Note: The following statement of benefits for Allegheny College part-time employees represents a summary only. The statements below are in effect as of July 1, 2019, and are subject to change. For more detailed information, contact the Human Resources Office at 332-2312, Room 106, Murray Hall or visit the Human Resources Web page at http://sites.allegheny.edu/hr/synopsis-of-benefits/.

Defined Contribution Plan (Retirement Choice - RC)

- **Effective Date:** Eligible after one year of continuous full-time employment and at least 1,000 hours worked in a year.
- **Carrier:** TIAA/CREF

A year of full-time, benefit-eligible service with an institution of higher education during the 12-month period immediately preceding your date of employment with Allegheny College will be counted for meeting the participation requirements. Plan is voluntary with the employee contributing 4% or 6% and the College matching it with 7% or 9% respectively. Employee contributions can be made on a pre-tax or Roth basis. Vesting in the plan is immediate.

Employee elective deferrals (with no employer match) can also be made to the plan.

To verify employment with another institution of higher education, please have the “Verification of Employment for Participation in Retirement Annuity (RA)” completed by your former employer. This form can be found at: http://sites.allegheny.edu/hr/forms/#retirement

If the participation requirements can be met and you would like to enroll in this plan, please go to: https://www.tiaa.org/public/tcm/allegheny/home

Summary plan document the Retirement Choice Plan can be found at:
http://sites.allegheny.edu/hr/forms/#retirement

Employee Personnel Policies & Handbooks

The Employee Personnel Policies and Handbooks can be viewed at the following Web site:
http://sites.allegheny.edu/hr/employee-handbooks/

Miscellaneous

Employee I.D. cards are available through the Security Office. Your I.D. card provides library privileges, bookstore discounts, use of Wise Center Sport facilities, and discounts at participating local restaurants. Parking Permits are also available through the Security Office located in the Observatory Building.

Please review additional benefits and opportunities that are available to employees by visiting:
http://sites.allegheny.edu/hr/synopsis-of-benefits/