

**EDUCATION POLICY STATEMENT**  
**FOR THE**  
**457(b) DEFERRED COMPENSATION PLAN**  
**CITY OF FOSTER CITY**

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# INTRODUCTION

## Background

The City of Foster City ("Plan Sponsor") offers to all eligible employees a Deferred Compensation Program ("Program") through a 457(b) Plan ("Plan"). The Plan Sponsor seeks to comply with the Internal Revenue Code section 457(b) and other applicable laws and regulations.

The Plan Sponsor recognizes the vital role of education for both Plan fiduciaries (Boards, Councils, Committees, Plan administrators and support staff) and Plan participants. The details of educational programs are divided into two parts: Part 1 covers the duties and responsibilities for **fiduciary education**. Part 2 covers the duties and responsibilities for **participant education**.

The Education Policy Statement for the Plan ("Policy") is based on established Employee Retirement Income Security Act of 1974 ("ERISA") and state regulatory requirements and industry best practices regarding both Plan Sponsor and Service Provider (currently VALIC) responsibilities for education. The Policy is intended to aid Plan Sponsors in meeting fiduciary and other responsibilities pertaining to the Plan.

## Purpose

The purpose of this Policy is to document the procedures demonstrating the "care, skill, prudence and diligence" that the Plan Sponsor will use in selecting and monitoring educational programs for the Plan fiduciaries in Part 1 and Plan participants in Part 2.

The Policy intends to establish procedures for the identification, communication and evaluation of educational programs to allow participants to make informed decisions regarding their retirement planning, investments and distributions. Further, the Policy intends to establish educational programs to help Plan fiduciaries fulfill their fiduciary due diligence responsibilities in managing the Plan.

## **PART 1: EDUCATION POLICY – DECISION-MAKERS**

### **1.1 Intent**

**For Plan fiduciaries and staff**, it is the assertion of this Policy that the Plan Sponsor and Service Provider must:

- Acknowledge that it is critically important for fiduciaries to make informed decisions on all matters which come before them.
- Understand all actions are undertaken primarily for the benefit of Plan participants and their beneficiaries.
- Adopt the types of objectives and procedures for Plan participants as stated in Part 2 of this Policy.
- Offer regular, recurring educational programs to fiduciaries and staff that cover Plan compliance, legislative and regulatory activities, fund selection and monitoring, and “best practices” in operational standards.
- Encourage fiduciaries to participate to the fullest extent possible in educational activities provided by recognized associations and institutes for defined contribution plans.
- Commit to ongoing funding for internal and external educational programs as appropriate for the Plan.
- Develop an annual plan of scheduled educational programs for fiduciaries and staff.
- Expressly focus attention on new fiduciaries and staff to assure they know and understand their fiduciary roles.
- Establish mutually agreeable performance standards for the delivery of education to fiduciaries and staff.
- Attend educational sessions offered to participants

### **1.2 Objectives of Fiduciary Education**

The goal of fiduciary education is to assure that all Plan fiduciaries and support staff understand their fiduciary and due diligence responsibilities in the actions they take on behalf of Plan participants and their beneficiaries. The objectives of fiduciary education are to:

- Assure that new fiduciaries and staff receive comprehensive education covering all of their responsibilities.
- Especially for Investment Performance review, assure that fiduciaries and staff understand basic fund evaluation methodology, fund objectives and characteristics and appropriate benchmarks.
- Increase fiduciary awareness of national best practices in Plan monitoring, especially in educational programs available to Plan participants.

- Understand and help shape Plan review content and frequency.
- Incorporate essential performance standards and financial guarantees into all requests for proposals and renegotiation of services by Service Providers.
- Supply sufficient communication of information and education
- Wherever possible, screen and participate in the types of education programs offered to participants (e.g. education, guidance and advice services, basic Service Provider education programs).

### **1.3 Types of Educational Programs.**

Below are a series of categories and types of information provided in education to fiduciaries. These categories and informational types are meant to be illustrative, not exhaustive.

- For new fiduciaries, a comprehensive review of basic Plan features, documents (e.g. Plan Document, Investment Policy Statement, Education Policy Statement, By-Laws, Reserve Policy) forms, past fiduciary actions (prior year of minutes).
- Detailed review and understanding of charts / graphs used in Service Provider or third-party fund performance reviews.
- Detailed review and understanding of performance standards and guarantees used in Service Provider performance reviews.
- Familiarity with Plan participant education, guidance and advice services,
- Understanding special Plan responsibilities, even if the task is outsourced, covering unforeseen emergencies, catch up provisions (both 50+ and traditional), loan options, domestic relation orders and Roth options.
- Awareness of rollover options and strategies for encouraging Plan participants to remain in the plan after retirement.
- Coordination of defined benefit and defined contribution assets to influence both asset allocation strategies as well as retirement objectives.
- Use of outside educational programs such as the National Association of Defined Contribution Administrators (NAGDCA), International Foundation of Employee Benefit Plans (IFEBP), International Foundation of Retirement Education (InFRE).

### **1.4 Process for Reviewing Education Objectives**

At least annually, the Plan Sponsor will review the Education Policy Statement and identify upcoming education based on Plan Sponsor priorities. The Plan Sponsor will determine the frequency of fiduciary education with the intent of having short education modules frequently and broader, more comprehensive education at least periodically.

## **PART 2: EDUCATION POLICY – PLAN PARTICIPANTS**

### **2.1 Intent**

**For Plan participants**, it is the assertion of this Policy that the Plan Sponsor and Service Provider must:

- Acknowledge that the purpose of education is to enable participants to make self-interested, informed decisions regarding their retirement planning and security.
- Offer regular, recurring educational programs and services to Plan participants that incorporate basic Plan information as well as investment guidance and advice.
- Make Certified Financial Planning services available to participants, especially those near or in retirement.
- Tailor educational content to participants in different agencies / departments or at various stages in their life / career (from early employment through retirement).
- Utilize diverse mediums and formats (face-to-face, print, electronic and internet) to maximize participant education.
- Develop an annual plan of scheduled educational programs to meet the diverse needs of Plan participants.
- Communicate to Plan participants, at least annually, the content and schedule of upcoming educational programs.
- Evaluate educational programs primarily based on participant satisfaction but also considering other behavioral impacts including: Plan participation, contribution, diversification, rebalancing and distribution management.
- Establish mutually agreeable performance standards for the delivery of participant education.

### **2.2 Plan Objectives**

The goal of the Program is to provide all employees with a comprehensive, prudently managed voluntary retirement savings program. The Plan objectives are the following:

- The Plan is established for the exclusive benefit of the participants and their beneficiaries.
- The Plan is a vehicle through which eligible employees and participants may accumulate assets to provide for a portion of their retirement needs.
- The Plan seeks to provide a broad range of educational programs recognizing participants' diverse demographics and their differing retirement objectives.
- The Plan will assure that investment guidance and advice programs are readily available with no or reasonable cost to Plan participants. Ideally, the range of programs will allow participants to manage their own investments without

assistance, to manage their own investments with assistance or to have their investments managed entirely by a designated Service Provider to the Plan.

- The Plan will regularly, at least annually, review its educational policies, educational curriculum, performance standards and procedures to assure that strong and effective strategies for Plan participants are represented.

### **2.3 Duties and Responsibilities**

The Plan Sponsor must identify individuals responsible for carrying out Plan duties. Typically, the Plan Sponsor will appoint a Deferred Compensation Committee ("Committee"), whose general duties and responsibilities for Plan participant education are as follows:

- Establish educational services offered by the Service Provider to Plan participants.
- Require Service Provider adherence to this Policy.
- Develop education-specific Service Provider performance standards based on goals and financial guarantees that will be part of ongoing Service Provider evaluation.
- Review this Policy at least annually and recommend amendments to the Policy at any time to reflect changes in the procedures or to incorporate requirements based on new regulations and / or best practices.
- Approve annual educational topics and the schedule of on-site educational programs targeted to both current employees and retiree participants and assure that the programs are easily accessible by all Plan participants.
- Identify multi-channel (i.e., electronic, one-to-one, print, etc.) educational programs which are made available to participants.
- Provide input and approve ongoing communication / marketing of educational programs.
- Encourage Plan participant use of guidance and investment advice services.
- Encourage coordination of defined benefit and defined contribution information as well as other participant assets in order to achieve the most comprehensive development of asset allocation strategies.
- Establish and monitor, at least annually, the impact of educational programs on participant behavior including, but not limited to, the number of participants in the Plan, total and average Plan contributions, number of fund selections per participant, frequency of re-balancing by participants, and participant usage of different components of the educational program. Wherever possible, the identified information will be distinguished by gender, age and department / occupation.
- Assure that the Policy is easily accessible by Plan participants as appropriate.
- Although ERISA does not apply to the Plan, the Committee intends to operate the Plan generally in conformance with ERISA 404(c).

## **2.4 Objective of Educational Programs**

Each year, sufficient educational programs will be offered to cover the breadth of participant needs from entry level personnel, mid and near-term employees as well as retired participants. The Plan Sponsor deliberately chooses to organize its target groups for education into four categories: entry level, mid-career, pre-retirement and retirement.

The objective of all educational programs is to elevate participant understanding of their retirement financial objectives and to impact their behavior when they are planning for these objectives.

## **2.5 Types of Educational Information**

Below are a series of categories and types of information provided in an educational program. These categories and informational types are meant to be illustrative, not exhaustive.

### Entry-Level

- Basic investment strategies including pre-tax / post-tax contributions (regular and Roth), untaxed asset growth, basic retirement objectives, self risk-assessment, identification of retirement objectives and time horizon, basic understanding of diversification, asset allocation and fund selection.
- Awareness of specific deferred compensation Plan requirements including contribution limits, taxation, distribution requirements / restrictions (unforeseen emergencies, in-service, minimum required and post-service distributions) and portability.
- Summary of Plan Sponsor and Service Provider-specific policies and documents including the Plan document, application and other transaction forms, investment and education policies, issue-specific documents (unforeseen emergencies, loans, catch-up provisions, domestic relations orders).
- Summary of Service Provider procedures including timing and method of accessing account information, and obtaining and completing transactions.

### Mid-Career

- Coordinating other assets with defined contribution assets, including defined benefit programs, other household income and assets, and Social Security benefits.
- Understanding basic risk-reward theories within the core fund line-up and exposure to tools addressing risk tolerance, retirement objectives and time horizon.
- Increasing knowledge of investment terminology and concepts.



- Considering available investment guidance and advice services and managed account options.
- Familiarity with asset allocation options including risk and life cycle funds.
- Understanding of Roth 457 options compared to regular 457 contributions.

#### Pre-Retirees

- Maximizing contributions to include 50+ and traditional catch-up provisions.
- Preliminary understanding of distribution options and impact on meeting long-term retirement needs.
- Termination options including use of sick leave, vacation and other accrued benefits as contributions to their retirement plan assets.
- Rollover options and the pros and cons of maintaining funds in the Plan compared to non-Plan options.

#### Retirees

- Asset allocation strategies in retirement including investment strategies, diversification and risk of fund options, tax consequences, minimum required distributions and liquidity strategies.
- Evaluating alternate retirement options including Individual Retirement Accounts and annuitized distributions.
- Rollover options and the pros and cons of maintaining funds in the Plan compared to non-Plan options.

### **2.6 Disclosure of Fees and Charges for Educational Services**

Educational services requiring payment of participant fees and charges must be fully disclosed to the Plan Sponsor and fiduciaries before services are made available to Plan participants.

In addition, participant fees and charges for educational services must be disclosed to all participants at enrollment and at any other time as appropriate.

### **2.7 Communication to Participants**

Information about education programs and services will be made available to Plan participants. The Plan Sponsor will communicate at least annually announcing the schedule of educational on-site programs, the schedule of Service Provider representative availability for individual participant appointments, website educational material and special support programs (covering guidance and advice

services, managed account options and any other financial planning services). Communication will be delivered in such format(s) to reach the widest participant audience, as determined by the Plan Sponsor.

*Ann E. R...*

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Chairperson, 457 Deferred Compensation Committee

*5-28-14*

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Date