



UNION-NORTH UNITED SCHOOL CORPORATION
Office of the Superintendent

To: Individuals Employed by the Union-North United School Corporation

From: Jill Wagoner, Deputy Treasurer

Re: Universal Availability

Please consider this memo the annual notice of Universal Availability for all Union-North United School Corporation employees. Union-North United School Corporation will make available to anyone employed by the corporation the opportunity to participate in the corporation 403(b) program. This will include substitutes (certified and non-certified), coaches, bus drivers, cafeteria employees and Board Members.

Only those who are full-time employees, working 30 hours or more per week are eligible to receive the Corporation match of the 403(b). Substitutes, coaches, bus drivers, cafeteria employees and Board Members may participate by designating an authorized vendor to receive contributions to be deducted from their pay. Those receiving only lump sum payments from the school for their services may request a onetime deduction amount to be sent to the vendor of their choice.

Anyone requesting to participate in the 403(b) program may request a copy of the list of authorized vendors from the Corporation Office. No changes may be allowed to an existing salary reduction agreement at this time. New reduction agreements will take effect as soon as reasonably possible. 403(b) Salary Reduction Agreement forms will be provided by union-North United School Corporation to the authorized vendors.