

Retirement Security Strategies Checklist for Plan Sponsors

Consider each of the strategies that can be used to promote your workers' retirement security. Check whether the strategy is one your organization is currently using or might implement in the future. Some strategies will be more appropriate than others.

Remember, your organization doesn't need to do everything on this list—nor do everything at once. Start with relatively small changes that are easy to implement and likely to have the most impact. You can build from there.

| Goals/Strategies | Currently Do | Implement | | | Not Interested |
|--|--------------|-----------|--------|-------|----------------|
| | | Year 1 | Year 2 | Later | |
| Goal 1: Help Workers Determine Their Retirement Needs and Where They Stand | | | | | |
| Help workers “picture” their retirement | | | | | |
| Provide a retirement income calculator | | | | | |
| Offer access to independent professional advisors | | | | | |
| Emphasize future monthly income on retirement income statements | | | | | |
| Goal 2: Get Workers Enrolled and Saving for Retirement | | | | | |
| Offer a workplace retirement plan | | | | | |
| Shorten or eliminate the eligibility waiting period | | | | | |
| Offer a match—consider a stretch match (e.g., rather than 100% up to 3% of pay, use 50% up to 6% of pay) | | | | | |
| Use automatic enrollment | | | | | |
| Automatically escalate deferral rates | | | | | |
| Simplify enrollment and decision making | | | | | |
| Establish a new-hire education and enrollment program | | | | | |
| Use competition to motivate plan participation | | | | | |

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| Goal 3: Help Workers Make Prudent Investment Decisions | | | | | |
| Limit investment options—offer 5 to 10 | | | | | |
| List appropriate choices (e.g., default options) at the top of the investment menu | | | | | |
| Promote investment diversification | | | | | |
| Discourage chasing returns | | | | | |
| Encourage regular asset rebalancing | | | | | |
| Offer target-date and/or balanced funds with automatic diversification and rebalancing | | | | | |
| Provide model portfolios for different life stages | | | | | |
| Monitor expenses and fees | | | | | |
| Goal 4: Help Workers Stay on Track to Meet Their Retirement Objectives | | | | | |
| Limit the number of plan loans | | | | | |
| Restrict loans and withdrawals to participant contributions | | | | | |
| Limit the amounts that can be borrowed and withdrawn | | | | | |
| Automatically restart participant contributions after hardship withdrawals | | | | | |
| Permit terminated workers to continue making loan payments | | | | | |
| Make rollovers into other tax-advantaged accounts hassle-free when workers move to other employment | | | | | |
| Make it easy for workers to transfer in funds from other tax-advantaged accounts | | | | | |
| Offer benefits such as life insurance, disability benefits and long-term care insurance that help workers manage risk and protect retirement savings | | | | | |
| Provide information/education concerning budgeting, debt management, taxes, etc., to promote financial literacy | | | | | |

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| Goal 5: Assist Those Near Retirement to Make the Transition | | | | | |
| Help preretirees assess different retirement scenarios and risk management strategies | | | | | |
| Give workers options for transitioning into retirement such as reduced or modified employment | | | | | |
| Identify ways to help workers remain productive such as moving them to less stressful or demanding jobs, retraining or updating their skills | | | | | |
| Reemploy retirees | | | | | |
| Continue health care benefits during the transition to retirement | | | | | |
| Permit workers to collect some of their retirement benefits while continuing to work | | | | | |
| Offer lifetime income options | | | | | |
| Make an annuity, systematic withdrawal or other retirement income generator (not lump sum) the default retirement option | | | | | |
| Educate workers regarding a lump-sum distribution vs. lifetime income options | | | | | |
| Give workers information they need to choose between lifetime income options and providers | | | | | |

For more information on these strategies, refer to *The Path to Retirement Security in the U.S.: How Employers and Plan Sponsors Can Help*, available at www.ifebp.org/retirementsecurity.



PDF-315