

## **Staff Report**

**Subject:** Signatures for Schedule F Authorizing Changes to ACCG Defined Contribution Program

**Author:** Sarah Mausolf, Assistant Human Resources Director

**Department:** Human Resources

**Meeting Date:** January 18, 2022

**Item Description:** Approval of Updating ACCG Schedule F, Authorization to Take Action on the Defined Contribution Program

### **Summary Recommendation**

Staff recommends approval of amendment to ACCG Schedule F, Authorization to Take Action on the Defined Contribution Program. This amendment will remove the statement authorizing the County Manager, County Clerk and Human Resources Director the authority to sign distribution paperwork for terminating/resigning/retiring employees.

### **Executive Summary**

This amendment deletes the statement authorizing the County Manager, County Clerk and Human Resources Director to sign account action forms for the resigned/terminated employees.

### **Background**

- ACCG has revised the forms authorizing changes to the Defined Contribution Plan. The new Schedule F will authorize the Board of Commissioners to make changes to the Defined Contribution Plan. The change also removes the statement allowing the County Manager, County Clerk and Human Resources Director to sign the forms authorizing distribution of funds for terminated/resigning/retiring employees.

### **Alternatives**

1. Recommend approval of update to ACCG Schedule F for the Defined Contribution Plans.

### **Other Alternatives:**

None

**Department Review:** County Manager

**Funding Source:** No impact on funding.

**Attachments:** ACCG Form Schedule F to Defined Contribution Plans.