



San Antonio ISD Summary Plan Description

Accumulated Leave Attendance Incentive 403(b) Post Retirement Contribution Plan

Plan Type

Internal Revenue Code Section 403(b)

Plan Administrator

JEM Resource Partners

Eligible Employees

Please see attached Appendix V

Plan Password

Enrollment is automatic; to choose vendor use SA403ER

Written Plan Effective Date

Original 12/08/09; restated 8/1/2010

Plan Year End

12/31

Contribution Rules

Appendix V- Accumulated Leave Attendance Policy

Vesting

Employees are 100% vested

Xgpf qt u

AXA Equitable; Oppenheimer

Distributions

Available for the following conditions:
Separation of Service, Death, Disability, or Retirement

Hardship

Not Available

Loans

Available

Disability

A Participant shall be considered Disabled under this Plan if the Participant is eligible to receive disability benefits under either the Teachers Retirement System of Texas or Social Security and has terminated employment.

Automatic Distributions

Not Available

Beneficiaries

Designated with your vendor;
Default is estate

For more information about the Plan please see Appendixes V and IV from the Written Plan below

This document is designed to inform Participants about the Plan in non-technical language. Every attempt is made to convey the Plan accurately. If anything in this Summary Plan Description varies from the Plan Documents, Plan Documents govern.

December 8, 2009

**San Antonio Independent School District
Accumulated Leave Attendance Incentive
403(b) Post Retirement Contribution Plan
Plan Provision Summary
December 8, 2009**

Purpose: The purpose of this plan is to encourage employees to improve attendance by rewarding those that build up a balance of accumulated leave that will be paid out upon separation from the district, in accordance with plan requirements. This should increase employee retention and will reward employees for their long-term loyalty to the district. This program is one part of our effort to increase the competitiveness of the District compensation package.

1. Employer Identification:

- (a) Name: San Antonio Independent School District
- (b) Address: 141 Lavaca Street
San Antonio, TX 78210
- (c) Employer ID#: 74-6002167
- (d) Employer Type: Public School District
- (e) Type of Entity: Governmental Agency

2. Plan Beginning and Ending:

- (a) Plan Effective Date: December 8, 2009
- (b) Plan Ending Date: The SAISD Board of Trustees has the exclusive right to change, suspend, or terminate this program at any time and for any reason based on the needs of the district.

3. Plan Information:

- (a) Plan Name: San Antonio Independent School District Accumulated Leave Attendance Incentive
- (b) Plan Number: 001
- (c) Plan Year: School Year: Fourth Monday in August to last day of school

December 8, 2009

4. Eligibility Requirements:

- (a) In order to participate in the Plan, an employee must:
 - i. If retiring, must be eligible for retirement under applicable TRS guidelines. **OR**
 - ii. Be a Full-time Employee, as defined by District Policy; and
 - iii. Be employed through last day of work day calendar for the current year; and
 - iv. Submit a resignation letter that must be received by SAISD Human Resources no later than April 15th (or the next business day if the 15th is on a weekend); and
 - v. If resigning, must have ten (10) years of consecutive service with SAISD immediately preceding resignation.
- (b) All Temporary, Part-time and Substitute Employees, as defined by District Policy, are excluded from the Plan. Years of service as a Temporary, Part-time, or substitute employee are not eligible for meeting the ten (10) years of consecutive service denoted in section 1. (a) (v).
- (c) Employees who are terminated or non-renewed from employment are not eligible.
- (d) Employees who have previously retired, under TRS rules and regulations, from the district are not eligible.

5. Plan Enrollment and Participation:

- (a) An Employee becomes a Plan Participant immediately upon meeting the Plan Eligibility Requirements in Section 4 above.

6. Eligible Days for Accumulated Leave:

- (a) State Prior leave earned prior to May 30, 1995; State Personal leave and SAISD Local leave are eligible. It is important to note that State leave that is paid out would be permanently deducted and would not be transferable to another district.
- (b) Non-duty days and compensatory time are not eligible under this plan

7. Plan Contributions:

- (a) Employer Post Retirement Contribution: The Employer shall make a contribution to the Plan for Eligible Employees pursuant to Section 4 according to the following:
 - i. Exempt Employees: The district will contribute \$88 per day of accumulated leave for exempt employees who separate from the district. There will be no contribution for exempt employees with ~~15~~ or less days of accumulated leave.

- ii. **Non-Exempt Employees:** The district will contribute \$50 per day of accumulated leave for non-exempt employees who separate from the district. There will be no contribution for non-exempt employees with less than 2.0 days of accumulated leave.
- iii. There are no contributions for employees with accumulated leave balances of less than \$100 in value.
- iv. **End of Year Contribution Rule:** In order for the Participant to receive the Employer Contribution defined above, he or she must be employed through the last day of the work day calendar of their position, unless the Participant retires according to the rules of the Teachers' Retirement System, dies, or is disabled as defined in the Plan and separates from employment with the District in accordance with paragraphs 8 and 9 below.

(b) **Minimum Contributions:**

- i. Contributions of less than \$200 will be paid directly to employees and applicable deductions will be made (taxes, FICA, etc)

(c) **Employee Contribution:** The Employees will not make contributions to the Plan.

(d) **Timing of Contributions:** The District shall contribute the value of the employee's accumulated leave balance within 60 days after separation, death or disability (disability must include separation from the District). Note: 60 day calculation will begins on the last day of the month of separation.

(e) **Placement of Contributions:** Contributions will be made into a district directed 403(b). (Employees with their own 403(b) can contact the district provider and have amounts rolled into their own account without incurring fees or penalties)

8. **Death Provisions:**

- (a) The estate of an eligible employee who dies while actively employed will be eligible for contributions subject to the minimum amounts in section 8(e) and subject to any laws governing post-death compensation

9. **Disability Provisions:**

- (a) Participants shall become eligible for plan contributions upon full and permanent disability **and** separation from the District. The Plan shall declare a Participant to be disabled under this provision when and if such Participant is declared to be disabled under the Texas Teacher Retirement System (TRS) and/or Social Security Disability Provisions

Appendix IV

1. Eligibility

- (a) In order to participate in the Plan, an employee must:
 - i. If retiring, must be eligible for retirement under applicable the Teacher Retirement System of Texas (TRS) rules; OR
 - ii. Be a full-time employee, as defined by the Employer's District Policy; and
 - iii. Be employed through the last day of work day calendar for the current school year; and
 - iv. Submit a resignation letter that must be received by the Employer's Human Resources Department no later than April 15th (or the next business day if the 15th is on a weekend); and
 - v. If resigning, must have ten (10) years of consecutive service with SAISD immediately preceding resignation
- (b) All Temporary, Part-time and Substitute Employees, as defined by District Policy, are excluded from the Plan. Years of service as a Temporary, Part-time, or Substitute, employee are not eligible for meeting the ten (10) years of consecutive service denoted in section 1.(a)v.
- (c) Employees who are terminated or non-renewed from employment are not eligible
- (d) Employees who have previously retired, under TRS rules from the Employer are not eligible

2. Plan Contributions

- (a) Calculation of Accumulated Leave Payments
 - i. Days Eligible for Payment
 - a. State Sick Leave Days earned prior to May 30, 1995;
 - b. State Personal Leave Days;
 - c. The Employer's Local Sick/Personal Leave Days
 - d. Any payment for State Sick or Personal Leave Days will make each such day for which a contribution is made to the Plan permanently deducted and such days are not eligible to be transferable to another eligible Employer in Texas.
 - e. Contributions shall not be made to the Plan for Non-duty days and compensatory time as defined by Employer District Policy.
- (b) Calculation of Contributions
 - i. Exempt Employees: The Employer will contribute \$88.00 per day for each Leave Day as defined in Section 2.(a) of this Appendix IV for each Day above 1.10 Days. No contributions shall be made to the Plan for Participants with 1.10 Days or less
 - ii. Non-Exempt Employees: The district will contribute \$50.00 per day for each Leave Day as defined in Section 2.(a) of this Appendix IV for each Day above 2.00 Days. No contributions shall be made to the Plan for Participants with 2.00 Days or less
 - iii. The minimum contribution to the Plan shall be \$200.00. No contribution to the Plan will be made for Participants with Leave Days having a value of less than \$200.00
 - iv. The Computation Period for calculation of Contributions to the Plan shall be the School Year ending in the Plan Year. The School Year shall be defined as the fourth Monday in August to the last day of class for students of that School Year
- (c) Eligibility to Receive Contributions
 - i. In order to receive a contribution to the Plan, a Participant must be employed on the last day of the work day calendar for his or her position, unless the Participant retires in accordance with TRS rules, dies, or is disabled as defined in the Plan.