

1. Establishment.

The School District of Neillsville ("District") sponsors the School District of Neillsville IRC Section 403(b) Plan (the "Plan") for the benefit of its employees. The administration and operation of the Plan is governed by this Administrative Policy.

2. Employee Contributions.

2.01. Salary Reduction Agreements. Each eligible employee of the District may elect to reduce his/her salary by a specified amount by completing and returning the Salary Reduction Agreement to the District.

2.02. Change or Revocation of Election. Pursuant to the terms of the Salary Reduction Agreement, which may be amended from time to time by the District, each employee may change his/her contributions. Any change to contributions may only be made on a prospective basis.

3. Approved Vendors.

3.01. List of Vendors. The District shall keep a list of vendors who have been approved to receive funds under the Plan ("Approved Vendors"). This list of Approved Vendors shall be available to employees.

3.02. Hold Harmless Agreement. A vendor must sign the District-approved Hold Harmless Agreement in order to be and remain an Approved Vendor.

3.03. Additional Vendors. Vendors will be added to the list of Approved Vendors upon the approval of all applicable employee associations and the District, and upon the vendor signing and delivering the District-approved Hold Harmless Agreement.

3.04. Notice of Removed Vendors. The District will notify the appropriate employees within thirty (30) days of a decision to remove an Approved Vendor from the Approved Vendor list.

4. Amendment.

4.01. 403(b) Amendment. The District may amend this Administrative Policy at any time and from time to time except as limited by Wisconsin law.

Initial Adoption: 11/28/11

Final Adoption: 12/19/11

List of Approved Vendors

1. WEA Trust

Initial Adoption: 11/28/11

Final Adoption: 12/19/11