



ALCOTT SCHOOL

Hello and welcome!

September 2024

Whether you are a new or a returning employee, you are eligible to enroll in our 403B plan. Please talk to Barbara O'Dell, Director of Operations, if you would like to enroll in the 403B plan or if you have any questions.

If you are a **new employee** to Alcott ... Welcome! You are invited to join our 403B retirement plan, administered by Lincoln Financial. You will be fully vested in this plan as of the date you join, and any employee working at least 17.5 hours per week will become eligible for a matching employer contribution up to 2% upon their one-year anniversary of employment with Alcott School. We strongly encourage everyone to take advantage of this investment in your future and of the benefit of the employer contribution when you become eligible.

If you are a **returning employee** and do not currently participate in the 403B plan with Lincoln Financial, this is a reminder that you are eligible to enroll as of your date of hire. After you have been employed with Alcott for one calendar year for a minimum of 17.5 hours per week, you also become eligible for a matching employer contribution of up to 2% from Alcott School.

If you are not interested in signing up, it is important that you indicate this on the tear off form below and return to the Human Resources office as soon as possible. Note that new and current employees should complete this form, if you are not interested at this time.



I have been advised that the Alcott School offers a 403b plan to all employees, effective and fully vested upon hire. After one year of employment with Alcott School, I understand that my employer offers to match my 403B contribution, up to 2% if I am employed for at least 17.5 hours per week.

I am choosing not to participate in the 403B plan at this time. I understand that I may change my decision and enroll in the plan at any time.

Name: _____

(Please print)

Signature: _____

Date: _____

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