

<p>Subject: 401(k) or 457(b), Pre Tax Retirement Savings Plan Benefit with Town Match Contribution Procedure for Full-time Managerial, Confidential Employees and Elected Officials</p>
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BENEFIT

All full-time Managerial and Confidential (M/C) employees and Elected Officials employed by the Town are eligible to contribute to the Town of Greenwich 401(k), or 457(b) Retirement Savings Plan. The maximum amount an employee can contribute on an annual basis is determined by the Internal Revenue Code (IRC). All M/C & Elected Officials are in either Group 1 or Group 2 as defined below. The Town will make a matching contribution to **only one** Retirement Savings Plan on behalf of the M/C employee and/or Elected Official not to exceed the 6% maximum indicated below.

Group 1: Full-time employees in the managerial, confidential and elected officials pay plan enrolled in the DEFINED BENEFIT retirement plan **and** appointed to the M/C position or elected BEFORE March 1, 2010.

Group 2: Full-time employees in the managerial, confidential and elected officials pay plan participating in the DEFINED CONTRIBUTION (DC) retirement plan OR in the defined benefit retirement plan but appointed to the M/C position or elected for the first time ON OR AFTER March 1, 2010.

BENEFIT FOR GROUP 1 EMPLOYEES

401 (k) Retirement Savings Plan, 457 (b) Retirement Savings Plan

Note: The 401(k) plan's total IRS contribution maximum per annum does not include the employer's contribution while the 457(b) maximum contribution amount includes both the employee and employer contributions.

1. All full-time Group 1 M/C employees and Elected Officials are eligible to participate in these Plans however the Town matching contribution will be made to only one plan.
2. The Town will make a matching contribution on a quarterly basis not to exceed 6% per annum of the employee's base salary (based on actual salary paid per quarter) on the following sliding scale:
 - a. 100% match of the first \$2,000 contributed:
 - b. 75% match of the next \$2,000 contributed; and
 - c. 66.67% match of every dollar contributed thereafter.
3. Employees may contribute up to the IRC maximum.
4. On a quarterly basis, the Town shall match the employee's contribution as defined in number 2 above but the Town's contribution shall not exceed 6% of the employee's base salary actually paid as of the last payroll before the end of each calendar quarter. The Town's

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match shall be calculated on a cumulative basis each quarter after previous contributions have been subtracted. Note: See example of the calculation at the end of this policy.

5. Participants are vested immediately in the Town contribution.
6. Participants must be employed on the last day of the calendar quarter in order to be eligible for a match that quarter except in the case of involuntary separation such as lay off where the employee is not found at fault (effective June 30, 2010).

Note: There are two M/C employees in Group 1 at Board of Education that receive their Town match in a 403b retirement savings. With the exception of these two employees, the 403b is no longer available to the M/C and Elected employees.

BENEFIT FOR GROUP 2 EMPLOYEES

Retirement Savings Plan - 457 (b) and/or 401 (k) DC Plan

Note: The 401(k) plan's total IRS contribution maximum per annum does not include the employer's contribution while the 457(b) maximum contribution amount includes both the employee and employer contributions.

1. All full-time M/C employees and Elected Officials as defined under Group 2 above are eligible to participate in these plans effective July 1, 2010, in addition to the 5% Town and employee mandatory contributions for the 401(k) DC Plan.
2. The Town will make a matching contribution on a quarterly basis not to exceed 3% per annum of the employee's base salary (based on actual salary paid) on the following sliding scale:
 - a. 100% match of the first \$2,000 contributed:
 - b. 75% match of the next \$2,000 contributed; and
 - c. 66.67% match of every dollar contributed thereafter
3. Employees may contribute up to the Internal Revenue Code combined (employee and employer contributions) maximum for the 457 (b) and the maximum employee contributions for the 401(k).
4. On a quarterly basis, the Town shall match the employee's contribution as defined in number 2 above but the Town's contribution shall not exceed 3% of the employee's base salary actually paid as of the last payroll before the end of each calendar quarter. The Town's match shall be calculated on a cumulative basis each quarter after previous contributions have been subtracted.
5. Participants are vested immediately in the Town's contribution.

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6. Participants must be employed on the last day of the calendar quarter in order to be eligible for a match that quarter except in the case of involuntary separation such a lay off where the employee had no fault in the separation.