

**EMPLOYER-SPONSORED RETIREMENT PLAN  
ACKNOWLEDGEMENT FORM – Part Time Staff**

I have been made aware of Fairleigh Dickinson University's employer-sponsored retirement plan. I understand as a part time non-union member who works and maintains 1,000 or more hours of service for each 12-month period, the waiting time to join the plan is two (2) years. The waiting period may be reduced or waived if my immediately preceding place of full-time employment was with a not for profit or higher education institution. If so, I will contact the benefits department (ext. 2704) to obtain the necessary paperwork as proof will be required

I understand as a full-time union employee, there is a one (1) year waiting period to join the employer-sponsored pension plan.

I understand all employees are eligible to open a supplemental retirement (employee sponsored) account. I understand there is no waiting period to open a supplemental account.

After I meet the waiting period, I understand I must complete the necessary forms to enroll in the Plan(s).

If I require more detailed information with regards to the retirement plan, I will contact the benefits department for a copy of the Summary Plan Description

---

Employee Name (please print)

---

Last FOUR digits of Social Security Number

---

Employee Signature

---

Date

---

Location/Department