



June 29, 2020

### **Important Notice Regarding the College of the Holy Cross 403(b) Defined Contribution and Group Supplemental Retirement Plan**

The COVID-19 pandemic has dramatically changed our lives. Like many other educational institutions, COVID-19 has also changed the economics of how we operate. Due to the economic conditions during these uncertain times, the College of the Holy Cross has made the difficult decision to suspend the mandatory employee contributions and matching contributions made on your behalf into the College of the Holy Cross 403(b) Defined Contribution and Group Supplemental Retirement Plan (“403(b) Plan”). These changes will take effect with the payroll period beginning August 1, 2020, and continue through the end of 2020.

The College currently contributes 2% of your compensation up to the Taxable Wage Base (\$137,700 in 2020) and 5% of your compensation above the Taxable Wage Base as a “mandatory employee contribution” to your 403(b) Plan account. The College also contributes money to your 403(b) Plan account equal to 10% of your compensation up to the Taxable Wage Base and 12% of your compensation above the Taxable Wage Base as a “matching contribution.” The 403(b) Plan will be amended, effective August 1, 2020, to eliminate the mandatory employee contribution and matching contribution for the remainder of 2020. The amendment will only apply to pay periods beginning on and after August 1, 2020, and does not affect any contributions you received before that date.

To ensure that we can adapt to changing economic conditions in way that is most supportive of our employees, we have also amended the 403(b) Plan, effective August 1, 2020, to allow the College to make discretionary contributions going forward. This amendment will enable the College to make a contribution to the 403(b) Plan accounts of employees who are typically subject to mandatory employee contributions following the end of each plan year, should financial circumstances allow. Please note that this change does not obligate the College to make a discretionary contribution to your account for any plan year.

You should be aware that the amendments to the 403(b) Plan will not limit your ability to manage your account, investments, or change how and when you can access your money. In addition, we encourage you to continue making voluntary contributions to your 403(b) Plan account. The 403(b) Plan has many benefits, tax advantages, and features that can help you as you save for retirement. As always, please keep your long-term goals in mind when saving for retirement.

If you want to make changes to your voluntary contributions, you can do so at any time by contacting Fidelity:

- **Online.** [www.netbenefits.com/holycross](http://www.netbenefits.com/holycross)
- **By phone.** (800) 343-0860



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Please note that this letter serves as a Summary of Material Modifications that updates your Summary Plan Description for the 403(b) Plan and should be kept with that document. You may request a copy of this letter in writing on paper at no charge. Please contact Erika Fradsham, Benefits Coordinator, at [efradsha@holycross.edu](mailto:efradsha@holycross.edu) or (508) 793-2424, to request a paper copy.

If you have any questions regarding this letter, please contact Alan Hurley, Associate Director of Human Resources for Benefits, at [ahurley@holycross.edu](mailto:ahurley@holycross.edu) or (508) 793-2426.

Sincerely,

/s/

David Achenbach  
Chief Human Resources Officer  
College of the Holy Cross