

~~The Transylvania County Schools business office shall use the following procedures in administering the annuity program:~~

- ~~1. All permanent employees are eligible for participation in the program.~~
- ~~2. Agencies providing annuity plans must be approved by the business office before any decision regarding annuity funds is made.~~
- ~~3. The superintendent/designee shall adopt and implement uniform business processes for the efficient and effective operation of the annuity program.~~
- ~~4. Before signing any contract, the employee is responsible for checking with the business office to determine if the plan is available.~~
- ~~5. The business office reserves the right to discontinue a program with any agency that provides improper record keeping or follows poor bookkeeping procedures.~~
- ~~6. It shall be the employee's responsibility to have a thorough understanding of any contract that is signed by the employee.~~

~~Ref. N.C.G.S. 115C-341~~

~~APPROVED BY BOARD
AND EFFECTIVE 12/2/80
REVISED 3/20/06~~