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A. Eligibility
As a part-time Librarian, Non-Union, employee of City Colleges of Chicago (CCC), you are eligible to participate in the CCC Benefits Programs outlined in this guide.

B. CCC Employer-Paid Benefit Programs

Employee Assistance Program (EAP) (Employer-paid)
In addition to benefits provided through health insurance coverage, City Colleges of Chicago offers a free Employee Assistance Program (EAP) to Non-Bargained For employees and their families. EAP services include consultation and support for everyday challenges of life that may affect your health, family life, or desire to excel at work. Below is a summary of services available:

Employee Assistance
• Toll-free telephone assessments and consultations
• Work and Life Services — Childcare and Eldercare, Financial, Legal and Identity

Theft Prevention and Recovery
• Valuable Member Website

Consultation and Support
• 3 or 5 telephonic or web-video consultations per incident, per person, with a licensed clinician. EAP Services Available 24/7 through website or toll-free line. Website: members.mhn.com, company code: metlife1. Toll-free Line: 1-800-511-3920
• Research-based well-being assessment
• Assessments for depression and alcohol/substance abuse
• Articles and tools for health and wellness
• Work-life resource and referral directory, online tools (interactive tools for taxes, personal finance, retirement, etc.)
• Articles and tips on a wide range of behavioral and emotional health issues, including anger management, grief and loss and family and relationships
• Member Matters — monthly e-newsletter
• Ask Our Expert
• Interactive e-learning versions of many of our popular training programs

To learn more about the Employee Assistance Program offered through Metlife, please refer to the EAP section of the Benefits Department Website.

C. CCC Voluntary Employee-Paid Benefit Programs

Transit Benefits (Employee-paid)

Metra Card Program
The Regional Transportation Authority (RTA) METRA Prepaid MasterCard allows employees to use pre-tax dollars for commuting expenses for transportation on the METRA, CTA, Pace, South Shore Railroad, certain Amtrak routes and Chicago Water Taxi. Visit the RTA website for details. The IRS maximum amount is currently $130/month.

All transit payroll deductions are pre-tax and the amount elected will be deducted from the first payroll check of each month. There is an additional monthly fee of $1.50. Your RTA Transit Benefit Prepaid MasterCard will be delivered to your home and your monthly pre-tax deduction amount will be loaded onto your card each month. You must activate your card online or by phone with the RTA prior to use.

The maximum amount allowed by the IRS for pre-tax commuting expenses is $130 per month. If you also participate in the CTA Ventra Program, your combined RTA & CTA total deductions cannot exceed $230 monthly. For additional information and current fare rates, visit the RTA website.

CTA Ventra Card Program
All payroll deductions are pre-tax. The amount elected will be deducted from the first payroll check of each month. Amounts will be forwarded to Ventra and will be available for use on the 1st day of the following month. There are two enrollment options for the program:

• Pay-Per-Use – Choose from the following amounts: $30, $45, $60, or $80
• 30 Day Pass – Get unlimited rides for 30 days for $100

The maximum amount allowed by the IRS for pre-tax commuting expenses is $240 per month. If you also participate in the RTA Metra Program, your combined CTA/Pace Ventra & RTA total cannot exceed $230 monthly.

Your Ventra transit card has a balance that you maintain in an online account in the Ventra system. Fare transactions are deducted from your account each time the card is used on all CTA fare machines. If you lose your card, your account balance remains secure. Alert Ventra if your card is lost or stolen and order another card. For additional transit information and current fare rates, visit the Ventra website at www.ventrachicago.com.

403(b) and 457(b) Retirement Savings Plans (Employee-paid Contributions)
CCC offers voluntary 403(b) and 457(b) retirement plans which are valuable tax-advantaged retirement savings plans. The salary deferrals you elect to contribute to the Plan are made before income tax is paid. Your contributions are allowed to grow tax-deferred until the money is withdrawn from the Plan. Once withdrawn, your contributions are taxable to you upon receipt. You select which investment provider you want your money invested in from the eight CCC 403(b)/457(b) investment providers.

If you elect to participate immediately in this Plan, your 403(b)/457(b) Salary Reduction Authorization Form must be mailed to TSA Consulting Group, the plan administrator. A copy of your signed 403(b)/457(b) account application must be attached to your authorization form that indicates that you have opened an account with one of the CCC investment providers.

You have the option to increase, decrease, discontinue or resume your salary deferral contributions to the Plan on a quarterly basis. Investment provider changes may be made at any time. Refer to the Retirement Savings Plans section of the Benefits Department Website for investment options.
### 403(b) and 457(b) Retirement Plans

#### Same Plan Features
- **Eligibility**
  - All full and part-time employees except student employees and work study employees.
- **Contributions**
  - You can contribute a specific dollar amount or up to 75% of your salary each pay period through bi-weekly pre-tax salary deferrals. You can contribute to both plans concurrently or to either plan individually in any order.
- **Basic Annual Contribution Limit**
  - $18,000 per plan and $36,000 for both plans combined. (The IRS determines the limit each calendar year.)
- **Age 50 Additional Annual Contribution Limit**
  - $6,000 per plan and $12,000 for both plans combined for employees who are over 50 years old or attain the age of 50 by December 31, 2015. (The IRS determines the limit each calendar year.)
- **Total Annual Basic and Age 50 Contribution Limits**
  - $24,000 per plan and $48,000 for both plans combined. (The IRS determines the limit each calendar year.)
- **Contribution Changes**
  - Employees with at least 15 years of consecutive service with City Colleges can contribute up to $3,000 per year to a lifetime maximum of $15,000. (Prior year contributions may limit this amount.)
  - Employees can make this contribution and the age 50 additional contribution in the same year.
- **Investment Provider Changes**
  - You can enroll in the Plan at any time. Your contributions will begin the first payroll after an account has been established with a CCC investment provider. If you are a current participant you can increase, decrease, resume or discontinue your contributions once per quarter.

#### Different Plan Features
- **Service-Based Catch-up Contributions**
  - Employees with at least 15 years of consecutive service with City Colleges can contribute up to $3,000 per year to a lifetime maximum of $15,000. (Prior year contributions may limit this amount.)
  - Employees can make this contribution and the age 50 additional contribution in the same year.
- **Investment Providers**
  - You can invest your contributions with one of 8 investment providers shown on page 3.

### 403(b) and 457(b) Retirement Plans

#### 403(b) Plan
- Employees with at least 15 years of consecutive service with City Colleges can contribute up to $3,000 per year to a lifetime maximum of $15,000. (Prior year contributions may limit this amount.)
- Employees can make this contribution and the age 50 additional contribution in the same year.

#### 457(b) Plan
- Employees within 3 years of Normal Retirement Age 65 can contribute up to 2 times the basic annual contribution limit, or up to $36,000 for 2015. (Prior year contributions may limit this amount.)
- Employees can make the greater of this contribution or the age 50 additional contribution, but cannot do both in the same year.

### 403(b) Investment Providers

<table>
<thead>
<tr>
<th>Provider</th>
<th>Plan</th>
<th>New Participants</th>
<th>Current Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIG/VALIC</td>
<td>#01195</td>
<td><a href="http://valic.com">valic.com</a></td>
<td><a href="#">Customer Service (800) 448-2542</a></td>
</tr>
<tr>
<td>Fidelity</td>
<td>#50075</td>
<td><a href="http://fidelity.com/atwork">fidelity.com/atwork</a></td>
<td><a href="#">Customer Service (800) 343-0860</a></td>
</tr>
<tr>
<td>Great American</td>
<td>#OTC094</td>
<td><a href="#">lschwartz@lincolninvestment.com</a></td>
<td><a href="#">Customer Service (800) 796-3872 x2229</a></td>
</tr>
<tr>
<td>Voya Financial</td>
<td>#VT5590</td>
<td><a href="#">ingretirementplans.com/enrollment</a></td>
<td><a href="#">Customer Service (800) 873-9150</a></td>
</tr>
<tr>
<td>MetLife Resources</td>
<td>#1002017</td>
<td><a href="#">Julie Belvedere</a> Office: (800) 528-1881</td>
<td><a href="#">Julie Belvedere</a> Office: (800) 528-1881</td>
</tr>
<tr>
<td>Symetra Financial</td>
<td>#LP1020884</td>
<td><a href="#">Customer Service (800) 796-3872 x2229</a></td>
<td><a href="#">Customer Service (800) 796-3872 x2229</a></td>
</tr>
<tr>
<td>The Legend Group</td>
<td></td>
<td><a href="#">legendgroup.com</a> Customer Service (800) 835-2158</td>
<td><a href="#">legendgroup.com</a> Customer Service (800) 835-2158</td>
</tr>
<tr>
<td>TIAA-CREF</td>
<td>#365797</td>
<td><a href="#">tiaa-cref.org</a></td>
<td><a href="#">Customer Service (800) 842-2888</a></td>
</tr>
</tbody>
</table>

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403(b) and 457(b) Retirement Plans Comparison

<table>
<thead>
<tr>
<th>2015 City Colleges of Chicago (CCC) 403(b) &amp; 457(b) Plans Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>403(b) Plan</strong></td>
</tr>
<tr>
<td>Employees with at least 15 years of consecutive service with City Colleges can contribute up to $3,000 per year to a lifetime maximum of $15,000. (Prior year contributions may limit this amount.)</td>
</tr>
<tr>
<td>Employees can make this contribution and the age 50 additional contribution in the same year.</td>
</tr>
</tbody>
</table>
### 457(b) Investment Providers

<table>
<thead>
<tr>
<th>Provider</th>
<th>Plan</th>
<th>New Participants</th>
<th>Current Participants</th>
</tr>
</thead>
</table>
| AIG/VALIC             | #01195 | [valic.com](https://valic.com) | Customer Service (800) 448-2542  
Khai Le (312) 214-5496  
Khai.Le@valic.com | [valic.com](https://valic.com) | Customer Service (800) 448-2542  
Khai Le (312) 214-5496  
Khai.Le@valic.com |
| Fidelity              | #84758 | [fidelity.com/atawork](https://fidelity.com/atawork) | Customer Service (800) 343-0860  
Customer Service (800) 448-2542  
Khai Le (312) 214-5496  
Khai.Le@valic.com | [fidelity.com/atawork](https://fidelity.com/atawork) | Customer Service (800) 343-0860  
Customer Service (800) 448-2542  
Khai Le (312) 214-5496  
Khai.Le@valic.com |
| Symetra Financial     | #LP1020884 | Customer Service (800) 796-3872 x22299  
Susan Ciucci (312) 922-3264 x227 | Customer Service (800) 796-3872 x22299  
Susan Ciucci (312) 922-3264 x227 |
| The Legend Group      |        | [legendgroup.com](https://legendgroup.com) | Customer Service (800) 835-2158  
Don Wade, CFP (630) 586-9430  
donaldwade@legendequities.com | [legendgroup.com](https://legendgroup.com) | Customer Service (800) 835-2158  
Don Wade, CFP (630) 586-9430  
donaldwade@legendequities.com |
| TIAA-CREF             | #403542 | [tiaa-cref.org](https://tiaa-cref.org) | Customer Service (800) 842-2888 or (800) 842-2273  
Press 2 for new participants | [tiaa-cref.org](https://tiaa-cref.org) | Customer Service (800) 842-2888 or (800) 842-2273  
Press 1 for current participants |

Administrative services for the 403(b) and 457(b) Plans are provided by TSA Consulting Group (TSACG). For plan details, read the 403(b) Plan Information and/or 457(b) Plan Information. To help decide which plan might be right for you based on your personal savings goals and objectives, read this side-by-side comparison chart. You can contribute to either plan individually or both plans concurrently.

### D. CCC Mandatory Benefit Program

#### State University Retirement System of Illinois (SURS) (Mandatory Participation)

The State Universities Retirement System of Illinois (SURS) provides retirement, disability, death, and survivor plans to eligible SURS participants and annuitants.

CCC employees will not pay into Social Security and are not eligible for Social Security coverage based on their employment while at City Colleges.

New members of SURS must choose from 3 retirement plans within the 6 months of the date SURS receives your employment certification. If you do not make a plan choice within this time frame, you will automatically be permanently enrolled in the Traditional Benefit Plan. Your plan choice is an irrevocable, one-time decision that cannot be changed at a later date.

If you have at least 5 years of service, you qualify to receive your retirement benefit in the form of an annuity. If you have less than 5 years of service, you always are vested in your employee contributions made to SURS. SURS will send you your SURS Enrollment kit soon after your first day of employment.

Please refer to the SURS section of the Benefits Department Website for additional information.

### E. Contact Information

#### Employee Benefits Contact Information

If you need assistance please contact the District Office of Human Resources, Benefits Division:

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Address</th>
</tr>
</thead>
</table>
| (312) 553-2895 | (312) 553-2701 | [benefits@ccc.edu](mailto:benefits@ccc.edu) | 226 West Jackson Boulevard, 12th Floor  
Chicago, Illinois 60606 |