



Operational Area	Employment
Responsible Executive	Chief Human Resources Officer
Responsible Office	Human Resources Office
Effective	November 1, 2025

## Tax-Deferred Annuity Plan Policy

### Employment

#### Contents:

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. Related Information
- V. Policy History
- VI. Policy Approval

---

## I. INTRODUCTION

- A. **Authority:** C.R.S. § 23-54-102, et seq. (2025) authorizes the Trustees of Metropolitan State University of Denver ("MSU Denver" or "University") to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy authorizes MSU Denver to offer its benefits-eligible employees a tax-deferred annuity plan.
- C. **Scope:** This policy applies to benefits-eligible MSU Denver employees.

## II. ROLES AND RESPONSIBILITIES

- A. **Responsible Executive:** Chief Human Resources Officer
- B. **Responsible Administrator:** Chief Human Resources Officer
- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** Chief Human Resources Officer, 303-605-7218



Operational Area	Employment
Responsible Executive	Chief Human Resources Officer
Responsible Office	Human Resources Office
Effective	November 1, 2025

## Tax-Deferred Annuity Plan Policy

### Employment

### III. POLICY STATEMENT

- A. The University may offer to its benefits-eligible employees the administration of a payroll deduction, tax-deferred annuity plan in accordance with Internal Revenue Code § 403(b).

### IV. RELATED INFORMATION

- A. [IRC 403\(b\) Tax-Sheltered Annuity Plans](#)

### V. POLICY HISTORY

- A. **Effective:** November 1, 2025
- B. **Revised:** 2025 reviewed with no substantive changes; April 1, 2019 revision supersedes section 4.11 of the *MSCD Trustees Manual*, 2007.
- a) **Original Enactment Date:** 2007
- C. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.

### VI. POLICY APPROVAL

A handwritten signature in blue ink that appears to read "Janine Davidson".

Janine Davidson, Ph.D.  
President, Metropolitan State University of Denver

A handwritten signature in blue ink that appears to read "Kristin Hultquist".

Kristin Hultquist  
Chair, Board of Trustees, Metropolitan State University of Denver