



Enrollment & Eligibility

in the Retirement Plan

The mission of the YMCA Retirement Fund is to empower YMCA employees to achieve economic security, resulting in loyalty to the YMCA Movement. The Fund sponsors the YMCA Retirement Fund Retirement Plan ("Retirement Plan"), which is a defined contribution, money purchase, church pension plan that elected into certain provisions of the Employee Retirement Income Security Act of 1974, as amended ("ERISA"), effective July 1, 2006.

The following FAQs cover various aspects of enrollment and eligibility under the Retirement Plan.

Q. Do all YMCA employees have to be enrolled in the Retirement Plan?

A. Yes. As a condition of employment, individuals employed at YMCAs that participate in the Retirement Plan must be enrolled as soon as they are eligible. Only new employees, hired for the first time by a YMCA after age 60, who are working for a YMCA that requires employees to make contributions, may elect to waive participation. All waivers must be validated by the Fund.

Q. Can an employee waive enrolling in the Retirement Plan because of financial hardship?

A. No, an employee cannot waive enrollment because of financial hardship.

Q. When are employees eligible to be enrolled in the Retirement Plan?

A. Employees become eligible when they have completed 1,000 hours of service during each of any two 12-month periods, beginning with their date of hire ("anniversary date"). These 12-month periods do not have to be consecutive. Employees are enrolled on the first day of the month following their anniversary date, after they complete the service requirement if they are age 21. If their anniversary date falls on the first of the month, they are enrolled on their anniversary date. If the employee is not yet 21 but has met the service requirement, they are enrolled on the first day of the month *after* they turn 21. If they were born on the first of the month, they are enrolled on their 21st birthday.

Q. Should part-time employees be enrolled in the Retirement Plan?

A. Yes, a part-time employee is eligible if he or she satisfies the eligibility requirements. Once enrolled, part-time employees continue to participate even if they work less than 1,000 hours in subsequent years.

Q. If an employee moves from one YMCA to another before becoming eligible, how does this affect their eligibility?

A. The new YMCA must take into account all prior service at a participating YMCA when establishing the employee's eligibility to be enrolled in the Retirement Plan. If more than six years go by between the time an employee leaves one YMCA and begins at the next YMCA, the employee will be treated as a new hire and prior service will not count.

Q. What if an employee leaves one YMCA, and a few years later is employed by the same or another YMCA?

A. For those who are participants in the Plan but are not vested, enrollment is immediate as long as there is not more than a 6-year break in YMCA employment. If the break is longer than 6 years, then the employee needs to re-establish eligibility. For vested participants, the rule is easy: they are immediately enrolled upon their return, regardless of how long they have been gone. It is important to determine if a new hire has worked for a YMCA before so that prior service is credited properly.

Q. What if an employee believes that they achieved eligibility but that a YMCA failed to enroll them?

A. The employee should approach the local plan administrator at their YMCA and ask them to recheck their eligibility calculations. The employee may also call the YMCA Retirement Fund. If the matter is not resolved to the employee's satisfaction, the employee can make a written request for a review of the matter in accordance with the claims procedures in the *Summary Plan Description* for the Retirement Plan.