



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Retirement Plan for New and Part-Time Employees not Currently Eligible for TRS or ORP	DF - III	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D- Personnel	Retirement Programs	DF	08/26/2025

PROCEDURE

McLennan Community College has established a special retirement plan for new and part-time employees who are not currently eligible to contribute to the Teacher Retirement System or the Optional Retirement Plan. By law, this plan is mandatory for all employees not enrolled in another qualified retirement plan at McLennan Community College.

Any employee who is a part-time employee or who is not currently eligible to contribute to TRS or ORP must participate with the following exceptions:

- (a) a student who regularly attends classes at McLennan Community College,
- (b) retirees receiving payments from Teacher Retirement System or Optional Retirement Plan, or
- (c) employees currently contributing into the Teacher Retirement System at another institution.

An eligible employee will contribute 7.5% of gross salary. Contributions are invested in a group fixed annuity. By law an employee cannot have access to his or her funds except after termination of employment. Fund distributions are made quarterly.