



Individual Retirement Account (IRA) Policy

Purpose

To provide the Roeliff Jansen Community Library staff with an option to save for retirement by contributing to an Individual Retirement Account (IRA) in a manner that is compatible with their employment status and in accordance with federal regulations.

Policy Statement

All full-time and part-time Library staff, who have been employed for six months or more and have completed their probationary period are eligible to participate in their own IRA retirement savings option under the scope of this policy, provided they meet the eligibility requirements set forth by the Internal Revenue Service (IRS) for contributions to an IRA.

Library staff are encouraged to establish and contribute to an Individual Retirement Account (IRA) as part of their long-term retirement planning. The Library does not sponsor or manage individual IRAs but will provide educational resources on retirement savings options. Library staff are responsible for establishing an account, managing their own contributions, adhering to IRS annual contribution limits, and understanding tax implications associated with their IRA.

Contributions

The Library will contribute an amount equal to 2% of each participating staff member's gross wages to a Simple IRA established by the employee. This allocation is in addition to the gross hourly wages paid to the staff member as part of their regularly scheduled hours of work.

Library staff may elect to contribute portions of their gross hourly wages to their IRA in addition to what the Library contributes as specified in this policy.

Contributions made by an employee to their IRA can be made directly through payroll deductions. It is up to the Library staff member to provide IRA account information to the Library's bookkeeper to allow for direct deposits into the staff member's retirement account.

Tax and Legal Considerations

It is the responsibility of Library staff to consult with a tax advisor or financial planner regarding their IRA contributions and to understand the tax implications and legal requirements of their retirement savings, including how retirement contributions should be reported on a staff member's annual state and federal tax filing. The library does not provide financial or tax advice.

Adopted by the Library Board of Trustees on May 19, 2026