**
- II. PERSONNEL AFFECTED:**
- All employees
- III. FORMS:**
- A. The form, "Salary Reduction Agreement (SRA)," will be signed once and kept on file for as long as the employee has a GRSP through the district's payroll system.**
- B. "Form SRA" will be signed and kept on file until such time as the employee notifies the treasurer's office and the insurance agent that the amount is to be changed. At that time a new form will be signed and will replace the one that is on file.**
- IV. PROCEDURES:**
- A. Application**
- The employee must file an application for the purchase of a GRSP using the District's "Form SRA" and "Salary Reduction Agreement Form" provided to all agents by the treasurer's office.
- B. Plan Enrollment**
- The district allows new GRSP enrollments on a monthly basis. Required documentation for new GRSP plans must be received prior to the 15th day of each month in order for the plan to be in effect the first pay period of the following month.

**C. Change or Termination**

**The employee has the responsibility to initiate, in writing, a change or termination of the GRSP. Initiating a change to an existing GRSP may be done monthly. Required documentation for a change request must be received prior to the 15<sup>th</sup> day of each month in order for the change to be effective the first pay period of the following month. The ability to terminate a GRSP is available at any time.**

**D. Board Approval**

**The Board of Education will approve the GRSP contract after it is filed with a valid application (SRA) signed by the employee.**

