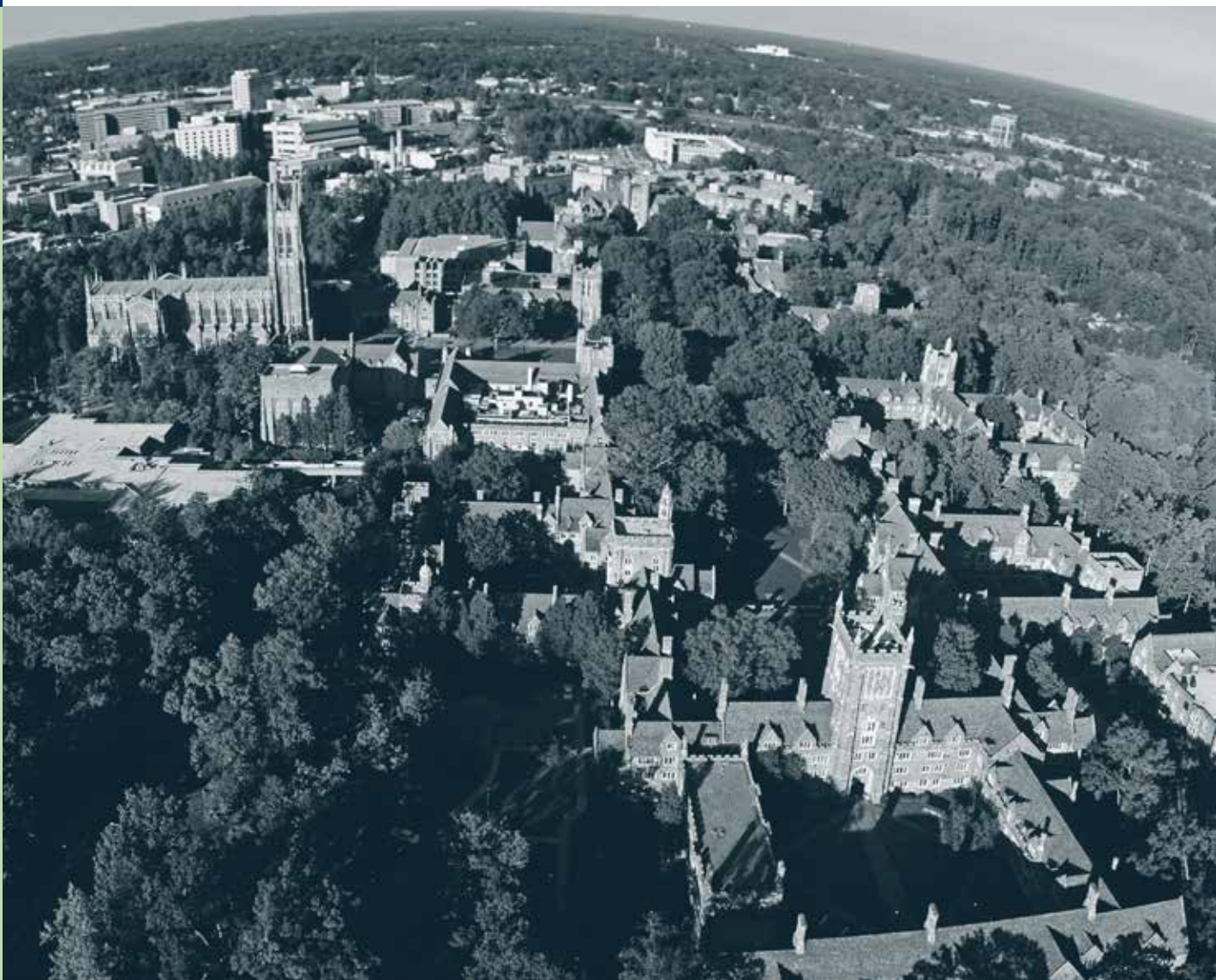



## Faculty and Staff Retirement Plan:

### Enrolling and Selecting Your Investment Options Guide





If you need this information in an alternate format, please contact the  
Human Resource Information Center at 919-684-5600

Si necesita esta información en otro formato, por favor comuníquese  
con el Centro de Información de Recursos Humanos al 919-684-5600

January 2018

# Enrolling and Selecting Your Investment Options Guide

## Contents

<b>Your Duke Faculty and Staff Retirement Plan .....</b>	<b>4</b>
<b>How to Enroll in the Faculty and Staff Retirement Plan.....</b>	<b>5</b>
<b>Your Investment Options .....</b>	<b>6</b>
<b>Your Default Investment Option .....</b>	<b>7</b>
<b>A Note about Investing .....</b>	<b>7</b>
<b>Tier 1 and Tier 2 Investment Options:</b>	
Fidelity .....	8
TIAA.....	9
VALIC.....	10
Vanguard .....	11
<b>Target Date Funds: A Simplified Investment Approach .....</b>	<b>12</b>
<b>How to Learn More about Retirement Options at Duke .....</b>	<b>13</b>
<b>Meet with Your Preferred Investment Carrier(s) One-on-One.....</b>	<b>13</b>
<b>Your Duke Retirement Plans at a Glance.....</b>	<b>15</b>

### Need assistance?

If you need more information, please visit the Duke Human Resources web site at [hr.duke.edu](http://hr.duke.edu) or call the Human Resource Information Center (HRIC) at (919) 684-5600.

Si necesita asistencia con esta información, por favor comuníquese con el Centro de Información de Recursos Humanos al (919) 684-5600.



# Your Duke Faculty and Staff Retirement Plan

The Faculty and Staff Retirement Plan is an important part of your benefits at Duke. This plan allows you to save for your retirement. This guide contains useful information that will help you enroll in the plan and select investment options.

The Faculty and Staff Retirement Plan enables you to contribute to your retirement in several different ways:

- Pre-tax (contributions are deducted from your paycheck before taxes are applied)
- Roth after-tax (pay taxes now but distributions are generally tax free)
- A combination of pre-tax and Roth

The Faculty and Staff Retirement Plan also offers various options for investing your contributions. There are four investment carriers to choose from, with a broad range of investment options.

For more information about the plan, visit [hr.duke.edu/retirement](https://hr.duke.edu/retirement).

# How to Enroll in the Faculty and Staff Retirement Plan

The Faculty and Staff Retirement Plan enables you to contribute to your retirement on a pre-tax basis, Roth after-tax basis, or a combination of both. You can enroll in the Faculty and Staff Retirement Plan by following these easy steps:

## 1 Set up your payroll deduction as either pre-tax, Roth after-tax, or a combination of both, and designate your investment carrier(s). You can do this:

**Online:** through Retirement Manager at [hr.duke.edu/retirementmanager](http://hr.duke.edu/retirementmanager)

OR

**Paper:** paper forms are available at [hr.duke.edu/forms/benefits](http://hr.duke.edu/forms/benefits)

**Pre-Tax Contributions:** When you contribute to the plan on a pre-tax basis, you pay no current federal and state income tax on the salary directed into the plan. It is important to understand that you are not avoiding paying taxes on these contributions permanently; instead you are deferring the payment of taxes until the time you receive a distribution from the plan.

**Roth After-Tax Contributions:** When you contribute on a Roth after-tax basis, you pay current federal and state income tax on the salary directed into the plan; however, you can make tax-free withdrawals of your contributions—and any earnings—provided that you are at least 59½ and made your first Roth after-tax contribution at least five years earlier.

**Contribution Amount:** You may start by contributing as little as 1% of salary per pay period, up to 80% of salary per pay period. If you would like to contribute your maximum IRS limit on a pre-tax basis for the year, you may enroll in the automated maximum program option. The automated maximum program option will calculate your maximum contribution for the year and at the beginning of each year adjust your deduction amount to reach the maximum limit. **This maximum program option is only available for your pre-tax contributions and will not automatically recalculate if you miss a deduction.**

**Investment Carriers:** Duke offers a choice of four different investment carriers. Each investment carrier offers a full range of investment options providing you with the opportunity to build a diversified investment portfolio without having to spread your investments over multiple providers. The approved investment carriers are: Fidelity, TIAA, VALIC, and Vanguard.

## 2 Register with the investment carrier(s) you have chosen to select your investment options, set mail preferences, and designate your beneficiaries.

Investment Carrier	Website	Telephone Number
■ Fidelity	<a href="http://netbenefits.com/duke">netbenefits.com/duke</a>	(800) 343-0860
■ TIAA	<a href="http://tiaa.org/duke">tiaa.org/duke</a>	(800) 842-2776
■ VALIC	<a href="http://valic.com/duke">valic.com/duke</a>	(877) 375-2424
■ Vanguard	<a href="http://duke.vanguard-education.com">duke.vanguard-education.com</a>	(800) 523-1188

## Where Can I Get Help With the Process?

If you need assistance accessing Retirement Manager or completing your forms, you may call or visit our Benefits Office, no appointment necessary. Our office is located at: 705 Broad St., Box 90502, Durham, NC 27708, Phone: (919) 684-5600, Fax: (919) 681-8774.

# Your Investment Options

Duke has an Investment Advisory Committee (IAC) whose role is to ensure that you have access to quality investment options at the lowest reasonable cost. The IAC is comprised of key Duke University and Duke University Health System administrators who work closely with expert consultants who specialize in investment management. The IAC has chosen a group of funds to regularly monitor and ensure that they remain appropriate investment options for Duke's plan.

To make it easier to navigate your choices, investments are grouped into three tiers. Funds in Tier 1 and Tier 2 have been specifically chosen by the IAC for the Faculty and Staff Retirement Plan based on their suitability for use in a diversified retirement savings portfolio and their competitive expense level. These funds are benchmarked annually to ensure that their performance and cost remain competitive. Other funds are available in Tier 3, but they are not monitored by the IAC.

## Tier 1: Asset Allocation Funds

This tier includes two types of funds that offer a way to make a single choice for your retirement needs: Vanguard Target Date Funds and Balanced Funds. The Vanguard Target Date Funds have an asset allocation mix among stocks, bonds, and short-term instruments that is more aggressive when you're younger and more conservative as you near retirement. They are constructed from investments in different asset classes and will adjust investment strategy according to the objectives described in the fund prospectus. You select the fund that is closest to the year you plan on retiring or the year you'll reach Social Security retirement age. For more information about Target Date Funds – see page 12.

Balanced Funds combine stock components, bond components and sometimes a money market component, in a single portfolio. Balanced funds generally stick to a relatively fixed mix of stocks and bonds that reflect either a moderate (higher equity component) or conservative (higher fixed-income component) orientation and do not generally change their asset mix. Balanced Funds are another way of choosing one option that already has a diversified mix of funds. However, unlike a Target Date Fund, the investment mix does not automatically change as you get older.

## Tier 2: Core Funds

These funds represent the primary asset classes (stocks, bonds, and short-term instruments) and have been chosen by the IAC based on their suitability for inclusion in a customized retirement portfolio. You can select from this group of “best-in-class” funds to build your own diversified portfolio. Your preferred retirement plan investment carrier will have resources available to help you.

## Tier 3: Other Funds

These funds are not monitored by the IAC, so you will be responsible for monitoring the holdings and performance of these funds to ensure they remain in line with your investment strategy.

There are a lot of things to consider when investing in your retirement plan, including fees. The annual fee disclosure notice is available at any time at [hr.duke.edu/performance](http://hr.duke.edu/performance).

Each of Duke's investment carriers offer investment options in the same tiered structure, providing you with the opportunity to build a diversified investment portfolio without having to spread your investments over multiple carriers.

The following pages provide details about the investments in Tier 1 and Tier 2 available through each investment carrier.

# Your Default Investment Option

## Where do your contributions go if you don't choose a retirement plan investment carrier or investment fund?

You have the right to direct your plan contributions to one or more of Duke's investment carriers. Each investment carrier offers a broad range of investment alternatives, intended to allow you to achieve a diversified portfolio without having to spread your assets across multiple carriers.

If you select an investment carrier, but do not make investment elections with that investment carrier, your contributions will be automatically invested in the default investment fund. The default investment fund for each investment carrier is listed under Tier 1: Vanguard Target Date Funds where your contributions will be invested in the age appropriate Target Date Fund closest to the year in which you will reach age 65.

If you do not select an investment carrier for your contributions, they will be automatically deposited with Fidelity and invested in the age appropriate Target Date Fund. Contributions invested in a default investment fund will remain invested in the default fund until you direct otherwise. You may transfer amounts invested in a default fund to other investment options at any time and without incurring financial penalty. However, the value of your account at the time of transfer is based on current market value and is subject to any gains or losses. For more information about Target Date Funds, see page 12.

It is intended that the default investment fund for each investment carrier be a "qualified default investment alternative" (QDIA) as defined under the Employee Retirement Income Security Act of 1974 (ERISA).

If you would like to change where or how the contributions to your Faculty and Staff Retirement Plan are invested, you can do so by submitting changes through the Retirement Manager website or submitting a "Retirement Plan Contribution Form." Access to the Retirement Manager site and the form are available at:

**[hr.duke.edu/retirementmanager](https://hr.duke.edu/retirementmanager)**

**[hr.duke.edu/forms/benefits-forms](https://hr.duke.edu/forms/benefits-forms)**

Call Human Resources at (919) 684-5600 for more information.

## A Note about Investing...

For long-term retirement security, you should give careful consideration to the importance of a well-balanced and diversified investment portfolio taking into account all of your assets, income, and investments. Fees and expenses should also be considered. You may change your investments at any time. Review the Investment Performance and Participant Fee Disclosure information at **[hr.duke.edu/performance](https://hr.duke.edu/performance)** before making your investment selections.

# Fidelity Investment Options

Fidelity offers the following investment options to help you build a diversified investment portfolio:

## Tier 1: Asset Allocation Funds for a ready-made portfolio

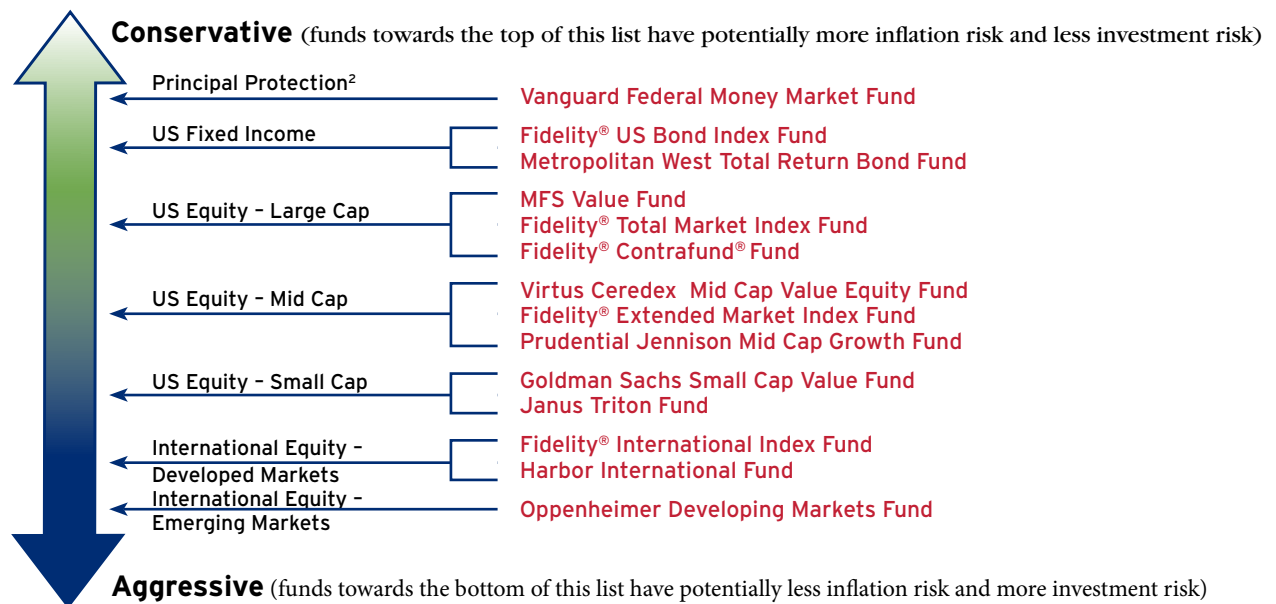
Consider choosing the Target Date Fund with the target date closest to your expected retirement year or the year you'll reach Social Security retirement age.

### Target Date Funds: Vanguard Institutional Target Retirement Date Fund Series<sup>1</sup>

- Vanguard Target Retirement Income
- Vanguard Target Retirement 2015
- Vanguard Target Retirement 2020
- Vanguard Target Retirement 2025
- Vanguard Target Retirement 2030
- Vanguard Target Retirement 2035
- Vanguard Target Retirement 2040
- Vanguard Target Retirement 2045
- Vanguard Target Retirement 2050
- Vanguard Target Retirement 2055
- Vanguard Target Retirement 2060
- Vanguard Target Retirement 2065

## Tier 2: Core Funds – to build your own portfolio

These funds represent the primary asset classes and have been chosen based on their suitability for inclusion in a customized retirement portfolio. This option may be good if you are more comfortable diversifying your own investments. The positioning of funds according to relative risk is not to scale, but is intended to show the general progression of risk for funds in the different asset categories.



## Investment Performance and Participant Fee Disclosure Information

The fee disclosure information which includes fees and services associated with the plan is available at [hr.duke.edu/performance](http://hr.duke.edu/performance). To view or print a prospectus for current funds, visit [fidelity.com/duke](http://fidelity.com/duke) or you can also request a copy by calling 1-800-343-0860. The prospectus contains the investment objectives, risks, charges, expenses, and other information about the respective investment companies that you should consider carefully before investing. Please read the prospectus carefully before investing or sending money.

<sup>1</sup> Target Retirement Funds - All investing is subject to risk, including the possible loss of the money you invest. Investments in Target Retirement Funds are subject to the risks of their underlying funds. The year in the fund name refers to the approximate year (the target date) when an investor in the fund would retire and leave the workforce. The fund will gradually shift its emphasis from more aggressive investments to more conservative ones based on its target date. An investment in a Target Retirement Fund is not guaranteed at any time, including on or after the target date. Diversification does not ensure a profit or protect against a loss.

<sup>2</sup> An investment in a money market fund is not insured or guaranteed by the FDIC or any other government agency. Although a money market fund seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in such fund.



# TIAA Investment Options

TIAA offers the following investment options to help you build a diversified investment portfolio:

## Tier 1: Asset Allocation Funds for a ready-made portfolio

Consider choosing the Target Date Fund with the target date closest to your expected retirement year or the year you'll reach Social Security retirement age or the Balanced Fund that offers a fixed exposure to stocks and bonds.

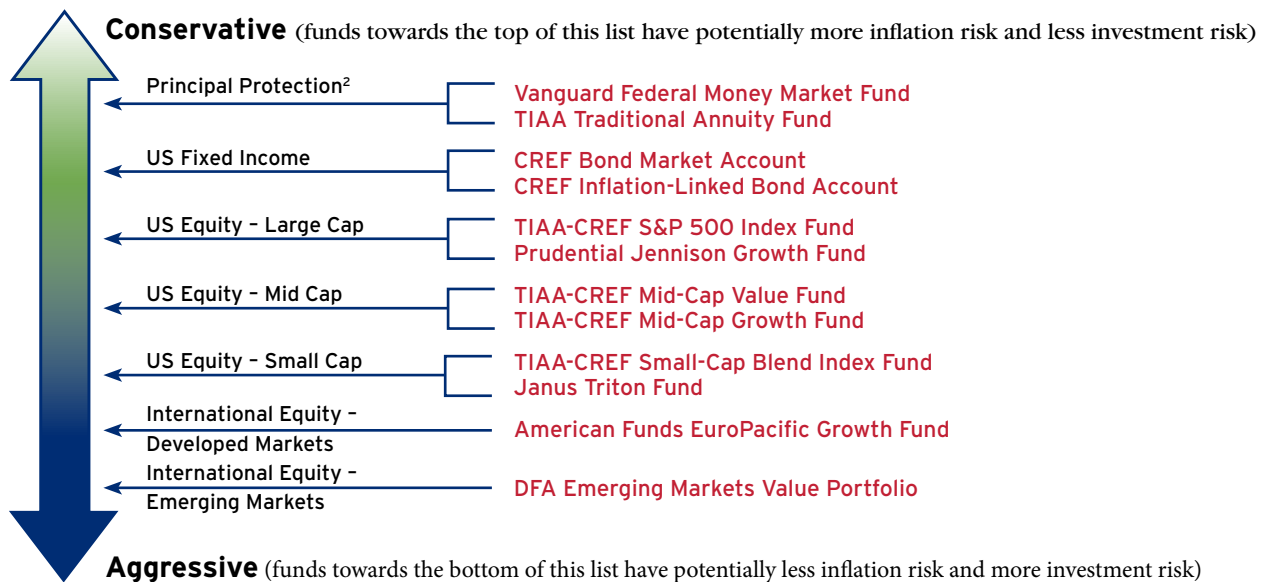
### Target Date Funds: **Vanguard Institutional Target Retirement Date Fund Series<sup>1</sup>**

- Vanguard Target Retirement Income
- Vanguard Target Retirement 2015
- Vanguard Target Retirement 2020
- Vanguard Target Retirement 2025
- Vanguard Target Retirement 2030
- Vanguard Target Retirement 2035
- Vanguard Target Retirement 2040
- Vanguard Target Retirement 2045
- Vanguard Target Retirement 2050
- Vanguard Target Retirement 2055
- Vanguard Target Retirement 2060
- Vanguard Target Retirement 2065

### Balanced Fund: **CREF Social Choice Account**

## Tier 2: Core Funds – to build your own portfolio

These funds represent the primary asset classes and have been chosen based on their suitability for inclusion in a customized retirement portfolio. This option may be good if you are more comfortable diversifying your own investments. The positioning of funds according to relative risk is not to scale, but is intended to show the general progression of risk for funds in the different asset categories.



## Investment Performance and Participant Fee Disclosure Information

The fee disclosure information which includes fees and services associated with the plan is available at [hr.duke.edu/performance](http://hr.duke.edu/performance). To view or print a prospectus for current fund, visit [tiaa.org/duke](http://tiaa.org/duke) or you can also request a copy by calling 1-800-842-2252. The prospectus contains the investment objectives, risks, charges, expenses, and other information about the respective investment companies that you should consider carefully before investing. Please read the prospectus carefully before investing or sending money.

<sup>1</sup> Target Retirement Funds - All investing is subject to risk, including the possible loss of the money you invest. Investments in Target Retirement Funds are subject to the risks of their underlying funds. The year in the fund name refers to the approximate year (the target date) when an investor in the fund would retire and leave the workforce. The fund will gradually shift its emphasis from more aggressive investments to more conservative ones based on its target date. An investment in a Target Retirement Fund is not guaranteed at any time, including on or after the target date. Diversification does not ensure a profit or protect against a loss.

<sup>2</sup> An investment in a money market fund is not insured or guaranteed by the FDIC or any other government agency. Although a money market fund seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in such fund.

# VALIC Investment Options

VALIC offers the following investment options to help you build a diversified retirement plan portfolio:

## Tier 1: Asset Allocation Funds for a ready-made portfolio

Consider choosing the Target Date Fund with the target date closest to your expected retirement year or the year you'll reach Social Security retirement age or the Balanced Fund that offers a fixed exposure to stocks and bonds.

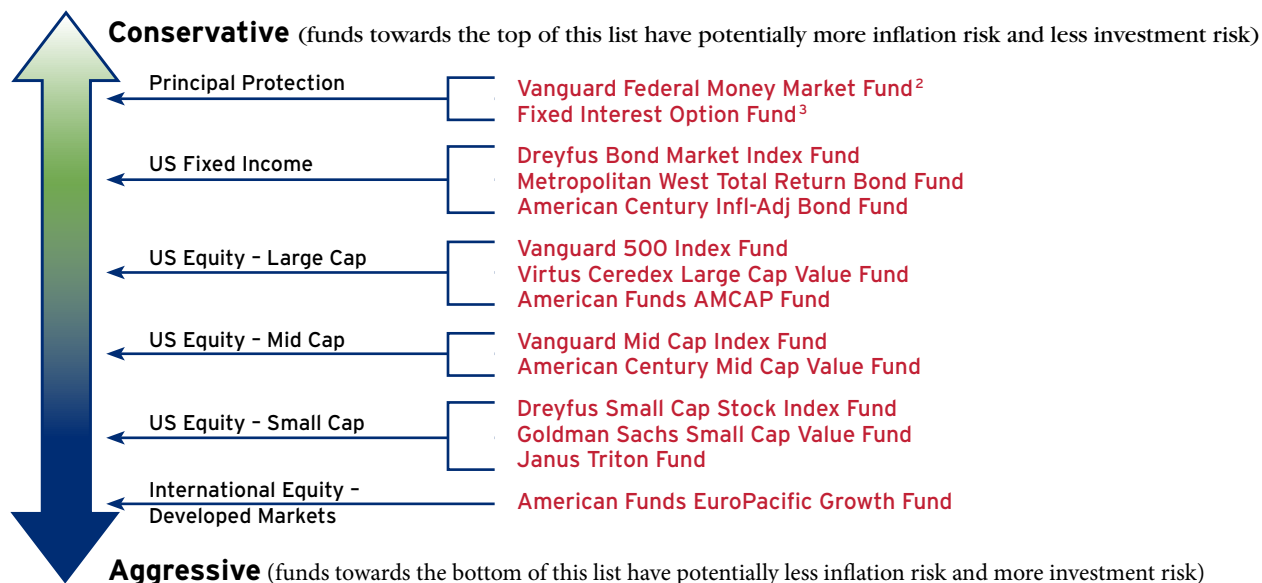
### Target Date Funds: Vanguard Institutional Target Retirement Date Fund Series<sup>1</sup>

- Vanguard Target Retirement Income
- Vanguard Target Retirement 2015
- Vanguard Target Retirement 2020
- Vanguard Target Retirement 2025
- Vanguard Target Retirement 2030
- Vanguard Target Retirement 2035
- Vanguard Target Retirement 2040
- Vanguard Target Retirement 2045
- Vanguard Target Retirement 2050
- Vanguard Target Retirement 2055
- Vanguard Target Retirement 2060
- Vanguard Target Retirement 2065

### Balanced Fund: Columbia Balanced Fund

## Tier 2: Core Funds – to build your own portfolio

These funds represent the primary asset classes and have been chosen based on their suitability for inclusion in a customized retirement portfolio. This option may be good if you are more comfortable diversifying your own investments. The positioning of funds according to relative risk is not to scale, but is intended to show the general progression of risk for funds in the different asset categories.



## Investment Performance and Participant Fee Disclosure Information

The fee disclosure information which includes fees and services associated with the plan is available at [hr.duke.edu/performance](http://hr.duke.edu/performance). To view or print a prospectus for current funds, visit [valic.com/duke](http://valic.com/duke) or you can also request a copy by calling 1-800-428-2542. The prospectus contains the investment objectives, risks, charges, expenses, and other information about the respective investment companies that you should consider carefully before investing. Please read the prospectus carefully before investing or sending money.

<sup>1</sup> Target Retirement Funds - All investing is subject to risk, including the possible loss of the money you invest. Investments in Target Retirement Funds are subject to the risks of their underlying funds. The year in the fund name refers to the approximate year (the target date) when an investor in the fund would retire and leave the workforce. The fund will gradually shift its emphasis from more aggressive investments to more conservative ones based on its target date. An investment in a Target Retirement Fund is not guaranteed at any time, including on or after the target date. Diversification does not ensure a profit or protect against a loss.

<sup>2</sup> An investment in a money market fund is not insured or guaranteed by the FDIC or any other government agency. Although a money market fund seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in such fund.

<sup>3</sup> Policy Form GFA-504, a group fixed allocated annuity, issued by The Variable Annuity Life Insurance Company, Houston, Texas.

# Vanguard® Investment Options

Vanguard offers the following investment options to help you build a diversified investment portfolio:

## Tier 1: Asset Allocation Funds for a ready-made portfolio

Consider choosing the Target Date Fund with the target date closest to your expected retirement year or the year you'll reach Social Security retirement age or the Balanced Fund that offers a fixed exposure to stocks and bonds.

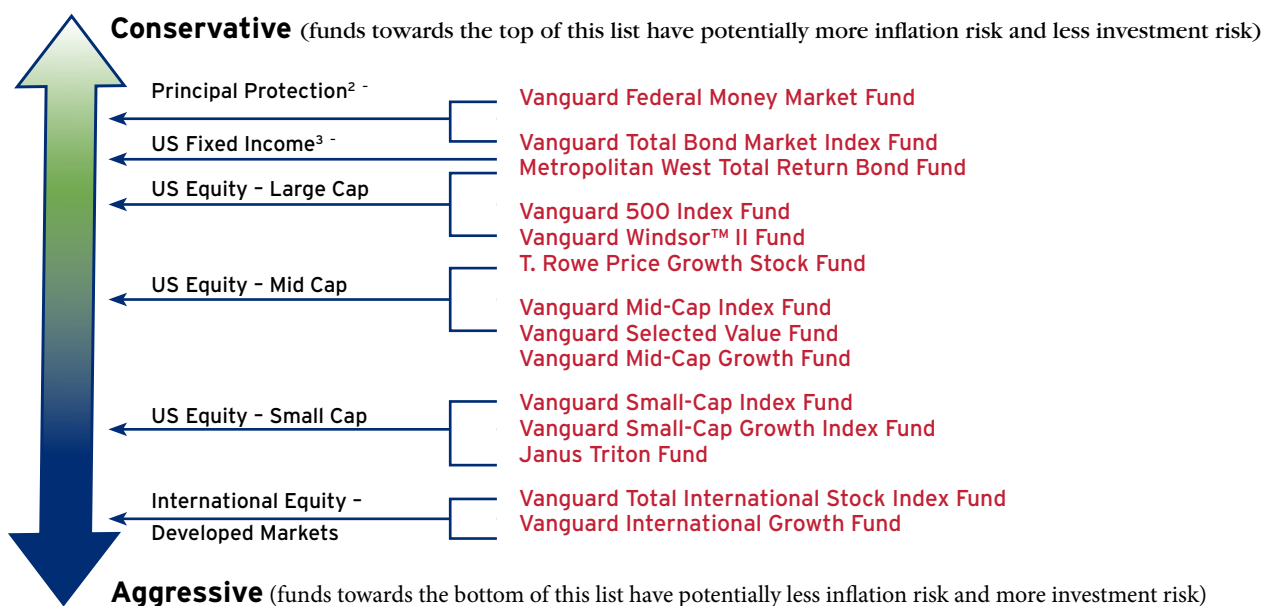
### Target Date Funds: Vanguard Institutional Target Retirement Date Fund Series<sup>1</sup>

- Vanguard Target Retirement Income
- Vanguard Target Retirement 2015
- Vanguard Target Retirement 2020
- Vanguard Target Retirement 2025
- Vanguard Target Retirement 2030
- Vanguard Target Retirement 2035
- Vanguard Target Retirement 2040
- Vanguard Target Retirement 2045
- Vanguard Target Retirement 2050
- Vanguard Target Retirement 2055
- Vanguard Target Retirement 2060
- Vanguard Target Retirement 2065

### Balanced Fund: Vanguard Wellington™ Fund

## Tier 2: Core Funds – to build your own portfolio

These funds represent the primary asset classes and have been chosen based on their suitability for inclusion in a customized retirement portfolio. This option may be good if you are more comfortable diversifying your own investments. The positioning of funds according to relative risk is not to scale, but is intended to show the general progression of risk for funds in the different asset categories.



## Investment Performance and Participant Fee Disclosure Information

The fee disclosure information which includes fees and services associated with the plan is available at [hr.duke.edu/performance](http://hr.duke.edu/performance). To view or print a prospectus for current funds, visit [vanguard.com](http://vanguard.com) or you can also request a copy by calling 1-800-523-1188. The prospectus contains the investment objectives, risks, charges, expenses, and other information about the respective investment companies that you should consider carefully before investing. Please read the prospectus carefully before investing or sending money.

<sup>1</sup> Target Retirement Funds - All investing is subject to risk, including the possible loss of the money you invest. Investments in Target Retirement Funds are subject to the risks of their underlying funds. The year in the fund name refers to the approximate year (the target date) when an investor in the fund would retire and leave the workforce. The fund will gradually shift its emphasis from more aggressive investments to more conservative ones based on its target date. An investment in a Target Retirement Fund is not guaranteed at any time, including on or after the target date. Diversification does not ensure a profit or protect against a loss.

<sup>2</sup> An investment in a money market fund is not insured or guaranteed by the FDIC or any other government agency. Although a money market fund seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in such fund

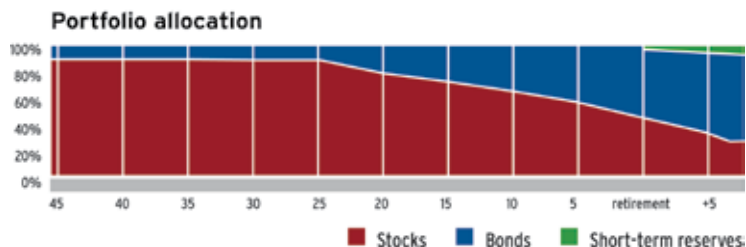
<sup>3</sup> While U.S. Treasury or government agency securities provide substantial protection against credit risk, they do not protect investors against price changes due to changing interest rates. Although the market values of government securities are not guaranteed and may fluctuate, these securities are guaranteed as to the timely payment of principal and interest. Bond funds are subject to the risk that an issuer will fail to make payments on time, and that bond prices will decline because of rising interest rates or negative perceptions of an issuer's ability to make payments. Prices of small-cap stocks often fluctuate more than those of large-company stocks. Investments in stocks or bonds issued by non-U.S. companies are subject to risks including country/ regional risk and currency risk

# Target Date Funds: A Simplified Investment Approach

Researching all of a plan's investment options may be more than you want to tackle. You may want to consider a simplified approach by investing in a Target Date Fund (also called an Asset Allocation or Lifecycle Fund). These funds are listed in Tier 1 for each investment carrier.

## How do they work?

Target date funds make investing for retirement more convenient by automatically changing your investment mix or asset allocation over time. Once you select a target date fund, the managers of the fund make all the decisions about asset allocation, making the asset allocation mix more conservative as you near the target date (usually your retirement date).



## What are the primary benefits?

With Target Date Funds, you enjoy broad diversification and ongoing professional management. Target date funds are automatically reallocated and rebalanced, implementing the kinds of decisions we all mean to make over our working career, but often don't.

However, it is still important for you to periodically review your investment portfolio to determine whether the fund fits your financial situation.

## Choosing a Target Date Fund

The target date in the name of the fund is a useful starting point in selecting a fund, but you should not rely solely on the date when choosing a fund or deciding to remain invested in one. Information about the funds is available in the funds' prospectus. Issues to consider include:

- Understanding the strategy and risks of the fund, as well as the risks of the underlying mutual funds held as investments.
- Finding out the fund's performance and fees.
- Learning how the investments will change over time and when the fund will reach its most conservative mix.
- Taking into account when you plan to withdraw the money and whether the fund's investment mix on and after the target date fit with your plans for the future.

## Should you monitor your Target Date Fund?

Yes. Even though the fund automatically rebalances, it is important to monitor the fund's investments over time to ensure it is meeting your needs. Target date funds are long-term investments. They do not guarantee that you will have sufficient retirement income at the target date and it is important to note that even though the investment mix is more conservative as you reach the target or retirement date, a percentage of the assets are still invested in stocks which are subject to the ups and downs of the market like any other investment.

## Vanguard Target Retirement Funds

Vanguard Target Retirement Funds, a series of target date funds managed by Vanguard, will serve as the default fund for Duke's Faculty and Staff Retirement Plan.

Unless you advise otherwise, Duke will direct its contribution to Fidelity and invest into the Vanguard Target Retirement Fund that most closely matches your 65th birthday.

You can leave these contributions in the Target Fund or choose from the other investment options.

If you would like to change where or how the contributions to your Faculty and Staff Retirement Plan are invested, you can do so by submitting changes through the Retirement Manager website or submitting a "Retirement Plan Contribution Form." Access to the Retirement Manager site and the form are available at:

[hr.duke.edu/retirementmanager](http://hr.duke.edu/retirementmanager)  
[hr.duke.edu/forms/benefits-forms](http://hr.duke.edu/forms/benefits-forms)

Call Human Resources at (919) 684-5600 for more information.

# How to Learn More about Retirement Options at Duke

Some people learn better by reading, others by attending classes. Duke offers a variety of ways to help you learn more about the options available to you as you plan for retirement:

- Read your annual Personal Benefit Statement, which Duke mails to your home in the spring of each year. This document provides you information regarding your retirement plan that will help you determine whether you are on target to meet your financial goals.
- Log on to Retirement Manager at **hr.duke.edu/retirementmanager** for access to your personalized account where you can review or change your current contributions. This site also includes tips and tools to help you learn more about investing. (Use your Duke Unique ID to set up a password-protected, personalized account).
- Attend seminars during Duke’s annual Financial Fitness Week in the spring.
- Schedule a free, one-on-one consultation with a representative from any of the retirement plan investment carriers. To schedule an appointment, please visit **hr.duke.edu/carriers**.
- Review your quarterly statement from your investment carrier.
- Review the “Retirement Planning Guide” on the Duke Human Resources website at **hr.duke.edu/rpg**.
- Review the investment performance and fee disclosure information for each Duke’s investment carriers at **hr.duke.edu/performance**.

**Need Help**  
 Getting Started? Sign up for a free retirement enrollment seminar, **hr.duke.edu/403bseminar** or call (919) 684-5600.

## Meet with Your Preferred Investment Carrier(s) One-on-One

Each of the investment carriers offer one-on-one consultations to help you learn more about the investments and identify how much you should be saving for your retirement goals. Contact the investment carrier to set up your one-on-one appointment.

Investment Carrier	Website	Telephone Number
■ Fidelity	<b>netbenefits.com/duke</b>	(800) 343-0860
■ TIAA	<b>tiaa.org/duke</b>	(800) 842-2776
■ VALIC	<b>valic.com/duke</b>	(877) 375-2424
■ Vanguard	<b>duke.vanguard-education.com</b>	(800) 523-1188

# Your Duke Retirement Plans at a Glance

This section highlights the main provisions of the plans but is subject to the terms of the legal documents, which may be modified from time to time. Where this description and the official documents vary, the official plan documents are the final authority. Duke reserves the right to change or terminate any of the plans or your eligibility for benefits for any of the plans.

Feature	Faculty and Staff Retirement Plan for Exempt Employees	Faculty and Staff Retirement Plan for Non-Exempt Employees	Employees' Retirement Plan (Non-Exempt Employees)
<b>Brief Description</b>	403(b) Retirement Savings Plan offered by Duke	403(b) Voluntary Retirement Savings Plan offered by Duke	Pension Plan funded entirely by Duke
<b>Type of Plan</b>	Defined Contribution Plan	Defined Contribution Plan	Defined Benefit Plan
<b>Participation</b>	Your contributions to the plan are voluntary. Duke's contributions are automatic.	Your contributions to the plan are voluntary.	Automatic
<b>Eligibility to Participate</b>	You must be a Duke employee who is not FICA exempt.	You must be a Duke employee who is not FICA exempt.	You must be a non-exempt employee having reached age 21 and worked at least 1,000 hours during your first year of employment or in any future fiscal year.
<b>When can you join the plan?</b>	You may enroll in the plan at any time upon employment.	You may enroll in the plan at any time upon employment.	You automatically become a member of the plan after you reach age 21 and complete one year of continuous service.
<b>How much can you contribute?</b>	You can make a voluntary contribution of any amount, from 1% of salary per pay period up to 80% of your salary per pay period.	You can make a voluntary contribution of any amount, from 1% of salary per pay period up to 80% of your salary per pay period.	You cannot make contributions towards the Employees' Retirement Plan.
<b>What are the Contribution Limits?</b>	The maximum amount of contributions that can be made to your 403(b) account each year is adjusted annually by the IRS. The IRS contribution limits for the current plan year is available at <a href="http://hr.duke.edu/403benroll">hr.duke.edu/403benroll</a> .	The maximum amount of contributions that can be made to your 403(b) account each year is adjusted annually by the IRS. The IRS contribution limits for the current plan year is available at <a href="http://hr.duke.edu/403benroll">hr.duke.edu/403benroll</a> .	Not applicable
<b>Does Duke contribute to your retirement?</b>	Yes, but certain exempt employees are not eligible to receive Duke's contribution. Duke's contribution is determined each year and published prior to the beginning of the plan year (January 1 to December 31). Duke's contribution for the current plan year is available at <a href="http://hr.duke.edu/dukecontribution">hr.duke.edu/dukecontribution</a>	No, Duke provides you with a benefit in the Employees' Retirement Plan.	Yes, the benefit is: 1.25% of average final pay; <b>times</b> Years of credited service up to 20; <b>plus</b> 1.66% of your average final pay; <b>times</b> Years of credited service over 20.

Feature	Faculty and Staff Retirement Plan for Exempt Employees	Faculty and Staff Retirement Plan for Non-Exempt Employees	Employees' Retirement Plan (Non-Exempt Employees)
<b>How is your benefit determined?</b>	The amount of your benefit varies according to how much and how long Duke and you contribute to the plan, as well as the performance of the investments you select.	The amount of your benefit varies according to how much and how long you contribute to the plan, as well as the performance of the investments you select.	The retirement benefit from the plan is determined by a formula that includes average final pay and years of credited service.
<b>Can you take a distribution from the plan while actively working at Duke?</b>	Yes, if you are over age 59 1/2 and still employed you may take a distribution on monies you have contributed. If you are employed beyond age 67 you may also withdraw the Duke contribution. You can take a hardship distribution from your voluntary retirement account, provided that the IRS requirements are met for this type of distribution. However, withdrawals prior to age 59 1/2 may be subject to IRS penalties, and some investment carriers may also charge an early withdrawal fee.	Yes, if you are over age 59 1/2 and still employed you may take a distribution on monies you have contributed. You can take a hardship distribution from your voluntary retirement account, provided that the IRS requirements are met for this type of distribution. However, withdrawals prior to age 59 1/2 may be subject to IRS penalties, and some investment carriers may also charge an early withdrawal fee.	No, you cannot take a distribution from the plan while you are employed at Duke, according to IRS regulations.
<b>When can you receive benefits?</b>	You can withdraw your contributions upon separation of service or upon retirement. However, withdrawals prior to age 59 1/2 may be subject to IRS penalties, and some investment carriers also may charge an early withdrawal fee.	You can withdraw your contributions upon separation of service or upon retirement. However, withdrawals prior to age 59 1/2 may be subject to IRS penalties, and some investment carriers also may charge an early withdrawal fee.	Normal retirement is age 65, however you may retire any time after you reach age 45 and complete 15 years of <b>credited service</b> . Payments can begin on the first day of any month after meeting these requirements. However, your benefits will be reduced to reflect the longer period of time that they will be paid to you.
<b>Can you take a loan?</b>	Yes, if your plan contributions are invested with TIAA or VALIC, you can borrow a certain amount from your account. Plan loans are administered by your investment carrier(s) and are subject to the terms of its plan loan program.	Yes, if your plan contributions are invested with TIAA or VALIC, you can borrow a certain amount from your account. Plan loans are administered by your investment carrier(s) and are subject to the terms of its plan loan program.	No
<b>How are benefits paid at retirement?</b>	You arrange your payment methods and timing with the investment carriers holding your accounts. You also can leave your money in the Duke plan subject to minimum distribution requirements, transfer all or part of your money to another tax-qualified plan (such as an IRA), or withdraw all or part of your money as a lump sum payment.	You arrange your payment methods and timing with the investment carriers holding your accounts. You also can leave your money in the Duke plan subject to minimum distribution requirements, transfer all or part of your money to another tax-qualified plan (such as an IRA), or withdraw all or part of your money as a lump sum payment.	<ul style="list-style-type: none"> <li>• Single Life annuity</li> <li>• 100% Joint and Survivor annuity</li> <li>• 75% Joint and Survivor annuity</li> <li>• 50% Joint and Survivor annuity</li> <li>• Lump Sum</li> <li>• Level Income Option (if you retire before becoming eligible for Social Security benefits)</li> </ul>



### Learn More...Get More Information about the Duke Retirement Plans

For more information about the plans, please review the following retirement websites or contact the Benefits Office at 919-684-5600.

- General Information can be obtained at [hr.duke.edu/benefits/retirement](http://hr.duke.edu/benefits/retirement).
- Consider attending our “Understanding Your Duke Retirement Plans” enrollment seminar. You may register at [hr.duke.edu/403bseminar](http://hr.duke.edu/403bseminar).

