POLICY

The college provides a 403b retirement plan for all eligible employees.

This plan includes:

Tax deferred Annuity (TDA): Available for employee contributions only and participation is optional. Employees opting to participate are eligible immediately.

Roth after-tax account: Available for employee contributions only and participation is optional. Employees opting to participate are eligible immediately.

Defined Contribution (DC): Restricted to contributions made by the college. After completing one year of qualifying service, the employee becomes eligible to participate. Eligibility for employer contribution requires the employee to work at least 1,000 service hours during the plan year. For qualifying employees, the college will make contributions as follows:

Completed Years of Service	% of Gross Salary
Less than 5 years	2%
5 years but less than 10 years	4%
10 years or more	6%
15 years or more	8%

Vesting for Defined Contribution is as follows:

Completed Years of Service	Vested Percentage
2	25%
3	50%
4	75%
5	100%

A summary plan description of the college's retirement plans is provided to all employees at time of initial eligibility. Any questions regarding this plan should be directed to the Human Resources Department.

Future changes to the operations of the college may necessitate changing this or any other policy of benefit. As such, this benefit may be changed, amended, modified or discontinued by the college when, in its sole discretion, the college deems such modification necessary. Any such changes may be implemented with or without notice.