

## RCAB 401(k) Plan Highlights

Plan Feature	Plan Feature Details
<b>Plan Name</b>	Roman Catholic Archdiocese of Boston 401(k) Retirement Savings Plan
<b>Effective Date</b>	January 1, 2012
<b>Plan Recordkeeper</b>	TIAA-CREF
<b>Plan Type/Plan Sponsor</b>	401(k) non-ERISA church plan/Roman Catholic Archbishop of Boston, a Corporation Sole
<b>Plan Year</b>	January 1 - December 31
<b>Participating Employer</b>	A Participating Employer is any parish, school, cemetery, or other location that is part of the Roman Catholic Archbishop of Boston, a Corporation Sole. Any separately-incorporated Catholic entity listed in the Catholic Directory that has signed a Participation Agreement with the Plan Sponsor is also considered a Participating Employer.
<b>Employee Contribution Eligibility</b>	<p>For purposes of employee contributions only, the following individuals are considered eligible employees:</p> <p>Any lay employee* scheduled to work at least twenty (20) Hours of Service per week (twenty four (24) Hours of Service per week for an Employee who works 10 months during the year) or such other minimum weekly hour threshold established by a Participating Employer as authorized in writing by the Plan Administrator, except any individual:</p> <ul style="list-style-type: none"> <li>• who is a member of a religious order;</li> <li>• who is an intern, fellow, student teacher, seminarian, substitute teacher, or a student on a temporary work assignment as part of a cooperative education program</li> </ul> <p><i>*Incardinated priests are eligible to participate in the RCAB 401(k) Plan. Additional details on participation are included in the Highlights document for Priests.</i></p>

<p><b>Eligible Compensation</b></p>	<p>For purposes of determining employee and employer contributions, eligible compensation is defined as all wages (excluding imputed income from excess group life insurance coverage, reimbursements or other expense allowances, cash and non-cash fringe benefits, moving expenses, deferred compensation and welfare benefits), but including commissions and employee salary reductions under Internal Revenue Code Sections 401(k), 125, 457(b), 403(b) and 132(f). The maximum annual compensation amount upon which employee and employer contributions may be based is \$275,000 for 2018 (adjusted periodically by the IRS).</p>
<p><b>Employee Contributions</b></p>	<p>Employees will be automatically enrolled in the Plan if they are hired September 1, 2015 or later, at a 3% pre-tax rate. Employees may make pre-tax and Roth contributions (combined) up to the annual limit under federal law (\$18,500 for 2018). If an employee is age 50 or older by December 31, an additional \$6,000 can be contributed, for a total of \$24,500 in pre-tax and Roth contributions. Employee contributions may begin the first pay period following completion of an enrollment form and can be changed at any time.</p> <p>Rollover contributions are permitted from eligible retirement plans, including an Individual Retirement Account; a 401(k) or 403(b) plan with an employer other than the RCAB; and/or in the form of a lump sum from the RCAB Pension Plan. Rollovers from the RCAB 403(b) are subject to certain restrictions. Please see the RCAB 403(b) Plan and RCAB 401(k) Plan Frequently Asked Questions document for more information.</p>
<p><b>Employer Contribution Eligibility</b></p>	<p>To be eligible for employer contributions as described below, employees (as defined above) must complete at least one year of service (defined as one continuous 12-month period of service during which the employee worked at least 1,000 hours). Employees will be credited with qualifying service that occurred prior to January 1, 2012.</p>

<p><b>Employer Contributions</b></p>	<p>The following employer contributions will be provided :</p> <p>Effective January 1, 2016, each eligible employee who makes contributions (either through Roth or pre-tax deferrals) will receive a matching employer contribution in an amount equal to 100% of the first 3% of compensation contributed plus 50% of the next 2% contributed. The maximum combined employer contribution shall be 4% of eligible compensation. The employer contribution amounts will be reviewed annually and may be increased, decreased, or eliminated.</p>
<p><b>In-Service Withdrawals</b></p>	<p>Withdrawals are permitted upon attainment of age 59½ for any reason and are available from employer and employee contributions (including any earnings thereon). Tax withholding may apply.</p> <p>Hardship withdrawals are permitted at any age in order to meet an immediate and heavy financial need as defined by the IRS. Such withdrawals are available from employee contributions (excluding earnings thereon) and rollover contributions.</p> <p>Withdrawals from rollover contributions (including any earnings thereon) are available at any time for any reason. Tax withholding and/or penalties may apply.</p> <p>A \$1,000 minimum is required for all in-service withdrawals.</p>
<p><b>Vesting Requirements – Employer Contributions</b></p>	<p>An employee who makes contributions will be immediately vested in all of his/her contributions and all employer contributions to the Plan made on or after January 1, 2016.</p>

<p><b>Loans</b></p>	<p>An employee may have one loan outstanding at any one time that may be taken against employee contributions and rollover contributions. Loan repayment is made through payroll deductions over a period not to exceed five (5) years pursuant to a signed promissory note. A \$1,000 minimum applies to all loans. Additional restrictions and fees apply per the Plan's Loan Policy.</p>
<p><b>Post-employment distributions</b></p>	<p>Employees may roll over vested account balances out of the 401(k) Plan into another retirement plan (that accepts rollovers) upon termination of employment. Employees may also take direct distributions from the Plan upon retirement, death, or disability pursuant to Plan rules in effect at the time.</p>
<p><i>The RCAB reserves the right to amend or terminate the terms of the RCAB 401(k) Plan at any time for any reason. A full description of the RCAB 401(k) Plan will be included in the Plan document. In the event of a conflict between this Highlights summary and the Plan document, the Plan document will govern. Nothing in this Highlights summary should be construed as a contract of employment.</i></p>	

**Updated December 2017**