

**REFERENCE GUIDE FOR
ST. NORBERT COLLEGE DEFINED CONTRIBUTION RETIREMENT PLAN**

EMPLOYER: St. Norbert College, Inc.
 ADDRESS: 100 GRANT STREET, Depere, Wisconsin 54115
 TELEPHONE:
 EMPLOYER EIN: 39-1399196
 PLAN ADMINISTRATOR: St. Norbert College Employee Benefits and Administrative Committee
 ADDRESS: 100 Grant Street, Depere, Wisconsin 54115
 TELEPHONE:
 PLAN YEAR END: December 31st
 EFFECTIVE DATE OF PLAN: September 1, 1957
 EFFECTIVE DATE OF RESTATEMENT: January 1, 2024

PLAN SPECS	EXPLANATION	QUEST/PG
Eligible Employees		7 p.2
-All Contributions:	all Employees are eligible EXCEPT: Student Employees	
-Matching Contributions:	all Employees are eligible EXCEPT: Consultant, temporary agency employee, leased Employees and Employees who work in positions that are less than .75 FTE (less than .5 FTE for Employees hired prior to January 1, 2015) unless such Employee is a faculty member participating in a phased retirement policy of the College (in which case such Employee is not excluded)	
Hours of Service		11 p.6
	Actual Method (hourly) and Equivalency Method (salaried) (weekly) used for all purposes	
Eligibility Requirements	All Contributions:	14 p.7
	other than Elective Deferrals	
-Eligibility	date of hire	
Eligibility Requirements	Elective Deferrals: date of hire	13 p.7
Entry Date	For All Contributions:	16 p.9
	other than Elective Deferrals	
	date eligibility requirements met	
Entry Date	For Elective Deferrals: date of hire	13 p.7
Vesting-All Contributions	100% immediate vesting	36 p.23
Vesting-acceleration	N/A	35 p.22
Retirement		34 p.22
-Normal	Normal Retirement Age: age 65	
Compensation-definition	all contributions	8 p.3
	W-2 wages	
Pre-entry Compensation		9 p.4
-All Contributions	participating compensation	
Post-Severance Compensation		9 p.4
-All contributions	includes regular pay, leave cash-outs, and deferred compensation, and excludes disability continuation payments and does not count deemed includible compensation	
Compensation Exclusions		10 p.5
-All contributions	exclude fringe benefits; exclude bonuses; exclude overtime and expense allowances or reimbursements, moving expenses, deferred compensation, welfare benefits, and severance pay	
-Other	The term "bonus" does not include lump sum merit increase payments	
Employee Contributions		
-Elective Deferrals	(including Roth Deferrals)	6 p.2
	Catch-Up Deferrals:	21 p.13
	Age 50 Catch-Up Deferrals and Qualified Organizational Catch-Up Deferrals are permitted	
-In-Plan Roth Rollovers	Allowed for the following:	31 p.21
	all vested amounts	
	Limitations for In-Plan Roth Rollovers:	Appendix B
	Additional limitation:	43 p.27
	-portion of account attributable to a loan cannot be converted	
-Rollovers	allowed	44 p.27
	Withdrawal of rollovers:	Appendix B
	permitted at any time	
	Additional provisions:	
	-rollovers only allowed from a Participant in the Plan	Administrative Checklist

Employer Contributions

-Matching Contributions

22 p.13

Discretionary: Match equal to a uniform percentage or dollar amount; match cap determined on uniform basis by Employer
other: (a). The Employer may make a discretionary matching contribution each Plan Year. For the 2024 Plan Year, the discretionary matching contribution should be determined as follows: During the first two years of employment, the Employer matching contribution will be 100% of the Compensation contributed by a Participant as a salary reduction contribution in excess of 2% of Compensation; provided however that there shall be no matching contribution above the first 5% of Compensation contributed by a Participant as a salary reduction contribution. Beginning with the third year of employment, the Employer matching contribution will as set forth in (b), below. (b) For individuals who have completed two years of employment the following match contributions will be made. A Participant who makes the following minimum salary reduction contribution (% of Compensation)/will receive the following matching contribution (% of Compensation): 3%/3% match; 4%/4% match; 5%/7% match. The College reserves the right to determine how the match is made (e.g. matching on a payroll by payroll basis or matching based on total Plan Year Compensation and Elective Deferrals)

Contributions that are matched: only elective deferrals are matched

Allocation conditions:

28 p.20

no conditions to share in matching contribution

Forfeitures

allocated as follows:

30 p.21

-may first be used to pay Plan expenses

-forfeitures attributable to matching contributions may be used to reduce any nonelective contribution, used to reduce any matching contribution or allocated pro-rata based on compensation

Distributions

-Forms

39 p.24

Distributions may be made under any method permitted under the investment arrangements, including the following:
lump-sum payment, partial withdrawals or installments only for RMD, installments, and ad-hoc distributions
as soon as feasible after termination

-Mandatory Distribution

Amount limit: does not exceed \$5,000 (disregarding any rollover contribution)
Automatic IRA rollover: if no election and amount exceeds \$1,000 (including any rollover contribution)

-Hardship Distributions

Permitted

40 p.25

-In-Service Distributions

Permitted

40 p.25

Accounts/Conditions for In-Service distribution:

-if Participant has reached age 59 1/2: from elective deferrals

-if Participant has a disability (as defined in the Plan): from all contribution accounts

-at any time: from rollover contributions

-additional in-service provision: age 60 and is participating in a phased retirement program adopted by the College may withdraw all or any portion of the Participant's Vested Accounts

Miscellaneous

-Loans

permitted

43 p.27

Loan provisions:

Administrative Checklist

-minimum loan amount is \$1,000

-term for a home loan will be no more than 10 years

-loan payments suspended for military leave of absence

-loans to terminated employees are not allowed

-only 2 outstanding loan(s) per Participant

Loan Account restrictions - only from the following accounts:

Administrative Checklist

-Pre-tax Elective Deferrals

-Directed Investments

Permitted

BPD 7.03

-Annual Testing Elections

33 p.22

Current Year ACP testing

Top-paid group election