

The following is a **SAMPLE** of an HCSP policy. Every contract is unique due to different funding sources selected and components the employer chooses to include in the policy. This sample is intended to provide ideas for the types of elements that an employer might include in an HCSP policy. MSRS representatives are available to assist employers in drafting contract language.

**Health Care Savings Plan (HCSP)  
XYZ Public School District - Directors**

Employees of XYZ Public School District who are Directors will participate in the Health Care Savings Plan (HCSP) administered by Minnesota State Retirement System (MSRS). All current and future Directors of the district will participate as outlined by this agreement.

This policy is effective July 1, 2015, and will remain in force for 2 years or until renewed by the parties, whichever is later.

Directors include: Director of Finance, Athletic Director, Technology Director, Director of Teaching & Learning, Communications Director, and Community Education Director.

XYZ Public Schools will handle the administrative responsibilities of remitting and accounting for the employee contributions to MSRS. Contributions to the HCSP will be as follows:

- 1% of employee's bi-weekly gross pay.
- 100% severance upon termination or retirement, as specified under articles applicable to severance in the individual contract agreement.

Individual members may neither increase nor decrease their contributions from the amount established by this agreement. All employees must participate as outlined by this agreement unless eligible to opt out of the Plan. The employee must apply for a waiver in a format approved by MSRS.

Upon the employee's death, contributions owed but not yet paid to the HCSP will be paid in cash to the employee's (e.g., estate or spouse).

**XYZ Public School District**

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School Board Superintendent

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Date

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School Board President

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Date