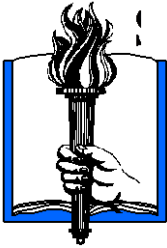


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



<p>Descriptor Term:</p> <p>Tax Sheltered Annuity 403 (b) Plan</p>	<p>Descriptor No:</p> <p>AD PER8</p>	<p>Effective Date:</p> <p>3/02</p>
<p>Reviewed/Revised:</p> <p>3/13; 2/14; 6/14; 9/18;</p>		

1 The opportunity to participate in the state sponsored 401(k) plan is extended to all employees of
2 the Murfreesboro City School System, including substitutes, who normally work twenty (20)
3 hours per week or more for the Murfreesboro City School System. Participation by the
4 employees is strictly voluntary. An employee may elect to have the school system make
5 contributions from the employee’s salary pursuant to a salary reduction agreement. The salary
6 reduction agreement allows the school system to withhold money from the employee’s paycheck
7 to be contributed directly into the 401(k) account for the employee’s benefit.

8
9 Salary reduction contributions under the 401(k) plan are also subject to specific requirements
10 such as annual contribution limits and withdrawal restrictions.

11
12 Certain employees may be excluded. Among the employees who may be excluded are those
13 who are participants in another Tax Sheltered Annuity, non-resident aliens, certain students,
14 employees whose maximum salary reduction contributions under the plan would be no greater
15 than \$200, and employees who normally work less than twenty (20) hours per week.

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