

YMCA OF GREATER ROCHESTER

Part Time Benefit Listing

A. RETIREMENT BENEFITS

The YMCA Retirement Fund was incorporated in New York in 1922 and is a 501(c)(3) not-for-profit corporation, organized and operated for the purpose of providing retirement and other benefits for employees of participating Ys throughout the United States.

The Fund sponsors the Retirement Plan, which is a defined contribution, money purchase, church pension plan intended to satisfy the qualification requirements of Section 401(a) of the Internal Revenue Code. The Fund also sponsors the Tax-Deferred Savings Plan, which is a church retirement income account plan as defined in Code Section 403(b)(9).

For the most up-to-date information about the plans sponsored by the Fund, visit their website at www.yretirement.org. You will find the latest Fund news, frequently asked questions, quarterly investment and performance results, forms, and publications. Contact the Fund's Customer Service Department at (800) RET YMCA (800 738 9622), or via email at info@ymcaret.org.

Retirement Plan:

As a condition of employment, all YMCA of Greater Rochester employees who meet eligibility requirements are enrolled in the Retirement Plan. Interpretations, definitions and requirements related to this Plan are determined by the YMCA Retirement Fund's Board of Trustees, and each participating Y administers the Plan locally.

In order to be eligible, employees must be 21 years of age or older and complete two 12-month periods of Y service, working at least 1,000 hours in each, beginning with the date of hire. The two years do not have to be consecutive. All hours of Y service count toward eligibility, even in cases where the employee is under age 21 or works at multiple participating Ys. Employees meeting these qualifications are automatically enrolled and immediately vested. If an employee was previously enrolled by the YMCA of Greater Rochester or another Y that participates in the YMCA Retirement Fund, he/she is immediately eligible for enrollment in the Plan.

The YMCA of Greater Rochester contributes on behalf of each eligible employee an amount equal to 12% of his/her compensation. The Y reserves the right to amend its participation in the Plan at any time within the terms and conditions set by the Y, the Plan and the YMCA Retirement Fund. The Fund may amend the Plan at any time, and it may also be amended at any time to conform to applicable federal law.

Tax-Deferred Savings Plan:

Since the YMCA of Greater Rochester contributes 12% to the Retirement Plan, each employee is encouraged to make additional voluntary contributions to the Tax-Deferred Savings Plan in order to achieve at least 15% total retirement savings, a goal recommended by many financial planners. Employees not yet eligible for the Retirement Plan are encouraged to save 15% on their own each year while they await eligibility.

Opening a 403(b) Savings Plan in the Tax-Deferred Savings Plan allows employees to save these additional pre-tax amounts through payroll deduction. This account is available to all employees of YMCA of Greater Rochester, regardless of age, service or number of hours worked. Contributions are subject to certain limitations under federal law.

Employees can also roll over money from eligible employer plans or IRAs into a Rollover Account in the Tax-Deferred Savings Plan.

Employees can also contribute to the 403(b) Savings Plan on an after-tax basis in the Roth Account.

Any employee interested in opening a 403(b) Savings Plan or rolling in eligible amounts to the Savings Plan should contact their YMCA of Greater Rochester Branch Director of Administration.

If any inconsistencies arise between this material and the Retirement Fund Plan Documents, the language in the official Plan Documents will govern.

B. TIME-OFF BENEFITS

1. Vacation

Part time employees that work at least 1300 hours per calendar year are eligible for vacation after one year of employment. For additional details refer to the Vacation policy in the employee handbook.

2. Sick Time

Sick Leave is accrued at the rate of one hour per every 30 hours worked, up to a maximum of 56 hours. The benefit is to be used for any full day or part of a day when you are ill or for doctor's appointments. If you should leave the YMCA, you do not receive reimbursement for unused time. Refer to the Sick Time policy in the employee handbook for additional information.

3. Leaves of Absence

Provisions for time off for jury duty, FMLA, NY Paid Family Leave, disability, bereavement and required military service are available. Arrangements are made through the Branch Executive and the Human Resources Office.

C. MISCELLANEOUS BENEFITS

1. My Better Benefits

The YMCA is a member of My Better Benefits, an organization which offers discounts on local recreation and entertainment services which include: discounted movie tickets, Seabreeze, Darien Lake, discount coupon books, and printing services, to name a few. For more details visit www.mybetterbenefits.org. Enter company code 20257250.

2. Employee Assistance Program (EAP)

The EAP is a free, confidential counseling and referral service provided by the YMCA to assist employees and families. Services provided help employees with personal problems including, but not limited to: marriage and family issues, parent-child relations, alcohol and/or drug use, mental health and stress issues, single parent issues, work related problems, stress due to changing work environment and financial or legal problems. You may access your EAP at 1-800-252-4555 or 1-800-225-2527. Also contact EAP at www.theEAP.com or contact your Human Resources Department.

3. Employee Scholarship Award

The YMCA is proud to provide a tuition scholarship award to employees to work toward a degree. The tuition must be to further your work with the YMCA and is available to full-time and part-time employees who consistently work at least 20 hours per week and who have satisfactorily completed six months of employment. In addition, you may receive a tuition discount from one of several colleges, such as Nazareth, Roberts Wesleyan, and Springfield College. Please contact Human Resources for additional information.

4. Mileage Reimbursement

Employees are reimbursed on a per mile basis for authorized use of personal automobile on YMCA business. Expense reports are available on Paylocity. Commuting to and from home is not included.

5. Parking

Free parking is provided for all part-time employees during regular Association hours. If you are a part-time employee at Carlson Metro Center or the Association Office who regularly parks at the East End Garage, your parking cost will be paid by the Association. You will need to provide information about your vehicle. If you occasionally park at the East End Garage, reimbursement may be made through an expense report and verified paid receipt.

6. Membership privileges

As a part-time employee, you receive an individual membership with the ability to purchase an upgraded membership. See your branch membership staff for the cost of an upgraded membership.