



## Lehigh University Human Resources Policy

Policy Number:	128
Effective Date:	circa 1967
Revisions:	
Applicability:	All Benefits Eligible Faculty and Staff Members

### VOLUNTARY RETIREMENT SAVINGS PLAN POLICY

#### **Purpose:**

Policy on VRSP benefits available to employees

#### **Policy:**

The University maintains the *Voluntary Retirement Savings Plan*. The plan is identified as plan number 003 with the Internal Revenue Service and the United States Department of Labor. All plan provisions are governed by the official plan document.

#### ***Eligibility for the Voluntary Retirement Savings Plan (VRSP)***

The VRSP is an employee funded voluntary 403(b) and 403(b)(7) retirement savings plan. It is available to all benefits eligible faculty and staff members, adjunct faculty members, visiting faculty members and research personnel, and wage employees.

#### ***Costs for VRSP Participation***

The cost of participating in the VRSP is fully paid by the employee.

#### ***Plan Choices and Provisions***

Participation in the plan is voluntary. Employees may enroll at any time. Pre-tax savings can be submitted to:

- **American Century**
- **Fidelity Investments**
- **TIAA-CREF**
- **The Vanguard Group**

All vendor approved 403(b) and 403(b)(7) investment vehicles at each company can receive employee contributions.

General information about the plan is available at:

**Human Resources**

**428 Brodhead Avenue, Bethlehem, PA 18015**  
**610-758-3900**

**Keywords:** Retirement, VRSP, Tax-Deferred