Portland Public Schools offers an excellent program through which you may contribute a portion of your current income into supplemental retirement savings accounts. This supplemental retirement savings program is offered under Section 403(b) of the Internal Revenue Code and is called the Tax-Sheltered Annuity Plan ("TSA Plan").

All employees are eligible to contribute to the TSA Plan. You may begin participating in the TSA Plan at any time, by first establishing an investment account with an approved investment provider, then completing a Salary Reduction Agreement, signing it, and submitting it to the HR/Benefits office at the BESC.

Employees may make changes to their 403(b) contributions at any time by completing a new Salary Reduction Agreement. The updated Salary Reduction Agreement must reach the Benefits Department by the 15th of the month for it to be effective on the next payday.

Please note: If you are considering a hardship withdrawal from your 403(b) account, you may be required to apply for a loan first. You will need to call the District’s compliance company, Carruth Compliance Consulting at (503) 968-8961 to get more information.