

Retirement Security Strategies Checklist for Employers and Plan Administrators



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					
Deliver basic retirement information					
Provide a retirement income calculator and other planning tools					
Offer access to independent professional advisors					
Provide a regular retirement income statement					
Goal 2: Get Workers Enrolled and Saving for Retirement					
Offer a workplace retirement plan					
Shorten plan enrolment waiting periods					
Offer a match—consider a stretch match for DC plans (e.g., rather than 100% up to 3% of pay, use 50% up to 6% of pay)					
Use automatic enrolment for DC plans					
Automatically escalate deferral rates to DC plans					
Simplify DC plan enrolment decision making					
Conduct a program to introduce new workers to their retirement benefits and enrol them					
Use competition to motivate plan participation					

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		Year 1	Year 2	Later	
Goal 3: Help Workers Make Prudent Investment Decisions					
Offer a no-option DC plan					
If DC plan members manage their own investments:					
<i>Offer target-date and/or balanced funds with automatic diversification and rebalancing</i>					
<i>Limit investment options—offer 5 to 10</i>					
<i>Structure investment menu to encourage appropriate choices</i>					
<i>Promote investment diversification</i>					
<i>Discourage chasing returns</i>					
<i>Educate about and encourage regular asset rebalancing in DC accounts</i>					
Monitor expenses and fees					
Goal 4: Help Workers Stay on Track					
Make it easy for workers to transfer retirement savings from other retirement plans					
Make it easy for terminating workers to transfer retirement savings/accrued benefits to a new employer or retirement benefit program					
Offer other workplace benefits that help workers manage risk and increase retirement savings					
Make personal finance information and education available					
Goal 5: Assist Those Near Retirement to Make the Transition					
Help preretirees assess different retirement scenarios and risk management strategies					
Offer members retiree income options					
Check/monitor fees, costs and risks associated with retirement income options					
Give workers information they need to choose between retirement income options and providers					
Create opportunities for transitional employment					
Offer supplemental health insurance and guidance on how to select an insurance plan					

For more information on these strategies, refer to *The Path to Retirement Security in Canada: How Employers and Plan Administrators Can Help*, available at www.ifebp.org/retirementcanada.