



## MEMORANDUM

**To:** All Employees

**From:** Jason Persan, Human Resources Director for Employee Services

**Date:** December 1, 2024

**Re: IMPORTANT RETIREMENT PLAN CHANGE IMPACTING ALL EMPLOYEES**

**If you are not currently deferring at least 3% of your pay to your retirement plan, then changes to our Plan will impact you beginning February 19, 2025. It is very important that you take a moment to review the information below.**

We are pleased to announce two important changes to our retirement plan that will help employees save for retirement – *Auto-enrollment* and *Auto-increases* of deferrals. You now can start saving for retirement and increase your retirement savings by doing nothing!

These changes are designed to make it even easier to start saving for retirement and to gradually increase your tax-free contributions to help you prepare for retirement. It is important to remember that 100% of the money you defer from your pay to your retirement account is yours from the day you defer it – There is no vesting period for money that you defer.

**WHAT IS CHANGING?** Effective **February 19, 2025**, the following changes will be in effect:

### ***Current Employees***

- If you are *not* currently enrolled in our 403(b) Retirement Plan, you will be **automatically enrolled in the Plan** and will defer 3% of your pay to the Plan each pay period unless you opt-out between January 1<sup>st</sup> and January 31<sup>st</sup>.
- If you are currently enrolled in our 403(b) Retirement Plan and *deferring less than 3%* of your pay to the Plan, then your deferral amount will be **automatically increased to 3%** of your pay each pay period unless you opt-out between January 1<sup>st</sup> and January 31<sup>st</sup>.
- On January 1<sup>st</sup>, 2026, all employees who have been automatically enrolled at 3% will have their deferral amount automatically increased by 1% to a deferral rate of 4%. This will continue to occur every January 1<sup>st</sup> thereafter until your deferral amount is 6%. No automatic increases will occur after your deferral amount reaches 6%, though employees may choose to increase their deferral rate beyond 6% and may opt out of automatic increases at any time.

### ***Newly Hired Employees***

- After the first 30 days of employment, newly hired employees will be automatically enrolled in the Plan with an initial deferral amount of 3% if they do not make an election to the contrary.

## **HOW DO I OPT-OUT?**

If you do not want to be automatically enrolled in the Retirement Plan, please follow the steps listed below anytime between January 1<sup>st</sup> and January 31<sup>st</sup>.

1. Access the Arc NY website at [arcny.corebridgefinancial.com](http://arcny.corebridgefinancial.com).
2. Enter your information when prompted.
3. Select **Opt Out** or **Enroll** (to initiate or change an election).

## **WHAT IF I HAVE QUESTIONS OR WANT HELP?**

If you have any questions about these changes or want help with the options offered, please don't hesitate to contact our Compensation Analyst & Retirement Plans Manager, Manpreet Rattu, at (516) 293-2016, x5139, or [mrattu@ahrc.org](mailto:mrattu@ahrc.org), or myself at (516) 293-2016, x5363, or [jpersan@ahrc.org](mailto:jpersan@ahrc.org).

We hope this change will make it easier for you to start saving more for retirement sooner!