



457(b) Deferred Compensation Plan Enhancements

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Joleen A. Christine, CRPS®
Financial Advisor
Assistant Vice President – Investments

Plan Improvements *for* Participants

- Assets in your Nationwide 457(b) accounts will convert to OneAmerica, reducing your fees from an average of **1.52%** to an average of **0.53%** annually --- a **65%** annual savings for you.
- You will have low cost registered mutual funds with a history of top performance to choose from for your investments.
- A Fixed Account with a crediting rate of **3.5%** interest will be available to all participants. **3.5%** annually is the guaranteed floor rate. A higher rate will be credited if the market dictates.
- Group and individual meetings will be offered to help you select the most appropriate funds and secure the retirement you deserve.

- You will continue to contribute to your Nationwide account until the conversion date.
- Your current assets will be transferred to OneAmerica and invested in the most similar investments to your current choices, keeping your risk level constant.
- You will be able to reallocate your investments to new choices, if you choose to.
- Your new contributions will be added to your One America account and invested as you choose.
- Your WDC 457(b) account will no longer be contributed to. Assets in this account may stay invested with WDC or be rolled into your new account with One America.
- Your investment allocation, salary deferral amount and eligibility are not changing.
- You will receive quarterly statements from OneAmerica.

Plan Improvements

for

The Plan Sponsors

Wells Fargo Advisors will act as a 3(21) Fiduciary to your plan providing the following services:

- Investment Policy Statement
- Investment Search and Recommendation
- Investment Review and Performance Reporting
- Service Provider Search
- Service Provider Review & Consultation
- Plan Fiduciary Meeting Support and Education
- Plan Benchmarking
- Plan Design Analysis
- Employee Education
- Fiduciary Audit File

Next Steps

A letter notifying Nationwide and thanking them for their service will be sent to you, to be printed on Jefferson County letterhead, signed and returned.

This letter will authorize Nationwide to work with OneAmerica and release plan related information to facilitate a successful transition.

Nationwide will confirm a date that they can release the assets as a group wire transfer.

Group employee meetings will be held to explain the enhancements and answer questions.

OneAmerica will set up the participant accounts, the fund lineup, and the new website, which can be customized.

Assets will be mapped to like funds in the new plan.

After the conversion, OneAmerica will be on-site to demo the new website and help employees enroll in the plan. Joleen Christine will be on-site to help answer investment questions and help employees choose appropriate investments for their individual needs.

Policy Sections

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Section 100 – Introduction

10-30-19

Outline Section		Recommended County Language	Discussion Issues
Policy		<p>It is the intent of the County Board and Administration to establish a comprehensive Administrative Policy and Procedure Manual. This manual is a resource to inform and educate employees and to provide guidance and support to County management with an overall goal of creating a consistent summary of the policies established by the County Board and the administrative processes established by the County management.</p>	
Applicability		<p>This manual applies to all County employees. Employees represented by labor unions shall be covered only to the extent that the policies and procedures in the manual do not conflict with the labor contract.</p> <p>This manual complements existing ordinances, it is not intended to create nor should it be construed to constitute a contract. Should any provision of this Manual be found to be in violation of federal or state law, regulation, administrative code, or interpretation of a court of competent jurisdiction, the law, regulation, code, or interpretation of the court shall have precedence, except as it pertains to the designation of an individual as an employee.</p>	
Manual Administration		<p>The Administrative Policy and Procedure Manual is developed and maintained under the direction of the County Administrator. In an effort to be transparent, informative and to educate employees, the Administrative Policy and Procedure Manual shall be available to all employees, County Board members, and the general public.</p>	

Changes and updates to the Manual will be made on a regular basis. Modifications to the manual will be communicated employees in order to educate and inform so managers, supervisors, and employees are able to comply with applicable policies and procedures. The Manual may be updated based on either policy or procedural changes.

Policy Changes: When the County Board establishes a new policy or amends an existing policy, the Administrative Policy and Procedure Manual will be updated to reflect the decisions of the Board. Typically policy changes are those which are approved by the Board through an ordinance or resolution. Examples could include but are not limited to the following:

- 1) Creation or modification of the County pay plan
- 2) Creation or modification to an employee benefit plan.
- 3) Salary and overtime policies.
- 4) Creation of new job classifications or reclassifications of existing job classifications.

Procedural Changes---From time to time the County Administrator may authorize procedural changes in the Administrative manual in order to comply with a federal or state law, or create or change an existing process to enable County operations to be more effective and efficient. Manual changes of this type are intended to be procedural in nature, recognizing that overall policy changes are the purview of the County Board.

Examples of procedural changes may include but are not limited to the following:

1. Forms, work flow, and approval processes.
2. Compliance with a new or modified state or federal statute or regulation such as overtime laws and family and medical leave.

County Management

In accordance with Wisconsin Statutes, Jefferson County is managed by a combination of a County Administrator and appointed department heads. Many department heads are assisted in their managerial role by subordinate supervisory and managerial staff. Together this entire group constitutes management.

The County Board of Supervisors is the legislative body that establishes broad oversight and policy guidance and performs its legislative role through committees and boards. The County Administrator is appointed by the County Board of Supervisors and is a full time employee who has overall responsibilities for the day to day administration and management of County operations as outlined in State statutes.

Management's primary and exclusive responsibility is to manage County operations and functions. This responsibility includes but is not limited to:

1. Directing the work force.
2. Hiring, assigning, suspending, transferring, promoting, demoting, disciplining, and terminating employees.
3. Determining the size/composition of the work force.
4. Determining the size, location and amenities of work sites and area, and the equipment and tools to be used.
5. Managing and accountable for the physical and intellectual property of the County, such as copyrights or patents developed through use of the employee's time and resources
6. Establishing and modifying work methods, systems and processes as needed.
7. Assigning staff, mandating overtime as necessary, reducing work hours and laying off employees, if necessary.
8. Subcontracting work when deemed to be in the County's best interest

<p>Department Policies and Procedures</p>		<p>Departments may develop workplace policies, procedures, and rules specific to their operations and/or department in a manner consistent with this Manual, state and federal regulations, and any County resolutions or ordinances. All such policies, procedures, and work rules that pertain to matters of wages, benefits, hours of work, or conditions of employment, shall be reviewed with and approved by the County Administrator or Human Resources Director prior to implementation to determine if the changes need to be presented to the County Board for approval.</p>	
<p>Employee Responsibility</p>		<p>The Administrative Policy and Procedure Manual is available either in paper format, or in electronic format on the County's Intranet server. Employees with access to the Intranet server will not be supplied with paper copies, but will be granted electronic access to the policies.</p> <p>Employees are responsible for being aware and complying with the terms and conditions outlined in the manual. The County reserves the right to modify, supersede or eliminate existing policies and administrative procedures. This Manual is not a contract of employment. Employees are responsible for reading, reviewing, and complying with the policies contained in this Manual and any revisions made to it.</p>	