

Adventist Retirement Plan

- What is it?** The Adventist Retirement Plan is a 403(b) Retirement Plan administered by Empower Retirement. This pre-tax investment program provides the following benefits for you:
- Convenient, automatic contribution by salary reduction
 - Employer matching contribution (up to 3%)
 - Pre-tax contributions, which reduce current income taxes
 - Tax deferral of earnings and interest
- Who can participate?** All regular (not temporary) employees of the Pennsylvania Conference over the age of 20. Seasonal employees and substitute teachers are considered temporary, and are therefore not eligible unless you have several positions and at least one is considered “regular”.
- How do I participate?** Your enrollment is automatic upon hire with a 3% salary reduction. For 10-month teachers, the initial automatic enrollment is 3.26%.
- Does my employer make any contribution?** Yes. Full-time employees receive a contribution equal to 5% of their salary. All employees, either full or part-time are eligible for employer matching contributions up to 3%.
- Where is my money invested?** The Plan is designed to provide employees with an array of suitable investments to meet retirement objectives – both for employees with no investment experience and for those who are more knowledgeable and who wish to have a high level of control. All investment funds are screened for social, ethical, and religious values. The default is for target maturity funds. These are selected mutual funds with adjusted levels of risk based on your nearness to retirement age. Other investment options include equity, bonds, liquid, and Charles Schwab brokerage accounts. You can change your investment choices at any time through the Empower website www.participant.empower-retirement.com.
- How will my retirement fund grow?** Above and beyond the earnings from your investments, the Adventist Retirement Plan is committed to helping you prepare for retirement. Each July, all eligible employees will be part of an auto-escalate program that will increase their contribution by 1% until a 7% contribution level is reached.
- Can I make changes to my contributions?** You can change your contributions at any time through the Empower website www.participant.empower-retirement.com.
- When can I access my money?** Once the funds are sent to Empower, federal guidelines regarding withdrawal of the funds are strictly enforced. Money can be withdrawn from the Plan in these events:
- After age 59½
 - Death
 - Total and permanent disability
 - Loans and hardship withdrawals are available under specific conditions. Please contact Empower for more information and to begin that process
- Can I decline participation?** Yes. If you choose not to participate, you must go to the Empower website www.participant.empower-retirement.com within 90 days of your initial hire and request that your retirement contribution be returned.
- How do I learn more?** The Empower website contains many tools to help you manage your retirement planning. If you are logging on for the first time at www.participant.empower-retirement.com, you will need to select “Register” and then go through the enrollment process under the tab titled “I do not have a PIN”.

I acknowledge that I have read the information presented regarding the Adventist Retirement Plan and understand that it is my responsibility to manage my account through the Empower website.

Signature of employee

Date