


Category:	Compensation and Benefits	INCA Community Services Personnel Policy 
Sub Category:	Employee Fringe Benefits	
Effective Date:	1982	
Revised Date:	1/29/18	
Responsible: Human Resource Department		

Retirement Benefits Policy

Policy

INCA Community Services, Inc. has established a retirement benefit plan (401K) to ensure a secure retirement for employees. The retirement benefit is a form of compensation designed to assist INCA in recruiting and retaining employees. It is also provided to assist employees in preparing for retirement and compensate individuals for their years of service to the agency.

Employees are eligible to receive benefits from the retirement plan by contributing through pre-tax deductions made from their wages each pay period. Employees may invest up to 15% of their wages and INCA will match up to 10% of the salary.

The 401(k) plan

The 401(k) plan is a tax qualified employer-established plan to which eligible employees may make salary deferral (salary reduction) contributions on a post-tax basis. The amount deferred is usually not taxable to the employee until it is withdrawn or disturbed from the plan.

Benefit Eligible Employee

To be eligible for INCA to match up to 10% of salary:

- An employee must be regular full time or regular part time. ([see Employee Classification Policy](#))
- The introductory period is six (6) months before an employee is eligible.
- After eligibility is established, the employee may be initiated into the program.

Non-contributing Retirement plan

An employees who is not classified as a Benefit Eligible Employee may still be eligible for a noncontributory retirement plan.

- All employees may contribute to the retirement plan at their own cost and utilize the system as a savings account.
- If an employee is not regular full time or regular part time he/she can still be eligible for retirement benefits but will receive no match funding from the agency.
- Employees who have not been with the agency for the six month minimum eligibility time frame may elect to contribute on their own during this time but INCA will not match any funding until after the six month period.
- Employees may choose to continuing contributing to the retirement program after their employment has ended but they will be solely responsible for contributions and must coordinate directly with the retirement program agency.

Distribution Rules
A triggering event must be satisfied in order for distributions to occur from a 401(k) plan. As a result, 401(k) assets can usually be withdrawn only under the following conditions: <ul style="list-style-type: none">• Upon the employee's retirement, death, disability or separation from service with the employer;• Upon the employee's attainment of age 59 ½;• When the employee experiences a hardship as defined under the plan;• Upon the termination of the plan;
Loans
Plan loans are another way that employees can access their plan balances, but several restrictions apply. Contact the Human Resource Director for contact information with retirement plan company.
Disclaimer
Employees who elect not to participate will not receive any deductions.
Dissemination of Policy
The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.