

**ADOPTION AGREEMENT FOR THE  
403(B) PLAN DOCUMENT FOR  
PUBLIC EDUCATION ORGANIZATIONS**

Employer hereby establishes a 403(b) plan by adopting the 403(b) Plan Document for Public Education Organizations plan document (the "Plan") as modified by this Adoption Agreement and agrees that the following provisions shall be incorporated as part of the Plan document.

**EMPLOYER INFORMATION**

**Name of Employer:** Pioneer Career and Technology Center

**Federal Tax ID:** 34-0971791

**Employer's Address:** 27 Ryan Rd.

Shelby OH 44875

**Telephone Number:** 419-347-7926 **Fax:** 419-347-4709

**Contact Person:** Linda K. Schumacher

Telephone / Extension: 42104 E-mail: Schumacher.linda@pctc.k12.oh.us

**Type of Organization:**

**XX** K-12 Public School ☐ Community College ☐ Public College/University

Note: If Employer is not a public education organization, this document may not be used.

**PLAN INFORMATION**

**Name of Plan:** Pioneer Career and Technology Center 403(b) Plan

**Effective Date:** This Adoption Agreement:

       establishes a Plan effective as of        (the "Effective Date") and is the first 403(b) plan document established by the Employer.

**XX** amends and restates a previously established 403(b) Plan document of the Employer. The effective date of this amended Plan is June 1, 2016 (the "Effective Date").

**Eligibility:** Except as otherwise selected below, all employees are immediately eligible to make contributions under the Plan. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject. The plan shall not include:

       Employees who are eligible to participate in one or more plans described under Section 403(b)(12)(A) of the Code during the calendar year sponsored by the Employer.

**XX** Employees who are students and regularly attending classes at the Employer institution during the calendar year (limited to Employers that are educational institutions).

**XX** Employees who normally work fewer than **20** hours per week (must be 20 or less; equivalent to 1,000 hours or less in a year except as otherwise provided under applicable 403(b) regulations generally effective January 1, 2009) during the calendar year.

**Note: The inclusion of all common law employees will prevent an inadvertent violation of the eligibility requirements of Section 403(b)(A)(ii)**

**Contributions into the Plan:**

**Employee Contributions** (in addition to salary reduction contributions):

     Roth 403(b) Contributions to the Plan are permitted beginning on \_\_\_\_\_

**XX** Roth 403(h) Contributions are NOT permitted under the Plan

(Default: if no election is made, Roth 403 Contributions are permitted)

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**Employer Contributions (if any):**

**XX** No Employer Contributions will be made.

     Employer Contributions will be made in accordance with applicable employment agreements and collective bargaining agreements, or as may be determined from year to year by the Employer.

(Default: if no election is made, Employer Contributions are permitted)

**15 Years of Service Catch Up Contributions:** The Plan will **XX** or will not      permit employees with 15 years of service with the Employer that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service (Section 3.2 of the Plan) to increase their Elective Deferrals limitation.

(Default: if no election is made, Catch Up Contributions are permitted)

**Investment Options:** Any Annuity Contracts and/or Custodial Accounts provided by Vendors authorized on Appendix 1, which may be revised from time to time, are authorized to accept contributions under the Plan.

**Exchanges Within the Plan:** The Plan will **XX** or will not      permit Participants to make Exchanges. If permitted, Exchanges may occur between:

**XX** Those organizations listed on Appendix 1 only (default if no election made,)

     Those organizations listed on Appendix 1 and any other organization offering annuity contracts and or custodial accounts that satisfy the requirements of Section 403(b) of the Code who execute an information sharing agreement with Employer or its appointee for purposes of satisfying applicable compliance requirements.

(Default: if no election made, Exchanges between organizations listed on Appendix I are permitted)

**Transfers Into the Plan:** The Plan will \_\_\_ or will not XX accept Transfers from another employer's 403(b) plan.

(Default: If no election is made, Transfers will be accepted)

**Transfers From the Plan:** The Plan will XX or will not \_\_\_ permit Transfers from the Plan to another employer's 403(b) plan, if requested by a former Participant.

(Default: If no election is made, Transfers will be sent to another 403(b) plan.)

**Financial Hardship Distributions:** Hardship Distributions are XX or are not \_\_\_ available under the Plan.

(Default: If no election made, Hardship Distributions are permitted)

**Loans:** Loans are XX or are not \_\_\_ available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s).

(Default: If no election made, loans are permitted)

Note: The Plan prohibits loans to any Participant who has an existing outstanding defaulted loan under any retirement or deferred compensation plan sponsored by the Employer.

**Direct Roth Rollovers:** If Roth 4(13(b) Contributions are permitted to the Plan (above), direct rollovers from other Roth 403(b) or Roth 401(k) plans are \_\_\_ are not \_\_\_ accepted into the Plan or

XX Not Applicable because Roth Contributions are not permitted to the Plan.

(Default: If no election made, direct rollovers of Roth contributions will be permitted)

**Plan Administration:** The Plan shall be administered:

\_\_\_ By Employer

\_\_\_ Jointly by Employer and Vendors. Unless otherwise agreed to by the affected parties, Employer and the provider/issuer of each Funding Vehicle shall jointly act as Administrator of the Plan. Employer shall be responsible for matters relating to eligibility (including providing notice of the Plan to Employees), enrollment opportunities, Contributions authorizing disbursements in accordance with Section 5, and proper tax reporting on Contributions, Plan document maintenance and payroll related issues. The Funding Vehicles are responsible for matters relating to investing Contributions as directed by Participants, beneficiary designations, distributions authorized by the Employer, Exchanges, Transfers, Rollovers, loans, withdrawals and post-employment compliance, such as tax reporting, notice requirements and withholding on distributions.

XX by a designated Administrator. The Employer has named Plan With Ease to act in this capacity.

**The following section may be used to insert provisions for which there were no acceptable alternatives provided. It may be used to modify any portion of the Plan or Adoption Agreement.**

NOTE: Any modifications should be carefully reviewed by Employer's legal counsel to ensure that changes do not adversely affect the Plan's qualification under Section 403(b) of the Code.

Other provisions of the Plan (Attach additional pages as necessary):  

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**EMPLOYER ACKNOWLEDGEMENTS AND SIGNATURES**

Employer acknowledges that it is an eligible public education organization under Section 170(b)(1)(A)(ii) of the Code and is authorized to offer a program qualified under Section 403(b) of the Internal Revenue Code

**EMPLOYER**

By: \_\_\_\_\_

Print Name of Signer     Linda K. Schumacher

Title:   Treasurer

Dated:   May 16, 2016

### **APPENDIX 1**

Vendors authorized to receive ongoing contributions, and, if applicable, Exchange and Transfers under the Plan:

| Name of Organization             | Contact Person         | Telephone Number    |
|----------------------------------|------------------------|---------------------|
| <u>Ameriprise Financial Svcs</u> | <u>John Miefert</u>    | <u>419-521-4406</u> |
| <u>Metlife</u>                   | <u>Mike Poeppelman</u> | <u>330-899-0860</u> |
| <u>AIG/VALIC</u>                 | <u>Joel Seckel</u>     | <u>419-524-5050</u> |
| <u>American Fidelity Ed Svcs</u> | <u>Bill Rhoades</u>    | <u>877-518-2337</u> |
| <u>Voya</u>                      | <u>Terry Harrell</u>   | <u>614-431-5090</u> |

### **APPENDIX II**

Vendors authorized only to receive Exchanges or Transfers under the Plan:

| Name of Organization | Contact Person | Telephone Number |
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#### **Important Notes:**

1. As provided under the Plan, any authorized Vendor named in Appendix 1 and/or II agrees to share information necessary for compliance purposes with Employer and Administrator and/or with any other 403(1) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.
2. Each Vendor named above is required to maintain records of the Funding Vehicles offered under the Plan to comply with the information sharing requirements of the Plan and applicable information sharing agreements.

This Appendix is dated: June 1, 2016

This document was co-created by members of the Association of School Business Officials (ASBO) International and Pennsylvania Association of School Business Officials (PASBO). For a complete list of the members of the ASBO International 403(b) Retirement Plan Council visit [www.asbointl.org](http://www.asbointl.org). For a complete list of the members of the PASBO IRS 403(b) Regulation Task Force visit [www.pasbo.org](http://www.pasbo.org).