

# **The University of Pennsylvania Health System Retirement Contribution and 403(b) Matching Plan**

## **Summary Plan Description**

### **APPENDIX F**

#### **Eligible Employees of the Tax-Exempt Employers of Lancaster General Health**

(employees other than those employed by  
The MRI Group and Horizon Health Care Services)

The information contained in this Appendix, combined with the main booklet summary, applies to eligible employees of the tax-exempt employers of the Lancaster General Health (“**LGH**”). If you are an eligible employee, as described in the section titled “Who is Eligible” in the main booklet summary, working for a tax-exempt employer of the Lancaster General Health (an “Eligible Employee” for purposes of this Appendix), this Appendix applies to you.

Other Appendices apply to different groups of eligible employees. For example, employees of The MRI Group and Horizon Health Care Services are not covered by this Appendix. If you have any questions about whether this Appendix applies to you, please contact your applicable Retirement Department.

The SPD for the Plan is made up of the main booklet summary and this Appendix. Both the main booklet summary and this Appendix must be read together.

*If you believe you are entitled to a benefit that you have not received, or if you disagree with any determination made by the Retirement Committee regarding your benefit (such as the amount of your benefit or how it is calculated), you may submit a claim for benefits under the Plan. However, the period for submitting a claim for benefits is limited. If you fail to make a timely claim for benefits or you fail to timely appeal a claim, you may lose your right to those benefits. For important information regarding the process for submitting a claim for benefits and the deadlines for submitting such a claim, see the “Claims Procedure” section of the main booklet summary.*

## **YOUR CONTRIBUTIONS**

As an Eligible Employee who is employed by a tax-exempt employer of LGH, you are not eligible to make Employee Contributions to this Plan. Instead, you are eligible to make Employee Contributions to the 403(b) Retirement Savings Plan. However, you may be eligible to receive Employer Contributions in this Plan. Please see the discussion in the section titled “Employer Contributions” below.

Even though you are not eligible to make Employee contributions to the Plan, it is important that you log into your account on Fidelity NetBenefits® at [www.netbenefits.com/uphs](http://www.netbenefits.com/uphs) or call Fidelity at 1-800-343-0860 when you become an Eligible Employee to make your beneficiary elections (see the “Naming a Beneficiary” section in the main booklet summary) and to provide instructions on how your Plan account will be invested.

## **ELIGIBLE COMPENSATION**

The amount of your Plan benefits, that is, the amount of Employer Contributions that you are eligible to have contributed to your Plan account, is based on your eligible compensation. For Plan purposes, the term “**eligible compensation**” generally means your wages within the meaning of Internal Revenue Code section 3401(a) for the purposes of income tax withholding at the source. Eligible compensation does not include Success Share payments, deferred compensation (whether deferred from the year of reference to a later year or received in the year of reference, having been deferred from the earlier year), reimbursements or other expense allowances including automobile allowances, cash and noncash fringe benefits, relocation expenses, severance pay, all payments relating to tuition, self-insured disability payments other than short-term disability payments, welfare benefits including the Employee Assistance Fund, all sign-on bonuses and sign-on loans, mandated payments (normally in the form of taxes or premiums) made by the Employer pursuant to law or regulation to provide such benefits as Social Security, unemployment compensation and workers’ compensation, amounts contributed by the employer to or paid, from any other employee benefit plan to which the Employer contributes, and payments related to settlements, or forgivable loans. However, your compensation will include any “elective deferrals” that are deducted from your pay on a pre-tax basis (for example, for pre-tax contributions to a 403(b) plan or a 401(k) plan) and “elective contributions” (for example, pre-tax amounts contributed to pay for qualifying health and welfare benefits). Eligible compensation only includes those amounts earned during the portion of the year in which you are an “eligible employee” and certain compensation for a limited period after your termination of employment.

The amount of your eligible compensation that can be taken into account for purposes of calculating Employer Contributions is limited under the Code. For a description of these limits, please see the section titled “Limits on Contributions” in the main booklet summary.

## **EMPLOYER CONTRIBUTIONS**

Employer Contributions are based on the definition of eligible compensation described above.

### ***General Eligibility Requirements to Receive Employer Contributions***

If you are an Eligible Employee, you are eligible to employer receive matching and basic contributions as of the date you are credited with an hour of service. Please see the section of the main booklet summary titled “Vesting and Service” for a description of how service is counted under the Plan.

**Please note that additional or different requirements may be required in order to receive Employer Contributions for an applicable year. Please see the discussions below addressing any additional eligibility requirements for Employer Contributions.**

### ***Matching Contributions***

If you satisfy the general eligibility requirements to receive Employer Contributions described above, and if you make pre-tax and/or Roth contributions to the 403(b) Retirement Savings Plan, you will receive a matching contribution from LGH equal to 50% of your pre-tax and/or Roth contributions contributed to the 403(b) Retirement Savings Plan, up to a maximum of 6% of your eligible compensation for the year. (Note: Compensation earned before you were eligible to participate in the Plan will not be counted for purposes of determining this matching contribution.)

**Please Note: Affilia Home Health “Fee for Service” employees are not eligible to receive employer matching contributions.**

Matching contributions apply to both pre-tax and Roth contributions to the 403(b) Retirement Savings Plan and are made to this Plan on a pre-tax basis. If you make Roth contributions, the matching contributions you receive will still be made on a pre-tax basis. Matching contributions will be made to the Plan each pay period.

While matching contributions generally will be determined on the basis of your Employee Contributions to the 403(b) Retirement Savings Plan each payroll period, LGH may make a “true-up” matching contribution at the end of the year that is based on your total Employee Contributions to the 403(b) Retirement Savings Plan for the year (no true-up matching contribution will be made to you unless the true-up matching contribution equals or exceeds \$1.00). The true-up contribution may apply if, for example, you did not contribute anything to the 403(b) Retirement Savings Plan for a portion of the year and then you contributed 10% of your eligible compensation to the 403(b) Retirement Savings Plan for another portion of the year. However, under no circumstances will you receive a matching contribution for the year that exceeds 50% of your pre-tax and/or Roth contributions under the 403(b) Retirement Savings Plan up to a maximum of 6% of your eligible compensation for the year.

### ***Basic Contributions***

After you have completed one hour of service, you will receive a basic contribution equal to 2% of your eligible compensation for each payroll period as an Eligible Employee. (Note: Compensation earned before you were eligible to participate in the Plan will not be counted for purposes of determining this basic contribution.)

**Please Note: The following employees are not eligible to receive employer basic contributions: (1) NovaStream employees (for periods prior to May 2, 2021); (2) employees covered under the Lancaster General Health Special 457(b) Deferred Compensation Plan; and (3) employees covered under the Lancaster General Health Special 457(f) Deferred Compensation Plan.**

Please see the discussion in the main booklet summary titled “Vesting and Service” for more information on how your services is counted for eligibility to receive basic contributions.

## **VESTING**

As described in the main booklet summary under the heading titled “Vesting and Service.” vesting and service are important to determining your nonforfeitable right to benefits under the Plan. You will be fully vested in any Employer Contributions made to the Plan on your behalf after you have completed three years of service, as follows (a year of service requires the completion of 1,000 hours of service during the calendar year):

<b>Years of Service</b>	<b>% Vested</b>
0-1	0%
1-2	0%
2-3	0%
3+	100%

You will also become immediately and fully vested if, while employed by LGH or a related employer, you die (including if you die while on qualified military service), become totally and permanently disabled or reach age 65.