

**MSU 403(B) BASE RETIREMENT PROGRAM ELIGIBILITY \***

The following chart details the different job categories/employee groups and their respective age and FTE (Full Time Equivalent) service months of continuous employment before becoming eligible to participate in the MSU 403(b) Base Retirement Program and receive the University matching contributions, either by Voluntary participation, or by required Mandatory participation. **Please note that if you participated in a 403(b), 401(a), 401(k) or other retirement plan at a previous employer that made employer contributions, or if you are age 55 or older upon your employment at MSU, you may immediately participate as Voluntary.** Employees age 62 or older at the time of employment are never required to participate. If you have any questions regarding your eligibility, please contact MSU Human Resources via email at [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu), or by calling 517-353-4434 or 800-353-4434.

<b>JOB CATEGORY/EMPLOYEE GROUP</b> <i>(listed alphabetically)</i> <b>You must be an eligible employee working 50% or more for 9 months or longer:</b>	<b>ELIGIBILITY to receive the University matching contribution (Voluntary participation):</b>	<b>GUIDELINES for required enrollment (Mandatory participation):</b>
Administrative Professional Association (APA) Administrative Professional Confidential/Non-Union Assistant Professor Associate Professor Coach Contract Appointments (Coordinator, Director, etc.) Executive Management Fraternal Order of Police (FOP) Hall Director (University Housing) IATSE Local 274 IUOE Local 324 Librarian MSU Extension Academic Staff (Agent, Associate, etc.) Nurse Professor Resident Advisor Senior Research Associate Specialist (CAS Probationary)	Immediately	Age 35 and 24 FTE service months of continuous employment
Administrative Professional Supervisors Assoc. (APSA) (including confidential and non-union) AFSCME Local 1585 (including non-union) AFSCME Local 999 Clerical Technical Confidential and Non-Union Clerical Technical Union (CTU) MSU Extension Support Staff (4-H Program Associates)	Immediately	Age 35 – regardless of the length of service
Fixed Term Appointments (Specialist, Coordinator, etc.) Instructor, Assistant Instructor, Lecturer, Research Associate (hired prior to 10/1/2006) All Remaining Non-Union (except MSU Extension Support Staff)	After completing 24 FTE service months of continuous employment <i>(please see exception in bold above)</i>	Age 35 and 24 FTE service months of continuous employment
Research Associate (hired on or after 10/1/2006)	After completing 36 FTE service months of continuous employment <i>(please see exception in bold above)</i>	Age 35 and 36 FTE service months of continuous employment
Consultant Instructor Intern/Resident Teacher Visiting Scholar	After completing 24 FTE service months of continuous employment <i>(please see exception in bold above)</i>	NEVER REQUIRED

*\*MSU reserves the right to modify, change or delete eligibility in accordance with changes in union contracts or other relevant groups.*

Revised 1/11/2018