

Union College Retirement Plan
UNIVERSAL AVAILABILITY NOTICE - 2010

Union College as Plan Sponsor provides you with the opportunity to save for your retirement through the Union College 403(b) Retirement Plan (the “Plan”). Union College would like you to know more about how you can participate in the Plan. Whether you want to enroll in the plan, or you are already enrolled but wish to change the amount of your deferral, you can accomplish your goal by filling out a 403(b) Salary Reduction Agreement (a.k.a. Investment Election Form). You can obtain a copy of this form and information on the plan from Human Resources at 17 South Lane, by calling 518-388-6108, or via the Human Resources website at <http://www.union.edu/HR>.

Eligibility

All employees of Union College (excluding students of Union College) who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan. Employees can sign up/change elections as often as each pay period.

Please take a moment to review the plan information before enrolling. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations at any time. The exact date your investment allocations will take effect may vary depending upon the policies of the financial service firm providing the investment options you chose for plan contributions.

Also, please be aware that the law limits the amount you may defer under this and other plans in any tax year. For 2010, the limit under all plans of this type is generally \$16,500 although larger limits may apply if you are age 50 or over or you have at least 15 years of service with Union College. Each participant only gets one limit for contributions to all 403(b) plans, so if you are also a participant in a 403(b) plan of another employer, your combined contributions to that plan and to the Union College Retirement plan in 2010 are generally limited to \$16,500. If you do participate in more than one 403(b) plan, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit. Note also that the sum of all of your contributions, and those of your employers, to all 403(b) plans that you participate in are generally limited to the lesser of \$49,000 or 100% of your compensation in 2010.

For further details, or if you have questions, please stop by Human Resources at 17 South Lane or call 518-388-6108.

